Bellevue College Food Service   
Pizza Café Safe-to-Open Proposal

*Revised October 7, 2020*

The safety and health of all students and employees is Bellevue College’s highest priority. The following document outlines processes for social distancing and safety in the on-campus Pizza Café operated by Food Service and Events at Bellevue College. Processes are based on health and safety requirements in Proclamation 20-12.1[[1]](#footnote-2) and Washington State guidance for restraunts.[[2]](#footnote-3)

# Contents

Contents

[Contents 1](#_Toc52541761)

[Role and Responsibilities 2](#_Toc52541762)

[Campus COVID-19 Supervisor 2](#_Toc52541763)

[Site Supervisors 2](#_Toc52541764)

[Employee Supervisors 2](#_Toc52541765)

[Health Screening Station Personnel 2](#_Toc52541766)

[Department Representative 2](#_Toc52541767)

[Employees and Students 2](#_Toc52541768)

[Visitors, Vendors, Consultants 3](#_Toc52541769)

[Education and Training 3](#_Toc52541770)

[Pizza Café Safety and Health Requirements 3](#_Toc52541771)

[Safety and Social Distancing 4](#_Toc52541772)

[Food Service Access and Customer Traffic Management 4](#_Toc52541773)

[In-Store Guidance 5](#_Toc52541774)

[Hours of Operation 5](#_Toc52541775)

[Food Service Standard Cleaning Preparations 5](#_Toc52541776)

[Custodial Disinfecting 5](#_Toc52541777)

[Food Service Contact Information 5](#_Toc52541778)

# Role and Responsibilities

## Campus COVID-19 Supervisor

BC’s Vice President for Administrative Services will serve as the college’s designated campus COVID-19 supervisor and is responsible for monitoring and updating the Safe Back to School Plan.

## Site Supervisor

The Food Service Director is the designated site supervisor for the Food Service Pizza Café. The COVID-19 site supervisor is responsible for working with the campus COVID-19 supervisor, the Flu Team and Public Safety to comply with the Safe Back to School Plan and enact measures to mitigate the spread of COVID-19. The site supervisor is responsible for overseeing the setup of the Pizza Cafe, signage, and floor markings for the Pizza Cafe. They are also responsible for overseeing the set-up of the Health Screening Station for the Pizza Cafe, coordinating with the Housing Department and enforcing the COVID-19 job site safety plan.

## Employee Supervisor

The Assistant Director of Food Services is the designated employee supervisor for the Pizza Café. The employee supervisor will ensure direct reports receive the provided COVID-19 safety training, follow COVID-19 safety measures, and routinely clean their workspace and shared equipment after each use. They will maintain housekeeping schedules which will include frequent cleaning and sanitizing of commonly touched surfaces. Supervisors are responsible for approving employee’s requests to come to campus and validating their employees complete the online health assessment every day they are on campus. Supervisors may be scheduled as health screening station personnel at health screening stations.

## Health Screening Station Personnel

Site supervisors, department supervisors, other supervisors and area staff will rotate as health screening station personnel. They are responsible for checking in customers and employees as they enter the Pizza Cafe area.

## Department Representative

The Director of Food Services and Events is the department representative responsible for ordering and storing PPE supplies and cleaning kits for the department.

## Employees and Students

All employees and students are required to submit a daily [online health assessment](http://www.bellevuecollege.edu/covid19/) via the webpage prior to reporting to the campus (exception: students living on campus do not need to complete a daily online health assessment if they are only going in and out of student housing).

Every Food Service and Events employee working on campus and customers visiting food services must do the following:

* Employees and customers must maintain minimum six-foot separation in all interactions by minimizing staff and customer traffic. When physical distancing is not possible, barriers will be in place (registers and customer service counters).
* All employees and students/customers are required to wear masks as described in the Department of Health guidance.[[3]](#footnote-4)
* Follow all instructions regarding the use, maintenance, and disposal of PPE.
* Those who are sick or experiencing even mild symptoms of illness that can’t be attributed to another condition (e.g., allergies), must stay home, or go home if symptoms manifest while on campus. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until they have been evaluated by a healthcare provider.
* Employees must follow state rules and guidelines for self-quarantine.
* All employees are required to wash hands at the start and end of each shift and break. Additionally, the Pizza Café requires hourly hand washing or sanitation by employees.
* Report any COVID-19 symptoms, test results, or close contact with a COVID-positive person to [covidreporting@bellevuecollege.edu](mailto:covidreporting@bellevuecollege.edu).
* Breaks and work shifts will be staggered.
* Regularly-scheduled employees who need a reasonable accommodation for any of the requirements in this document should contact HR.

## Customers, Vendors, Consultants

The College is limiting building access to those who are on campus for official business; however, customers may enter the Pizza Cafe area to purchase food and drink items. All visitors who need to enter a building for official business must be signed in by a site supervisor using a paper health assessment or confirmed verbal answers to screening questions and follow the above employee requirements. The log of the visit will be maintained via health screening station digital records.

Signs will be posted at all entrances requiring all customers to wear a mask and if they have symptoms they should not enter.

# Education and Training

The employer is responsible for educating workers about coronavirus and how to prevent transmission. Employees are responsible for completing the Safety Training and [COVID-19 Campus Training](https://rise.articulate.com/share/cynvFbrtglgve--JCq1A9QVxgS-jWaa2#/)[[4]](#footnote-5) before returning to the workplace and providing the completion certificate to their supervisor. Employees are responsible for reading and agreeing to follow Bellevue College COVID-19 policies before returning to the workplace.

