

# THE SIX-FOOT KITCHEN:

## A Training Program for Safeguarding Your Kitchen Operations

### INTRODUCTION

This document offers direction and a framework for training best practices for your employees in the kitchen amidst the current COVID-19 environment. It does not establish any specific protocol or policy and, unless specific local regulatory or statutory requirements are cited, should be viewed only as recommended actions to be taken. NOTE: It is the local account's responsibility to ensure the needs of any local applicable statutes and regulations are satisfied.

### OBJECTIVE

To provide a training resource and recommend practices to ensure the safety of kitchen staff and the foods that they handle during the COVID-19 outbreaks. These actions will increase safety awareness and provide our clients and guests with the confidence that Sodexo continues to make food safety and the safety of others our top priority.

**NOTE:** [Client powerpoint](#) available.

### HOW TO USE THIS DOCUMENT

The training modules are broken down into **six (6)** distinct topics. These are:

- Personal Hygiene
- Personal Protective Equipment (PPE)
- Cleaning of Contact Surfaces
- Accepting Deliveries
- Food Storage
- Food Production

Each Training Topic contains a link to a PowerPoint to be used as handouts for the attendees and as a training guide for the presenter. These presentations will include:

- Specific learning modules with a suggested time needed to present each module
- Slides with speaker's notes to be used by the presenter
- Video links and role-playing activities
- A short quiz at the conclusion of the presentation to support the learning outcomes
- An appendix of additional resources

### HOW TO CONDUCT THE TRAININGS

It will be at the discretion of unit leadership as to how to administer these training modules. The following should be considered when planning your training:

- Please institute these training modules as soon as possible.

- Always adhere to proper social distancing guidelines when training. Ensure attendees sit or stand at least six feet apart from each other at all times during every training session. Masks should be worn by everyone in attendance.
- As the presenter, review the training presentations prior to the sessions to become familiar with the materials and content. Gather all resources needed prior to the training.
- Consider your training location and method. Individual modules range from 10-20 minutes and can be conducted during Culinary Planning Meetings or Daily Lineups, or modules can be combined into one and delivered by topic in extended sessions. These decisions will be determined based on training content, the time availability of employees, class size, and/or the availability of equipment and space.

If a computer screen is not used for the training, the slides can be printed and used as the handouts for the attendees. The presenter can print the PowerPoint with speaker's notes and use them to conduct the class while the attendees follow along with the printed handouts. When in PowerPoint, select "File," then "Print," then select "Notes" under Layout, and then click Print.

**NOTE:** Do not print the quiz page for the attendees. Simply administer the quiz orally.

If a computer and projection is used, the PowerPoint can be displayed on the screen for the attendees to follow, while the presenter can view the slides and speaker's notes on the projecting computer.

**NOTE:** There are video links in some of these modules. If using projection, the presenter can simply click on the video for the class to watch. If the printed handouts are used, the attendees can view the video by scanning the QR code on the page using their cell phones.

For modules containing various role play activities, it may be advantageous to have access to the kitchen or other appropriate space where props may exist, to demonstrate such activities as handwashing, or taking temperatures.

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# The Training Topics

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## 1. Personal Hygiene - Total training time 60 minutes

A set of five (5) training modules aimed at basic personal hygiene for our employees, including such topics as handwashing, cleaning cell phones and electronics, and measures for cleaning your personal vehicle.

[Personal Hygiene PowerPoint](#)



## 2. Personal Protective Equipment (PPE) - Total training time: 60 minutes

Four (4) modules targeted toward the use of face coverings and gloves, as well as information on managing stress and the personal health and well-being in our daily lives.

[Personal Protective Equipment PowerPoint](#)



## 3. Cleaning Contact Surfaces - Total training time: 35 minutes

Three (3) modules encompassing a comprehensive look at the proper ways of cleaning, sanitizing, disinfecting and sterilizing all food and non-food surfaces, including high touch areas, utensils, dishes, etc.

[Cleaning Contact Surfaces PowerPoint](#)



## 4. Accepting Deliveries - Total training time: 20 minutes

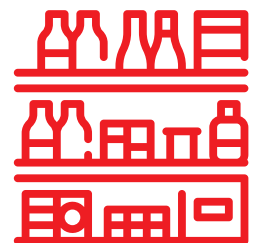
This module focuses on the food delivery process and how to handle contact with delivery personnel and the products received.

[Accepting Deliveries PowerPoint](#)

## 5. Food Storage - Total training time: 45 minutes

A three (3) module review of HACCP procedures in the food storage process, including temperature monitoring, as well as the cleaning of product storage equipment and spaces.

[Food Storage PowerPoint](#)



## 6. Food Production - Total training time: 60 minutes

Five (5) modules covering all the facets of food production in the kitchen, such as instituting social distancing measures, scheduling employees properly, workspace and kitchen flow, and pre and post-service meetings

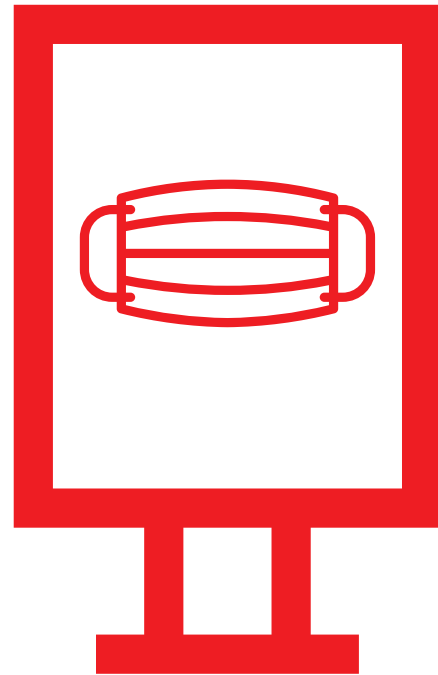
[Food Production PowerPoint](#)

# THE SIX-FOOT KITCHEN:

## Signage for Front and Back-of-The-House Applications

Floor and wall signage are now available through Curtis1000 for use in kitchens, delivery areas and dining spaces to communicate effectively regarding:

- Social distancing
- Traffic flow
- Face mask wear
- Deliveries
- Visitor restrictions
- Order pickup
- Handwashing
- ....and more



### Email order form:

Click on [this link](#) to download an emailable order form.

### Online ordering:

Effective May 11, online ordering for these (and other) COVID-19 resources will be available from the Print Management Curtis1000 website on SodexoNet.



### Want to create your own resources?

Click on [this link](#) for artwork.

### Need state/province specific hygiene posters?

Click on [this link](#).



### Guest facing POS:

Click on [this link](#) to download.