

# Coronavirus

## Community Kitchens: Work safely

1 Work safely

2 Prepare your kitchen

3 Keep your kitchen clean



Western Cape  
Government

STAY SAFE

MOVE  
FORWARD



February 2021

**If you are unwell or  
have had contact with  
someone who has  
COVID-19, stay at home.**



# 1

## Work safely

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### Dress suitably

- Choose simple clothes that can wash easily.
- Don't wear belts, jewellery, or a watch.



- Tie hair back or wear a hair cover.
- Wear a mask.
- Avoid using gloves and wash and sanitise hands frequently instead.
- Wear an apron only when working in the kitchen.



## Wear a mask correctly

- Cover mouth and nose all the time with a cloth mask.
- Avoid touching/ fiddling with the mask.



Don't touch your face with unwashed hands.

Cough or sneeze into your elbow or a tissue. Throw tissue away safely.



## Wash your hands often

Wash or sanitise your hands before, during and after preparing food and after using the toilet.

## 2

# Prepare your kitchen

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- Prepare the kitchen so that it is easy to clean regularly and so the people working in it can wash their hands often and keep apart from one another as much as possible.
- Arrange utensils and objects so that people do not need to touch them unnecessarily.
- Open windows and doors to reduce droplets spread in the air.

## Prepare a handwashing station

- Set up a handwashing station so kitchen staff can clean their hands regularly with soap and water.
- Have enough supplies of soap and paper towels to dry hands. Avoid shared cloth towels. If no paper towel is available, allow hands to air dry.



## Prepare workstations

- Set up a separate workstation for each activity like cleaning ingredients, preparing raw food, cooking and washing up.
- Arrange workstations to allow 1,5 metres between kitchen staff.
- Mark the floor with tape or chalk if needed.
- Avoid touching one another or sharing items, where possible.
- Take breaks separately or keep apart if together.



## Prepare designated storage areas for:

- Cooking utensils
- Eating utensils
- Ingredients
- For placing cooked food



## Give staff special tasks

- Preparing food
- Cooking food
- Receiving deliveries and packing them in correct storage areas
- Washing up





**Protect each  
other**

**Cook  
responsibly**

**Share safely**



# 3

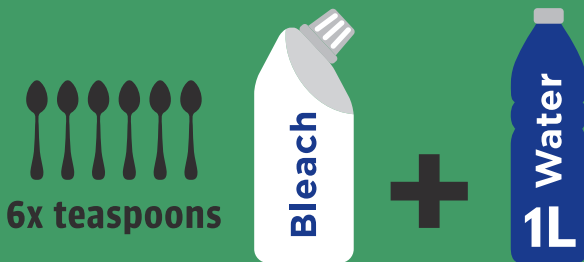
## Keep your kitchen clean

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Cleaning and disinfecting surfaces will help reduce the spread of COVID-19 and other infections like gastroenteritis.

### Disinfect surfaces

- Use bleach solution to disinfect (6 teaspoons in 1L water).
- Clean and disinfect frequently touched objects and surfaces (counter tops, taps, door handles, stove knobs, chairs) as often as possible.



## Wipe down groceries

Wipe groceries packaged in plastic, glass and tin with warm water or a bleach solution and allow to air dry.



## Clean and disinfect equipment and workstations

- Clean and disinfect workstation and equipment before starting work, in-between activity and at the end of each activity.
- Keep a ready to use bleach solution or sanitiser spray at your workstation for ease of use.



## Keep bins clean and safe

- Have separate bins for food items/waste and other disposables.
- Ensure bins have lids that are secured.
- Assign staff to empty bins frequently. 'Double-bag' rubbish and wash hands after disposing of waste.





**Western Cape  
Government**

**Western Cape COVID-19 Hotline**  
**080 928 4102** (tollfree)

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**National Hotline**  
**0800 029 999**

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**National WhatsApp**  
**0600 123 456**

**[www.westerncape.gov.za](http://www.westerncape.gov.za)**