



## COVID-19 Orientation

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- **WHO:** World Health Organization
- **CDC:** Center for Disease Control
- **Ministry of Health & Labour Welfare, Japan**
- **NSC:** National Safety Council
- **OSHA:** Occupational Safety & Health Administration
- **APIC:** Association for Professionals in Infection Control & Epidemiology
- **NIH:** National Institutes of Health

This training has been developed as a compulsory requirement for all CK staff and food handlers.

This training will introduce the virus, preventative measures & steps to ensure we protect each other and our customers.

Once completed, you will be equipped with knowledge on how you can contribute to combating the spread and infection of this virus and how to manage the stress associated.

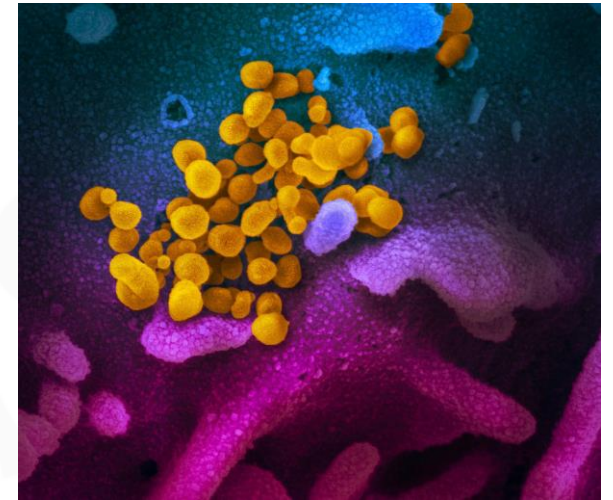
COVID-19 (caused by the SARS-CoV-2) is a new Coronavirus infectious disease that was introduced to the humans for the first time in December 2019.

The WHO (World Health Organization) declared the COVID-19 as a global pandemic in March 2020.

The disease causes mild to moderate respiratory illness and people recover in most cases without specialized treatment. However, the disease seems to cause serious health implications and specialized treatment for older people and those with underlying medical problems such as;

- *Cardiovascular Diseases*
- *Diabetes*
- *Chronic Respiratory Disease*
- *Cancer*

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes next to a healthy person. Experts say the primary route of entrance is via the mouth or nose. The bacteria of the COVID-19 can also live on various surfaces such as cardboard for 24hrs and up to 2 to 3 days on plastic and stainless steel.



*This scanning electron microscope image shows SARS-CoV-2 (yellow)—also known as 2019-nCoV, the virus that causes COVID-19*

- At the time of developing this course, there is no vaccine to prevent the Coronavirus COVID-19.
- A person becomes ill when respiratory droplets produced from an infected person enters the body of a healthy person, for example, through their nose or mouth.
- Currently, there is no evidence that cooked food is a transmission route for the virus. However, if a contaminated surface (cutting board, cardboard, food prep counters) comes in contact with the food, it would lead to bacterial contamination.
- The only way to prevent this illness is to try and avoid the chances of being exposed to the virus.
- It is also common to be asymptomatic. This means you could be carrying the virus but show no symptoms and feel perfectly fine.



Social distancing is a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease.

## Why should I limit going out and in public places?

The primary reason is to reduce and slow down the rate of infection. So in theory by preventing being infected we eliminate the chance for us to become hosts who spread the virus or becoming ill.

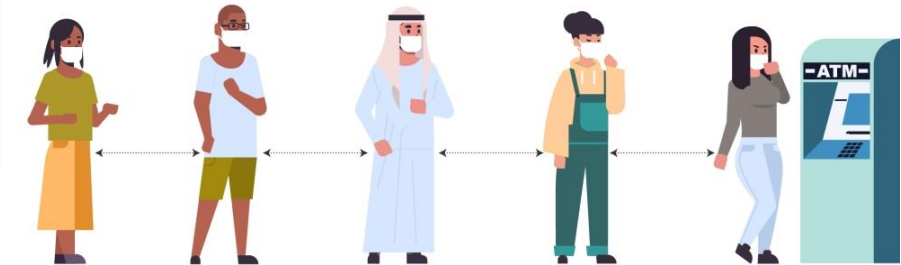
By limiting unnecessary exposure and public outing we;

