

Kitchen Operations Health & Safety Standards

Managing Client & Team Safety & Health for Coronavirus (COVID-19)

Updated 5.12.20

Air Culinaire Worldwide (ACW) production facilities and staff members will operate under our already strict food safety guidelines as well as additional practice standards of Health & Safety to ensure the safety and security of our teams, clients and partners. Coronavirus (COVID-19) is a global concern with a significant presence in the U.S. & Europe, where we own and operate facilities. The safety of our teams, clients, partners, you and your family are our first priority.

Outlined below are how kitchens operational safety standards have been modified to specifically address COVID-19 public safety protocols. (Kitchen Operations Focus)

Receiving Requirements

1. ACW receivers wear gloves when receiving and handling deliveries and change them after completing receiving, disinfecting and storing of perishable and non-perishable goods.
2. All vendor delivery vehicles are to be spot-checked for proper temperature and sanitation on a daily basis and spot audited to report potentially unsafe or hazardous materials or handling.
3. All receiver/chef receiving any delivery from suppliers will spray disinfectant all boxes with QUAT-Ammonium San spray, crates and items entering kitchen entrance before products are allowed to enter production areas and coolers.
4. All invoices (copies) are to be checked and stored in the kitchen to track items and vendor deliveries.
5. All storage areas will be cleaned and sanitized on a daily basis to ensure facility sanitation and integrity.

Staff Requirements

1. All team members will dress in clean, sanitized ACW uniforms with disinfected headwear, shoes and tools.
2. All team members practice social distancing to ensure the safety and security of team members and those we serve.
3. All team members will apply disinfectant for hands and uniform as necessary upon entering our kitchens.
4. All team members will wash their hands to the elbow with warm soapy water for 20-seconds before or immediately upon entering the kitchen and before beginning work.
5. All team members will sanitize work surfaces, stations, cutting boards and tools with QUAT-

Ammonium disinfectant before beginning.

6. All team members will wear gloves during production work and change them regularly when handling raw foods or ready to eat foods.
7. All team members will wash and sanitize their hands, stations, surfaces and tools between each task to ensure HACCP standards.
8. All team members will clean and sanitize all kitchen production work areas, stations, tools and equipment used before clocking out for their shift.

*ANYONE required or allowed to carry a cellphone will sanitize the phone before entering the facility and throughout the day as the phones are used - and upon leaving the facility following their shift. Cell phones are never to be placed on work surfaces! *

Delivery Requirements

1. Delivery vehicles are sanitized each shift using sanitizer and disinfectant products. This includes the vehicle cabin and catering storage areas. FBOs/Handlers/Flight attendants receiving deliveries should wear gloves and change them for each delivery, disposing used gloves in trash containers. Staff must then thoroughly wash hands or sanitize hands upon completion.
2. If staff must move items/meals within the delivery boxes, they must so wearing gloves to ensure safety in the chain-of-custody.
3. ACW delivery confirmation on our iPads will no longer require a customer signature. Instead, it will only require the receivers name, which our own staff will enter in order to eliminate the need for customers to touch iPads.

ACW General Operations Prevention & Business Continuity Procedures (Management Focus)

1. We open and close our catering production facilities every day via our HACCP plan by sanitizing and disinfecting all workstations, work surfaces and equipment to ensure cleanliness and sanitation.
2. We're pre-QUAT-sanitize and/or de-box all products delivered to our kitchens to ensure food safety and elimination of static microbials before allowing them into our facilities - receiving of all goods must be received with gloved hands and QUAT-disinfectant-spraying to eliminate potential biohazards.
3. We follow CDC COVID-19 compliance as directed and as applicable to our business: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
4. We use a regimented plan of food safety in preparing all foods with gloves, headwear, masks where appropriate and ensuring that all hot food prep includes a 'kill step' to ensure food safety.
5. We use Ecolab approved COVID approved cleaning agents for disinfecting and sanitation - which were added to the Ecolab order guide and emailed to all kitchens on March 10th. *See Ecolab order guide.

6. We have designated kitchen production station separation measures (market specific) to continue to operate and allow the practice of social distancing.
7. All staff members will wear gloves and masks as appropriate during work that involves handling and exchange of materials. Staff must change gloves regularly when handling foods and boxed goods.
8. We clean and sanitize our delivery vehicles, office equipment and doors/handles each shift to maximize safety and sanitation.
9. We change air filters monthly for all HVAC systems, coolers and machinery to ensure air safety and cleanliness.
10. We are not any allowing visitors in our kitchens.

*We professionally fog-disinfect kitchens as required to ensure full facility cleanliness and safety as needed.