



FACILITY ACCESS SOP - TO PREVENT CORONAVIRUS SPREAD APPLIES TO ALL PERSONS ENTERING FACILITY

DATE This SOP was updated 03-31-2020. Date is modified each time SOP is modified.

PURPOSE To screen all persons entering the production area of any food business to prevent the spread of Coronavirus. This policy applies to *all persons* entering the facility, included but not limited to management, staff, repair personnel, landlords or health inspectors.

SOURCE Enlarged upon from [IDPH Interim Guidance Dated March 2020](#). Facilities are encouraged to print out the IDPH Interim Guidance along with SOP and train staff as applicable.

RESPONSIBILITY Person in Charge shall institute the procedures and train relevant personnel. Person in Charge may designate responsibility of SOP to one or more trained, designated employees.

RECORDS Access Log kept on file for six months.

ATTACHMENTS Facility Access Log.

POLICY & PROCEDURES – STEP 1: PERMITTING ENTRY

- If possible, designate one exterior entrance for screening before entry into establishment
- Post monitoring log(s) to be completed at the time of screening. Log may be completed by any employee
- Screen all persons requesting entry to back of house spaces
- Prior to admittance, ask the following questions of every person:
 - Do you have a fever?
 - Do you have a new or worsening cough?
 - Any shortness of breath?
 - Any sore throat?
- Record answers to each question
 - If person answers NO to all questions, and shows no symptoms, they are permitted to enter
 - If a person answers NO to all questions, yet shows symptoms in question, the Person In Charge is alerted to further investigate and make a determination
 - If person answers YES to any one of the four questions, they are not granted entry
 - Monitor enters date, time initials on log
- NOTE: if your facility wants to screen for fever/body temps, you must gain consent. Add those steps to this section of the SOP if you are engaging in body temperature monitoring.



POLICY & PROCEDURES – STEP 2: UPON ENTRY

- ALL PERSONS UPON ENTERING, must wash their hands as follows
 1. Wet hands and forearms with warm, running water.
 2. Apply soap and lather hands and forearms for at least 10-15 seconds.
 3. Leave water running, and then
 4. Dry hands and forearms with single use paper towel
 5. Use paper towel to turn off water, and open door to exist restroom (if applicable)
 6. Apply hand sanitizer, if available
- Physical Distancing
 - General rule of thumb is 6 feet/10 minutes
 - All persons work to maintain 6 feet of physical distance
 - Facilities conducting delivery/carry out operations, consider moving some activities to front of house during restaurant closure
 - Each person should keep/use their own pens/sharpies
- Sanitize high-touch areas in addition to all food contact surfaces
 - Door knobs and handles, push panels, including cooler and oven doors
 - Switches for lights, equipment, fans or other electrical gear
 - Racks, carts, lugs, bus tubs, check trays
 - Tape dispensers, sharpies, pens
 - Staff lockers, manager and chefs office/common areas with paperwork
 - Steering wheels and door handles of company vehicles
 - Walk through your facility to note your high touch areas
- Cleanliness: All personnel practice good personal hygiene when working with food, food contact surfaces or packaging. This includes:
 - Clean outer garments
 - Wear appropriate hair restraints
 - No jewelry, other than a metal band ring
 - Wash hands thoroughly as needed to prevent contamination
 - Use gloves where applicable. Make sure gloves are sanitary, intact and clean.
- Personal Belongings: Store in designated employee areas.
 - Change attire per facility procedures and store in designated areas.
 - Do not bring phones into production area without permission.
 - Do not bring medications into production area without permission.
- Employee Food: food-beverages-snacks-tobacco-vaping products stored in designated areas, and should follow any facility procedures.



LOGAN SQUARE KITCHEN EST. 2006

INVIGORATING FOOD SYSTEMS

MONITORING LOG

- A monitoring log is posted at each entrance where persons are admitted from outside the building.
- It is recommended that only one entrance is designated for this purpose.

CORRECTIVE ACTION

If personnel seen behaving improperly with respect to cough, sneeze, nose-blowing or hand washing:

- Stop, immediately convey proper behavior. Have person clean and sanitize their person and clothing. Escort the person from the building if they are a concern.
- Discard any food that may have been in range of respiratory droplets.
- Clean and sanitize area as appropriate.

SIGN AT INITIAL ACCEPTANCE, upon any modification, upon reassessment or annual review:

IMPLEMENTED BY: _____

DATE: _____