- Help “break the chain” of spreading the infection. Since it spreads from person to person, reducing close contact acts as a barrier in the process.
- Help each other **by not** potentially becoming hosts and then communicating the virus to our colleagues, family and community
- Reducing pressure on emergency and medical professionals and allowing them to tend to victims who are at great risk and serious health complications such as children and the elderly

COVID-19

Social distancing

Maintain 1.8 metre (6 feet) of distance at all times if in public



## WASHING YOUR HANDS

**Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

**Avoid touching your eyes, nose, and mouth** with unwashed hands

**Fact:** *The Association for Professionals in Infection Control and Epidemiology state that we touch our face an average of 23 times an hour. That's an approximated amount of 368 times in 16 hours! Without clean hands, we could be allowing ourselves to get infected 368 times a day!*





## AVOID CLOSE CONTACT

**Avoid close contact** with people and people who are sick

Put **distance between yourself and other people**. This is especially important for people who are at higher risk of getting very sick such as the elderly or people with pre-existing medical conditions



**Stay home** if you are sick, except to get medical care. Remember to call the emergency hotline numbers BEFORE going out.



## COVER ALL COUGHS AND SNEEZES

**Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.

Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**WEAR A FACEMASK** especially if you are sick

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle, subway) and before you enter a healthcare provider, clinic or hospital.

If you are not able to wear a facemask (for example, due to availability or because it causes trouble breathing), then you should do your best to cover your coughs and sneezes. Immediately follow this by washing your hands and sanitizing.



## CLEAN AND DISINFECT

**Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

**If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.



Proper handwashing is the single most effective method of preventing the spread and infection of the virus.

**Step 1:** Wet your hands with water and apply a good amount of Soap

**Step 2:** Rub hands palm to palm

**Step 3:** Rub palm over the back of each other with your fingers interlaced

**Step 4:** Rub palm to palm again with fingers interlaced

**Step 5:** Back of fingers to opposing palms with fingers interlocked

**Step 6:** Alternate rotational rubbing of the thumbs for each hand

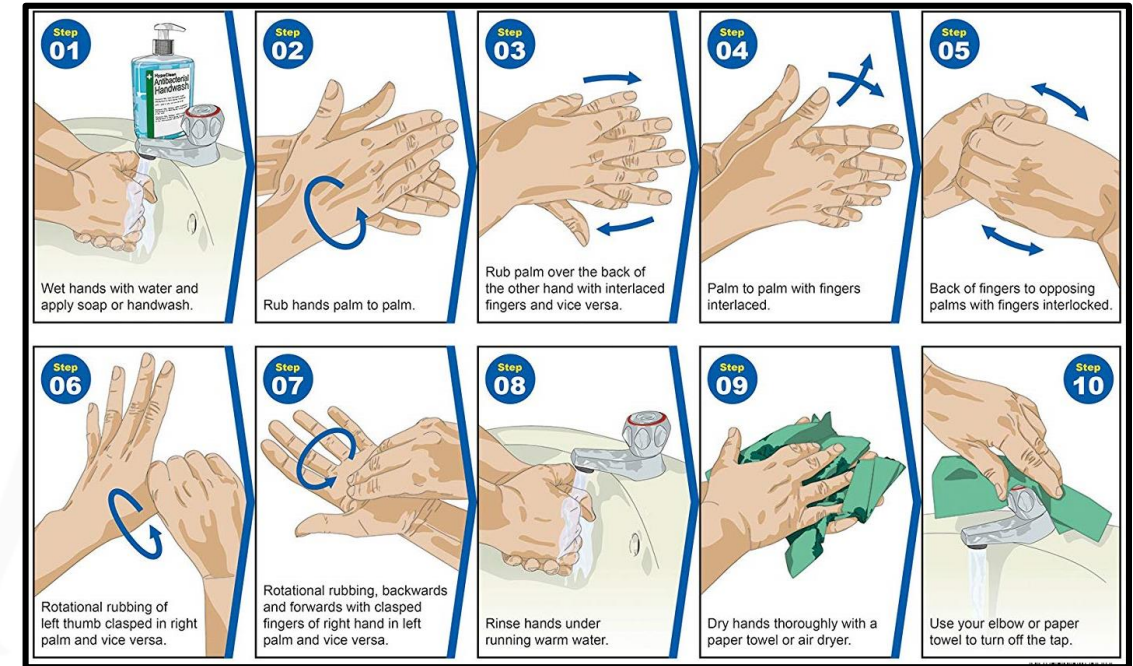
**Step 7:** Circular rubbing of the palms using the fingertips

