

Use of Staff Kitchen Protocol

As part of the University's drive to have a Covid safe campus, this protocol was produced for the use of staff kitchens to prevent the potential spread of infection within these areas as staff kitchens are a shared facility by multiple users.

Domestic Services will clean the kitchen each workday morning but these areas need to be kept clean throughout the day. Cleaning materials will be left in each kitchen including disinfecting spray and paper towels.

Only one member of staff is permitted in the kitchen at one time.

Before use staff should wash their hands for a minimum of 20 seconds before using the kitchens.

Only departmental staff permitted to use the staff kitchen. Staff from different departments, students or visitors should not use these kitchens.

Staff should use their own personal cups, plates, cutlery, etc.

Staff should supply their own personal food and drink supplies. They should not share items such as coffee, tea, milk etc.

Staff should not prepare drinks and meals for others.

Sharing or handling other people's items risks cross contaminations and should be avoided.

Once staff have used the kitchen, all surfaces need to be thoroughly wiped down with cleaning materials particularly all areas touched. Including, kettle, fridge, microwave, cupboards draws, taps, light switches, doors handles etc.

Washing up of items used should be done immediately after use and dried with disposable paper towels provided. Shared tea towels should not be used.

Used items requiring washing should not be left in the kitchen.

Waste should be disposed of in flip top bins lined with plastic waste bags.

Recyclable waste should be washed before placing them in the relevant recycling bin.

Waste needs to be disposed of daily.

Staff should again wash their hands for a minimum of 20 seconds after using the kitchen.

Shared water coolers are not permitted and will be removed from offices and kitchens due to the high number of people who continually touch water coolers.

Any staff kitchens that are not kept clean and tidy that risk infection to others these kitchens could then be closed.