# Pizza Café Safety and Health Requirements

Before any activity (e.g., instruction, practice, assessment) or service (e.g. transactions) can occur with students on campus, programs must organize and prepare to perform activities using social distancing where possible and with appropriate PPE and other safety measures outlined here and in accordance with standards for the individual profession or field. The Pizza Café will adhere to all measures established by the Governor’s guidance, the Department of Labor & Industries (L&I) [Coronavirus (COVID19) Prevention: General Requirements and Prevention Ideas for Workplaces](https://lni.wa.gov/forms-publications/F414-164-000.pdf), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](https://www.doh.wa.gov/Coronavirus/workplace) (DOH).

## Safety and Social Distancing

Physical distancing is one of the most effective methods for preventing the spread of COVID-19. Food Services will implement measures to ensure the six (6) foot distancing rule is maintained throughout the Pizza Cafe. Distance markers will be placed throughout Pizza Café, at the register, and near the vending areas to assure minimum six-foot physical distancing requirements are maintained.

### Lobby Area

Food Service operations will arrange distance markers in the Pizza Café lobby area and outside of the building to eliminate choke points and reduce crowding. Food Services will post signage about maintaining physical distancing and conspicuous signs at building entrances stating that “Face Masks are Required” before entering the building where Food Services are located.

### Restrooms

Public lounge restrooms near the Pizza Café are single use. Food Services will place floor markers outside the restroom doors for line distancing. Signage outside restrooms will require masks and limit occupancy. Signage inside will describe proper handwashing steps and safe disposal of waste.

## Pizza Café Access and Customer Traffic Management

The store’s designated entrance to the Housing Pizza Café is the west entrance.

Food Services will establish an online order system to record contact information and control customer capacity in store, not to exceed 5 people at one time, which is less than 10% of Pizza Café capacity.

### Check-in Process

Students workers and employees should complete the [online health assessment](https://www2.bellevuecollege.edu/campuscheckin/) the morning of the day they are scheduled to come to campus. **Students and employees who have symptoms of illness should stay home and not come to campus.**

### Health Screening Station

A Health Screening Station for employees will be located near the west entrance of the Residence Hall (H-Building). Health screening stations are staffed during regular hours of operation by health screening station personnel with a mask (gloves are optional). Employees doing health screenings should take appropriate contact precautions.

* Health screening stations will have a plexiglass screen to separate the screening personnel from the individual(s) being screened.
* The station will have a copy of the Safe Back to School plan and the building specific plan. In addition, health screening stations will all have cleaning supplies, hand sanitizer, a touch-free thermometer and extra masks.
* Health screening station personnel will verify that employees and students completed an online health assessment and customers verify they do not have any symptoms.
* Health screening station personnel will then have a temperature reading taken with a touchless thermometer prior to entering the store. Individuals whose temperature is above 100.4 degrees will be asked to leave campus immediately.

## In-Store Guidance

* In-store customer traffic management and sanitation guidance will be based on Health Department requirements, including sanitizing of building entrance doors and lobby furniture.
* All customers will adhere to [Washington State COVID-19 Reopening Guidance for curb-side and/or in-store retail guidance](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf).[[5]](#footnote-6)
* Hand sanitizer should be available at the Pizza Café entry and counter for all staff and customers.

### Contactless Pay Options

* Online orders will be offered for order ahead and pay upon pick up.
* The Pizza Café will accept only credit cards, debit cards or other types of payments that don’t require physical contact Food and Beverage Services
* Prepared food and beverage services are not offered in the Pizza Café so no accommodations are necessary.
* Any packaged drinks or food items purchased in the Pizza Café will be consumed outside of the building.

## Hours of Operation

Pizza Café Hours of Operation:   
Monday – Thursday: 8:00am – 2:30pm

# Food Service Standard Cleaning Preparations**[[6]](#footnote-7)**

Masks and anti-viral cleaning products are provided to both employees and customers at the entrance of the Food Service and work stations.

* Food Service employees will sanitize high-touch areas every 30 minutes including exit doors and check-out counters.
* Employee equipment will be cleaned hourly and at the start and end of each shift including register screens and cash drawers.
* Plexiglass guards will be positioned between employees and customers at register stations and customer service counters

## Custodial Disinfecting

* Custodial staff will clean and disinfect high touch areas regularly.

# Food Service Contact Information

* Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
* Site Supervisor – Todd Juvrud, Food Service Director
* Employee Supervisor – Tuan Phan, Assistant Director
* Department Representative – Todd Juvrud, Director
* Human Resources – hr@bellevuecolleg.edu

1. [Proclamation 20-12.1](https://www.governor.wa.gov/sites/default/files/proc_20-12.1.pdf) [↑](#footnote-ref-2)
2. COVID-19 Reopening Guidance for Businesses and Workers, Phase 2 and Phase 3 Restaurant, Tavern, Breweries,

   Wineries and Distilleries COVID-19 Requirements <https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%202%20and%203%20Restaurant%20and%20Tavern%20Guidance.pdf> [↑](#footnote-ref-3)
3. Guidance on Cloth Face Coverings from the Washington State Department of Health

   <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

   Labor & Industries guidance for employee masks, “Which Mask for Which Task?”: <https://bit.ly/31nTn1N> [↑](#footnote-ref-4)
4. COVID-19 Campus Training, <https://rise.articulate.com/share/cynvFbrtglgve--JCq1A9QVxgS-jWaa2#/> [↑](#footnote-ref-5)
5. COVID-19 Reopening Guidance, <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

   COVID-19 Guidelines for Restaurants, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf> [↑](#footnote-ref-6)
6. [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) [↑](#footnote-ref-7)