**Step 8:** Properly rinse off all the soap

**Step 9:** Use a paper towel to dry your hand

**Step 10:** Use the paper towel to turn off the faucet

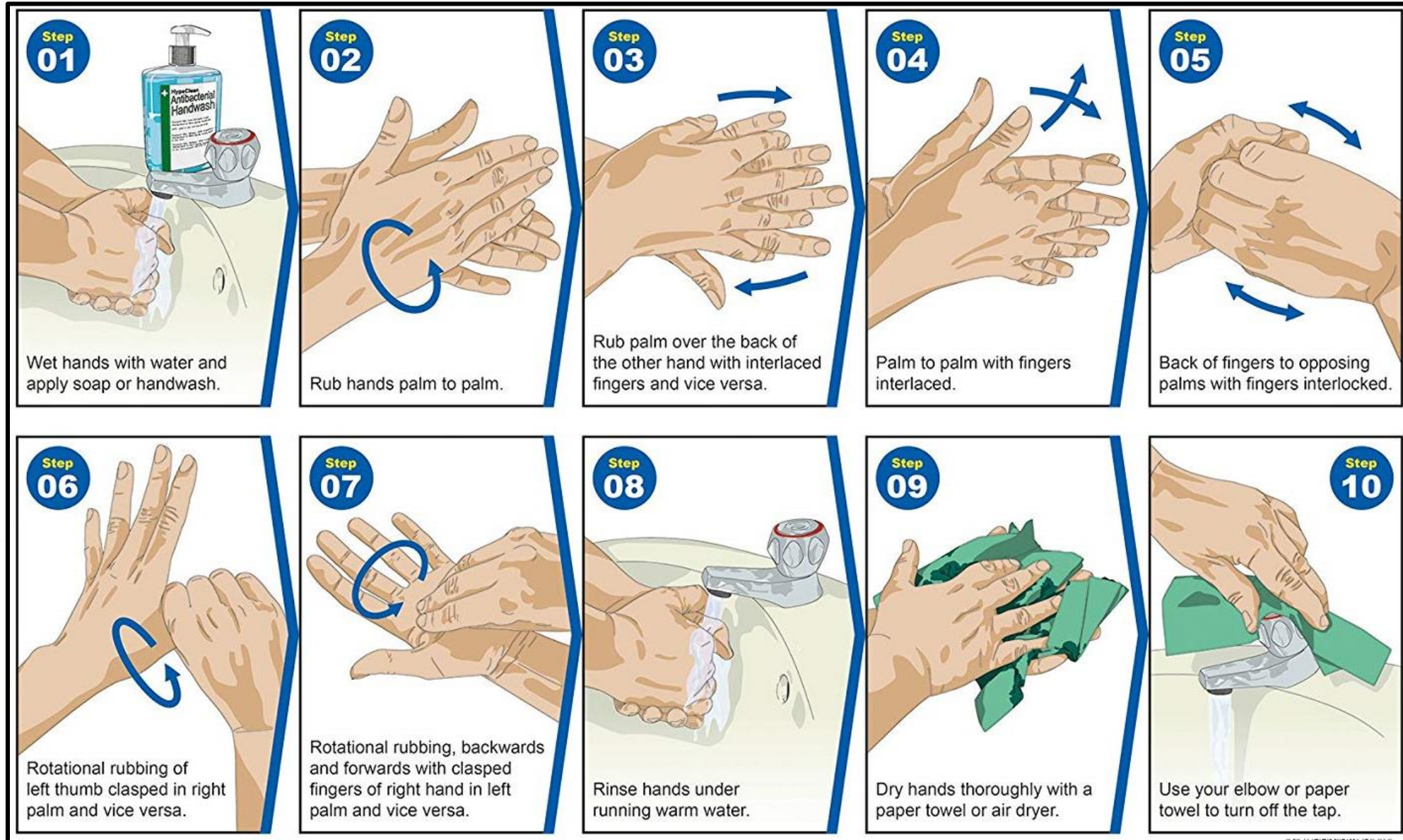
**Step 11:** Apply Sanitizer all over your hands and rub until dry



