



# Bayfield County Health Department

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*Sara Wartman, RN  
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Subject: Large group gatherings/community meals guidance

Dear Community Group Leader,

As you may have heard, Governor Tony Evers is working to prepare our state for possible coronavirus outbreak by declaring a public health emergency. As part of this declaration, the Wisconsin State Department of Health recommends canceling large gatherings over 250 people in order to prevent the spread of the disease by reducing the number of large community events. The CDC recommends no events with more than 50 people for the next 8 weeks.

Our health department is recommending that even smaller events be evaluated and implement the following precautions in order to protect our community and help prevent further spread of this illness. Event organizers should review the following steps and take precautions to minimize risk. Many of these recommendations come from requirements food vendors already must follow during temporary events.

### **Personnel:**

- Older and vulnerable individuals have been encouraged not to attend large events.
- Volunteers and Workers may not work when ill and should be screened for symptoms each day.
- Proper hand washing, including warm water, soap and paper towel must be available for workers of the event AND for guests.
- Dishes and tableware MUST be properly sanitized throughout the day.
- Environmental cleaning guidelines MUST be followed (e.g., clean and disinfect high touch surfaces daily or more frequently)

### **Person In Charge:**

- ✓ Have a designated **Person in Charge (PIC)**: someone familiar with food sanitation who will direct other workers. This person should screen volunteers for illness.
- ✓ **No workers with illness are allowed!** If anyone on your staff has experienced vomiting, diarrhea, sore throat, fever just before or during the event – **HAVE THEM STAY HOME!**
- ✓ All workers must wash their hands before working with food and wear hats or hairnets.

### **Hand Washing:**

- ✓ **ALL** food workers must have access to a proper hand washing station! Please include the following:  
Hand washing should be done:
  1. Before working with food.
  2. After bussing dirty dishes or cleaning tables.
  3. After coughing or sneezing or using the bathroom.
  4. Anytime you leave the kitchen.
  5. Proper handwashing includes scrubbing hands with warm soapy water for 20 seconds and then rinsing and using a PAPER towel to dry hand. **DO NOT USE SHARED TOWELS!**

**\*\*NOTE: Hand sanitizers cannot be used as a substitute for hand wash facilities!**

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### **Cleaning, Sanitizing & Ware-Washing:**

- ✓ A three-compartment sink or 3 wash basin set up or a COMMERCIAL dishwasher that has been tested for proper chemical concentration. **All utensils and equipment must be washed after each use in the following manner:**
  1. Dishes must be Washed, then Rinsed in clean water and then properly SANITIZED.
  2. Sanitize with bleach (1 capful of bleach per gallon of water for food contact surfaces)  
Or with Quaternary Ammonia (follow manufacturers recommendations & use test strips)
  3. Dishes should air dry.
  4. Recommend using disposable dishware when possible.

### **NO Bare hand contact with foods!**

- ✓ No bare-hand contact with ready to eat foods!
- ✓ Use disposable non-latex food handling gloves, tongs, deli paper or other utensils.
- ✓ Use gloves in conjunction with good hygiene and hand washing practices.
- ✓ Replace gloves at least hourly (or sooner if they become contaminated; sneezing, coughing, touching hair or face, money or garbage).
- ✓ Have one person taking orders and handling money and others preparing food.

### **Serving Foods**

- ✓ Highly recommend **NOT** allowing any consumer self-service (IE. Self serve salad bar and/or buffet).
- ✓ If you set up a buffet style meal, have volunteers do all the serving, to limit multiple person contact with serving utensils.
- ✓ Do NOT preset tableware.
- ✓ Do not use tablecloths or coverings that can not be sanitized between guests.
- ✓ **For meals served throughout a period of time, have guests fill one table at a time before moving to the next. That way, when the table begins to empty, your staff can sanitize the entire table before allowing new guests to sit there.**
- ✓ **Disinfect table before new guests are seated. Use 1/3 C bleach per gallon of water for disinfection tables, restrooms, door knobs, etc.**
- ✓ Use prepackaged condiments or dispensers with small openings (wipe off exterior of tips frequently).  
NOTE:

The CDC website <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html> has other guidelines for preparing community and faith based organizations for the coronavirus.