



<p>Team Name: Nutrition and Food Services</p> <p>Team Lead: Regional Manager Nutrition and Food Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1912.PR.001</p> <p>Program Area: Support Services</p> <p>Policy Section: Nutrition and Food Services</p>
<p>Issue Date: March 22, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Routine Practices – Handling Meal Trays</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Routine Practices – Handling Meal Trays

PURPOSE:

The purpose of this procedure is to ensure consistent and safe practices amongst all departments when handling meal trays for clients.

DEFINITIONS:

Client – Any individual that is the recipient of health care services. Client may be used interchangeably with residents (in personal care homes) and patient (in acute care or transitional care centers).

Additional Precautions – These are additional measures implemented when Routine Practices alone may not interrupt transmission of an infectious agent. They are used in addition to Routine Practices (not in place of) and are initiated based on condition and clinical presentation (syndrome) and on specific etiology (diagnosis).

IMPORTANT POINTS TO CONSIDER:

- For clients on Additional Precautions, no special care is required for handling cutlery or dishes.
- Routine Practices are sufficient.
 - Do not request isolation trays, Styrofoam or disposable dishes or cutlery.
 - Do not double tray – for example, taking one tray into the room, bringing it back out and placing it on the other tray outside the room.
 - Do not label trays with the type of organism.

- Do not place trays/dishes in linen or plastic bags or other for transport.
- Staff will use Personal Protective Equipment (PPE) as directed by Infection, Prevention and Control (IPC).
- Once meal trays/dishes are removed from the meal cart and delivered to the room/unit, they are considered contaminated.

PROCEDURE:

Routine practices for meal trays:

1. Staff who pick up trays, ensure they perform hand hygiene upon entering and exiting each room (this is consistent with the 4 Moments of Hand Hygiene).
2. If there is risk of exposure to bodily fluids/secretions:
 - Wear gloves when handling the tray.
 - Remove gloves after the tray is put down.
 - Perform hand hygiene before contact with the next tray for distribution to the next bed space or client in that room.
3. Wipe down a meal tray contaminated with bodily fluids, secretions and remove non-meal related item from the meal tray before placing it back on the meal wagon, or before returning it to the kitchen.
4. If client is on Additional Precautions, follow PPE requirements as per sign posted at the door before entering room.

Routine practices for Nutrition and Food Services (NFS) Staff in the Dishroom:

1. Follow routine practice guidelines for dishwashing.
2. All dishes, food, etc. coming back into the kitchen are deemed to be dirty, even if they appear to be clean or unused.
3. Staff handling dirty dishes must wear an apron and gloves.
4. Staff will change apron and gloves after each meal's dishes are done.
5. Staff handling dirty dishes must not handle clean dishes without first removing dirty gloves and apron, followed by hand hygiene.
6. Remove dirty gloves and dirty apron. Wash hands and arms up to elbows. Do not touch face (do not go from the dirty stripping area to the clean end of the dish machine without thoroughly washing your hands up to the elbows at the hand sink).
7. Staff handling clean dishes must have a clean apron.

REFERENCES:

CLI.8011.PL.001 - Hand Hygiene

CLI.8011.SG.003 - Guidelines for Selection and Management of Isolation Carts