**Step 11:** Always apply sanitizer after washing your hands







**Never** touch facemasks without washing your hands.

Germs from your fingertips and skin can transfer and contaminate the mask.

**Step 1:** Wash and Sanitize your hands

**Step 2:** Using the ear loops, place the face mask on your face ensuring you cover your nose and mouth

**Step 3:** Place the ear loops securely on top of your ears

**Step 4:** Pinch the metal loop gently on your nose

**Step 5:** Removal – Remove the mask by holding only the ear loops

**Step 6:** Fold the mask in half and dispose

**Step 7:** Wash and sanitize your hands

## HOW TO WEAR A MASK?



Ensure the mask covers your nose and mouth completely



Gently pinch the mask on your nose



Remove the mask holding only the ear loops. **DO NOT** pinch the front the layer of the mask



Wrong way



Correct way

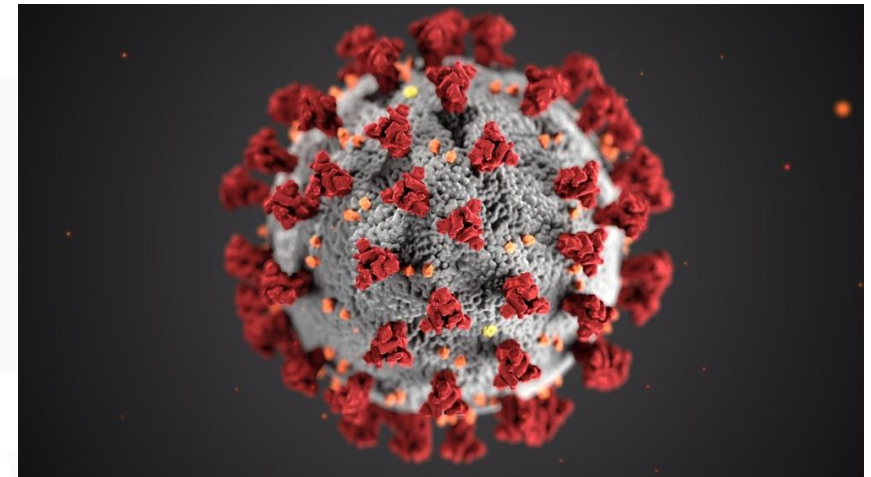


Most infections reported globally have been mild; however, the disease has shown to be life-threatening in approximately 16% of cases according to initial reports.

Emergency warning signs for severe infection include:

- Difficulty breathing or shortness of breath
- Persistent chest pain or pressure
- Sudden onset of confusion
- Bluish tint of lips or face.

Immediately seek medical attention if experiencing any of these severe symptoms.



*Microscopic image of a  
Coronavirus.*



In the event you feel you have been infected by the virus, please call the following hotlines for professional assistance and guidance:

## **Japan**

Hotline Number: 050-3816-2787

Trusted Source: Ministry of Health, Labor & Welfare

## **Malaysia**

Hotline Number: 03-8881 0200, 03-8881 0600, 03-8881 0700 (Crisis Preparedness Response Center)

Trusted Source: Ministry of Health

## **S. Korea**

Hotline Number: 1339

Trusted Source: Ministry of Health & Welfare

## **Singapore**

Hotline Number: 1800 333 9999

Trusted Source: Ministry of Health



In the event you are faced with an emergency, here are some questions that will help you and your team prepare in advance.

