

# plfc – Food and Drink



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## Introduction

The scope of this document is to describe the measures being taken by plfc to make the chapel and its grounds COVID-19 Secure in regard to the public meetings being held on its premises as of 19<sup>th</sup> July 2020 and to those who work at plfc.

The term **event** is being used throughout plfc documentation to cover any meeting held at plfc. It includes, for example, Worship Services, Coffee Morning etc.

It is our understanding that the measures we take to meet COVID-19 requirements are according to event type e.g. Coffee Morning would be based on the requirements for cafes, Worship Services on the requirements for churches.

This document is concerned with the additional safe-guards being introduced to address the risks introduced by the COVID-19 virus.

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## Revision History

<b>Version</b>	<b>Date</b>	<b>Comment</b>
1.0	15 <sup>th</sup> July 2020	First release
1.1	21 <sup>st</sup> July 2020	Removed need for disposable gloves when serving food as washed hands just as good.
1.2	26 <sup>th</sup> Aug 2020	Update ready for restart of Weds evening Church Night

## Food Preparers and servers

Only those already preparing and serving food will be allowed to do so at this time.

## Events

With the reopening of Church Night, this documentation now relates to Sunday services, Church Night and Coffee Mornings.

As further events are re-opened this document will be reviewed and amended as necessary.

## Use of Kitchen

During this phase of the COVID-19 control, the kitchen will be out of bounds except for the following purposes:

- Access by those working at plfc – for preparation of personal drinks, food etc.

- Access for First Aid treatment – as required

- Coffee Mornings – food preparation and clearing away, washing up

- Sunday Morning – fetching of water bottles, preparation of Communion, fetching of glasses of water, washing up, and clearing away.

- Church Night – making and serving of drinks before meeting

- Kitchen Cleaning – as required.

Those entering the Kitchen other than for First Aid use MUST wash their hands thoroughly for at least 20secs on entering the kitchen and then dry their hands with a disposable paper towel.

## Before Sunday Morning Service

The dishwasher will be switched on if it will be needed later.

One person will prepare for Communion on appropriate Sundays. They will wear an apron, face mask and disposable gloves. After the service they will be responsible for taking away and washing the apron and face mask according to CDC\* recommendations.

They will prepare the bread cubes and pour the juice into the Communion cups. For each seating Station, they will put the required number of bread cubes on a saucer together with the same number of glasses on a tray and cover with a plastic cover. The Supervisors will then take these to the seating Stations.

A glass of water will also be prepared for the preacher.

### **After Sunday Morning Service**

The Supervisors will collect all items relating to the celebration of Communion and bring to the Kitchen. Any unused bread and juice will be disposed of, and the saucers and glasses put into the dishwasher. The plastic covers will be put away ready for next use (there will be at least 2 weeks before they are reused). The preacher's glass will be added to the dishwasher, a wash cycle performed and all clean items put away.

When it is not a Communion service, the preacher's glass will be added to any items already in the dishwasher. If a wash is required it will be done, and the clean items put away.

### **Before Coffee Morning**

Any frozen cake to be used will be taken out of the freezer and left in the Kitchen on Weds night being placed under a cake cover still in its packaging.

Those preparing and serving at Coffee Morning will wear an apron and face mask whilst handling food and drinks. Those preparing will also wear disposable gloves whilst preparing.

The big dishwasher must be switched on ready for later use.

Two of those persons will prepare the food. Cake will be cut into individual servings and each food item wrapped individually in cling-film. These will be taken through to the 'Kitchen' Area in the chapel where they will be put on the back table. An Air-pot of hot water will also be taken through, and as soon as people start to arrive a full teapot of tea will be taken through.

### **During Coffee Morning**

One person will serve in the chapel "kitchen" passing drinks and food items to the outer table for one of the servers to take to the customer's table.

All food and drinks will be served at the customer's table, orders being first taken at their table by one of the servers. All food items will be served still wrapped, on a clean plate. The wrapping on food items will be left for the customer to remove, discarded wrappers being left on the dirty plate.

Where a person wants a drink refill, a fresh cup will be used. All used cups will be stored to one side awaiting removal to the kitchen for cleaning.

### **After Coffee Morning**

All food items not used but taken from the "kitchen" will be disposed of safely. All used cups, plates, tea spoons, knives etc. will be washed in the dishwasher and put away once clean.

All wrappings, paper serviettes etc will be disposed of.

Table tops will all be wiped down with a disposable wipe.

### **Before Church Night**

Those preparing for Coffee Morning and making and serving drinks will wear an apron and face mask whilst handling food and drinks.

Frozen cake to be used at Coffee Morning will be taken out of the freezer and left in the Kitchen being placed under a cake cover still in its packaging.

Hot and cold drinks (and any food items offered) will be made as people arrive and served to their table.

### **After Church Night**

Used cups (and plates when used) will be collected and placed in the dishwasher ready for cleaning after Coffee Morning.

CDC\* - Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>)