



## **Upper Crust Food Services COVID-19 Employee Plan**

### **Last Updated December 2020**

This document outlines a consistent approach on how we can continue operations in the event an individual tests positive or is potentially exposed, given the global COVID-19 pandemic and high transmissibility of this respiratory virus from person to person. Our document is not intended to replace or supersede federal, state, local or University guidance or authority. It highlights key recommendation for the Centers for Disease Control and Prevention (CDC).

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## **I. Steps to be taken when an employee tests positive for COVID-19 or has symptoms associated with COVID-19**

- For an individual who has symptoms associated with COVID-19 (i.e., fever, cough, and/or shortness of breath) or has tested positive for COVID-19:
  - If the employee is at the chapter house, **they will be sent home.**
  - If the employee is at home, do not permit the employee to come to work
- Employees who have **not been tested but show symptoms** of acute respiratory illness are recommended to stay home and be excluded from work until they are free of fever (100.4 degree F or greater using an oral thermometer), and any other related symptoms (i.e., cough and/or shortness of breath) for at least 1 day (24 hours), without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) AND at least 10 days have passed since symptoms first appeared.
  - Employees should notify their supervisor
  - Encourage the employee to contact their local health department and seek medical attention upon initial appearance of symptoms
- Employees **with a COVID-19 positive test\* who have stayed home (home isolation)** may be able to return to work under the following conditions:
  - **If the employee will not have a test** to determine if they are still contagious, they may be able to return to work after these three things have happened:
    - no fever for at least 24 hours since recovery (that is three full days of no fever without the use of medicine that reduces fevers) AND
    - other symptoms have improved (for example, when cough or shortness of breath have improved) **AND**
    - at least 10 days have passed since symptoms first appeared
- **If employee will be tested** to determine if they are still contagious, they may be able to return to work after these three things have happened:
  - no fever for at least 24 hours since recovery (that is three full days of no fever without the use of medicine that reduces fevers) **AND**
  - other symptoms have improved (for example, when cough or shortness of breath have improved) **AND**
- Contact, to the best of your ability other relevant third parties who may have been exposed
- Clean and disinfect surfaces to limit employee exposure (see Cleaning and Disinfection Guidelines section below) <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- The facility does not need to shut down as a result of an employee testing positive for COVID-19 if the steps above are followed and the ill and potentially exposed individuals are appropriately addressed.

## II. Steps to be taken when an employee is exposed (In Close Contact) to an individual who is positive for COVID-19

- Try to identify if employee has been exposed or potentially exposed to infected individuals. Unless advised by local authorities, other individuals in the chapter house should not be considered high risk for infection, do not require special treatment, and may continue business as normal (after surfaces are cleaned and disinfected, as described below).
- Exposure/Close contact is defined by CDC as:
  - Within approximately 6 feet of a confirmed or suspected COVID-19 positive individual for a prolonged period, including within the 48 hours prior to symptom onset OR,
  - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- Short term exposure, such as walking past someone, is not "close contact"
- CDC has a Self-Checker that you can do on-line to see if you meet the criteria for testing - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>
- In accordance with Health Insurance Portability and Accountability Act (HIPAA) requirements, inform individuals of potential exposure
- Work with local authorities and the individuals, consider if it is appropriate to take the following actions for employees who have been exposed to individuals with COVID-19 but are not showing symptoms:
  - CDC recommends regular monitoring of temperature using an infrared thermometer. When taking temperatures, keep as much distance from the employees as possible, wash their hands with soap and water before and after taking temperatures, and use gloves, if available.
  - Employees should wear face mask/covering at all times.
  - Employees should practice physical (social) distancing, as applicable and continue to monitor for symptoms.
  - If symptoms arise, employees should be sent home immediately and all surfaces should be cleaned and disinfected.
  - **Quarantine for 7-10 days after date of exposure. You can end after 7 days with a negative COVID-19 test or 10 days without getting tested.**
  - Clean and disinfect surface to limit employees exposure (see Cleaning and Disinfection Guidelines section below) <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## III. Cleaning and Disinfection Guidelines

- All employees must have good personal hygiene. We are reinforcing personal hygiene practices with additional posted notices. <https://www.foodsafetyfocus.com/FoodSafetyFocus/media/Library/pdfs/Handwashing.pdf>
- As soon as an employee has tested positive for COVID-19 or has symptoms associated with this virus, cleaning and sanitizing procedures will be implemented according to CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Existing cleaning and sanitizing procedures will remain in place in contracted area.
- EPA registered disinfectants should be used

- There is a list of EPA-registered “disinfectant” products for COVID-19 on the EPA website List N: Disinfectants for Use Against SARS-CoV-2; <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- **IMPORTANT:** Check the product label guidelines for if and where these disinfectant products are safe and recommended

#### IV. Communication

- If a UCFS employee tests positive for COVID-19 or shows symptoms of the virus, UCFS will immediately notify the house director and corporation board of the Customer.
- All communication about an individual will be directed to them and no information will be given to third parties, unless we are instructed by local authorities.
- Definitions:
  - Isolation vs Quarantine
    - Isolation separates sick people with a contagious disease from people who are not sick
    - Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick
  - Exposure/Close Contact
    - Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated OR,
    - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

#### V. Disposition of Food & Meal Service

- The state, local, and/or College/University health department will play a significant role in what meal service will look like in regard to how food is served
- For details on possible food service changes due to COVID-19 visit our COVID resource page at [www.UpperCrustFoodService/COVID](http://www.UpperCrustFoodService/COVID).
- There is currently no evidence to support that the SARS-CoV-2 virus can be transmitted to humans through food or food packaging materials <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
- If practical, however, any packaging that has been in close contact with an individual who has symptoms associated with COVID-19 or has tested positive for COVID-19, could be wiped down with sanitizer <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

#### Resources:

Centers for Disease Control and Prevention (CDC)  
 National Restaurant Association  
 ServSafe  
 U.S. Food & Drug Administration (FDA)  
 Environmental Protection Agency (EPA)

For more information regarding Upper Crust Food Service COVID Employee Plan please contact  
Director Of Human Resources Raymond Nunnelly.



Raymond Nunnelly

Director of Human Resources

573-874-3033 office

[ray@uppercrustfoodservice.com](mailto:ray@uppercrustfoodservice.com)

[www.uppercrustfoodservice.com/COVID](http://www.uppercrustfoodservice.com/COVID)