- *If you or a team member feel ill, what are your immediate priority actions?*
- *Who should be informed, when and how? [Example: Customer, Operations Manager and a member of the Leadership team]*
- *What Cezars Kitchen plans, procedures and resources would you refer to and activate at this point?*
- *Does the person need medical care? If so, where to and how?*
- *What Infection Prevention and Control measures would you put in place once you identify a person feeling ill?*

If you feel you need any further guidance and direction, please do not hesitate to contact the HSE & Compliance Manager or a member of the Senior Leadership Team.



Our top priority is the protection of our customers. This can only be achieved firstly by taking all necessary measures to protect each other and the environment we work in.

In addition to increased awareness towards personal hygiene, additional measures are to be taken to ensure the cleanliness and disinfection of the kitchen environment.

The cleaning process is a compulsory two-part process. This includes:

**Step 1: Cleaning** the surface with soap and water

**Step 2: Sanitizing** the surface

Grease and food can reduce the effect of the sanitizing chemical. Therefore, it is important to ensure you clean the surface with soap and water before the application of the sanitizing/disinfection chemical.



*Surfaces need to be washed with soap and water **BEFORE** the application of the sanitizing chemical*

All areas of the kitchen must be cleaned and disinfected.  
This must include all “Frequently Touched Surfaces”

- ✓ Food Trays
- ✓ Food Preparation Counters
- ✓ Cutting Boards
- ✓ Access door Handles
- ✓ Over door handles and trays
- ✓ Refrigerator door handles
- ✓ Sink Faucets
- ✓ Cabinet handles
- ✓ Equipment knobs such as the stove knobs
- ✓ Mixers, Commercial Rice Cookers
- ✓ Sandwich and Snack display units
- ✓ Buffet Units – Sneeze Guards, Condiment Trays and bottles, Buffet unit lights, Bain Marie water, Utensils
- ✓ Coffee Machines
- ✓ Juice Dispensers
- ✓ Etc.

## Definitions

### Cleaning

Cleaning is designed to remove all visible dirt, soil, chemical residues and allergens from equipment, utensils and work surfaces.

### Sanitizing

Sanitizing is designed to reduce the number of microorganisms to a safe level. Sanitizing is performed after cleaning. Unclean surfaces will reduce the effectiveness of sanitizing.

## How often?

All food preparation counters must be cleaned and sanitized every 4 hours at minimum unless as stated by the CK Pandemic Classification Level.

Further examples include:

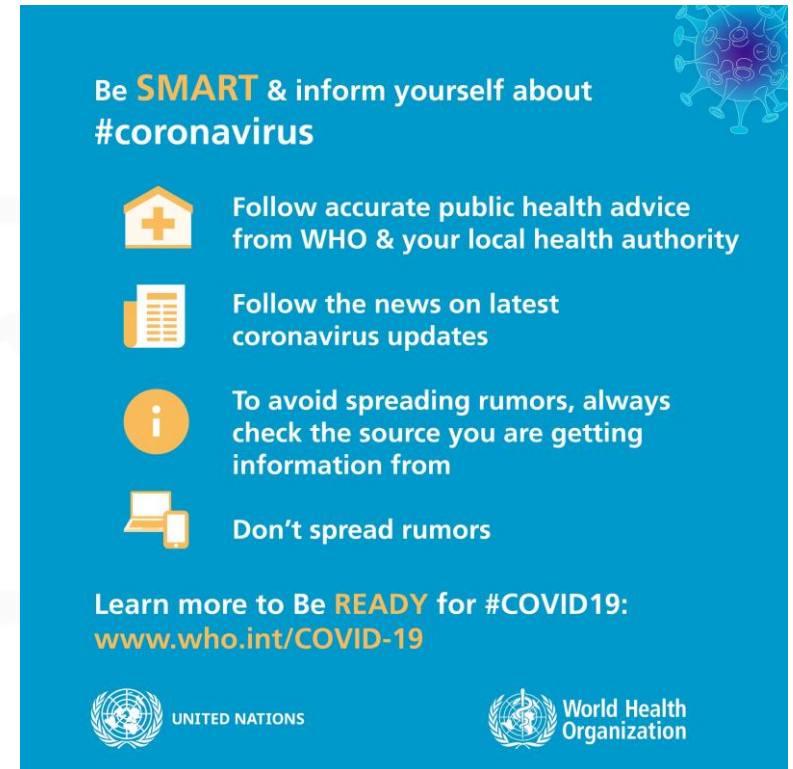
- ✓ When changing task
- ✓ When changing the type of food that is being prepared on the surface
- ✓ When changing teams
- ✓ Before starting your shift
- ✓ At the end of your shift
- ✓ After the delivery of supplies
- ✓ In the event the kitchen is visited by outsiders such as equipment maintenance team







