**GENERAL GUIDELINES FOR COLD STORAGE AREA**

***STAY SAFE AND HEALTHY***

1. **Hand Hygiene**

* Hands should be washed thoroughly with soap and water using hand-washing technique at least for 20seconds before entering to working environment or after touching any surface or performing any activity.

1. **Follow Cough Etiquettes**

* Take appropriate action as flexed elbow or cover your mouth, nose with disposable tissues or cloth while coughing or sneezing. Disposable tissues should be disposed off immediately.
* Avoid touching yours eyes, nose and mouth with unwashed hands.

1. **Social Distance**

* Maintain adequate Social distance of 1- 2 meter while sitting or dealing with others .

1. **Miscellaneous**

* Wear disposable gloves, cap and gown while preparing or handling eatables
* Food storage area should be clear (free from obstruction, unwanted boxes, crates and other articles).
* Crates and food storage boxes should be wash and dry in sunlight
* Food items should be properly covered and protected from any kind of contamination

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* Un-necessarily touching of eatable or their container should be avoided
* If you’re ill (e.g. cough, cold, diarrhea) inform your team supervisor
* Wash dish clothes regularly and let them dry before using them again
* Floor should be cleaned with disinfectant twice a day, as well as when needed
* Plastic door curtain should be clean daily
* Chair, table, door handles and stools should be clean twice a day with disinfectant solution
* Keep your fridge below 5 degree Celsius this prevents germ from growing and multiplying
* Refuse bins should be covered and lined with plastic bag and should be clean periodically

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**GENERAL GUIDELINES FOR BAKERY (SWEET) SECTION**

***STAY SAFE AND HEALTHY***

* 1. **Hand Hygiene**
* Hands should be washed thoroughly with soap and water using hand-washing technique at least for 20seconds before entering to working environment or after touching any surface or performing any activity.

**2. Follow Cough Etiquettes**

* Take appropriate action as flexed elbow or cover your mouth, nose with disposable tissues or cloth while coughing or sneezing. Disposable tissues should be disposed off immediately.
* Avoid touching yours eyes, nose and mouth with unwashed hands or during preparation.

1. **Social Distance**

* Maintain adequate Social distance of1- 2meter while sitting or dealing with others.

1. **Miscellaneous**

* Wear disposable gloves, cap and gown while preparing eatable
* Floor, table, chair, shelves, door handles, and tap should be cleaned with disinfectant solution twice a day, as well as when needed
* Utensils and other washable eatables should be wash under running water
* Wash dish clothes regularly and let them dry before using them again
* Food should be properly covered and protected from contamination
* Gloves are to be worn during loading and unloading raw materials

Customers are advised to avoid touching of food products or containers

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* If you’re ill ( any symptoms e.g. cough, cold, diarrhea) inform your team supervisor
* Food transporting vehicle should be clean, free from pests and vehicle shelves should be clean with disinfectant solution
* Refuse bins should be covered and lined with plastic bag and should be clean periodically
* Keep your fridge below 5 degree Celsius this prevents germ from growing and multiplying

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