The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for a lot of us. Fear and anxiety about a disease can be overwhelming and cause strong emotions.

Coping with stress will make you, the people you care about, and your community stronger if we work together and support each other.



**Everyone reacts differently to stressful situations.** How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.



Be **SMART** & inform yourself about #coronavirus

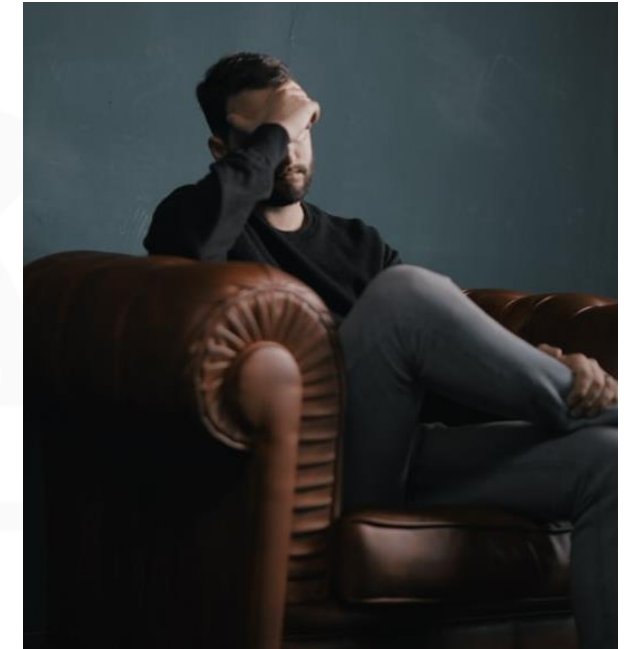
-  Follow accurate public health advice from WHO & your local health authority
-  Follow the news on latest coronavirus updates
-  To avoid spreading rumors, always check the source you are getting information from
-  Don't spread rumors

Learn more to Be **READY** for #COVID19:  
[www.who.int/COVID-19](http://www.who.int/COVID-19)

 UNITED NATIONS  World Health Organization

## **Additionally, stress behaviors during an infectious disease outbreak can include**

- Fear and worry about your own health and the health of your loved ones
- Fear of the unknown such as your livelihood
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Increased use of alcohol, tobacco, or other drugs





Taking care of yourself, your friends, and your family can help you cope with stress. Helping others cope with their stress can also build relationships and make it stronger.

## Things you can do to support yourself

- Take breaks. Hearing about the pandemic repeatedly can be upsetting.
- Use this opportunity to study or enhance your skills
- Take care of your body by eating healthy, well-balanced meals & exercise regularly.
- Be a role model. Get plenty of sleep, and avoid alcohol, tobacco & any form of drugs
- Limit your family's exposure to news coverage of the event, including social media. Children may misinterpret what they hear and can be frightened about something they do not understand.
- Try to keep up with regular routines. If schools are closed, create a schedule for activities and relaxing or fun activities with your family.

Talk with people you trust about your concerns and how you are feeling.



For any further questions, comments OR in the event you need someone to talk to and share your concerns, please directly contact the HSE & Compliance Manager or the Chief Business Development Officer for further support.