

PERFORM Centre

Standard Operating Procedure

Nutrition Suite at the PERFORM Centre

PC-SOP-NS-001-v05

Revision History

Version	Reason for Revision	Date
05	Additional information added in the case of a state of emergency declared by the government.	April/20/2020

I. Overview

1.1 Purpose

The content of this standard operating procedure (SOP) establishes area specific procedures for access, including training, food safety, general hygiene and emergency response, in the PERFORM Centre's Nutrition Suite. This SOP is area specific to the two kitchens located in the Nutrition Suite (SI.226, SI.223).

1.2 Scope

Both kitchens may be used as part of community, research or education projects. The Teaching Kitchen is used for nutrition counseling appointments and cooking workshops where users and participants prepare the food that they consume. The Metabolic Kitchen is used for research, community or education projects and food may be prepared and sold.

1.3 Responsibility

Users are responsible for obtaining the necessary food safety training (section 1.3.1), education and professional licensing (section 1.3.2) and applying the practices as outlined in the current SOP and all cited documents. The PERFORM Nutrition Suite Supervisor will orient the user to the Nutrition Suite prior to the activities.

1.3.1 Food safety training

The food safety and hygiene practices reflect the expectations of the [Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec \(MAPAQ\)](#) who enforce food safety practices for establishments in collaboration with the City of Montreal (see [Guide des bonnes pratiques d'hygiène et salubrité alimentaires, 2013](#)). In keeping with the law, the [Règlement sur les aliments](#), PERFORM ensures that users working with food have the obligatory training and attestation, as necessary.

The internationally recognized standard for food safety is the Hazards, Analysis and Critical Control Points (HACCP); where applicable, the requirements for this standard are applied in the Nutrition Suite.

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1.3.2 Nutrition counseling appointments

Nutrition counseling practices reflect the expectations from the [Ordre professionnel des diététistes du Québec \(OPDQ\)](#), and the [Code de déontologie des diététistes](#) from the Québec Code des professions. Appointments are given by dietitian-nutritionists, who are members of the OPDQ. In all instances, the participants' health, confidentiality of information and personal security are paramount and dietitians respect the regulations from the [Code des professions for record keeping](#), both at PERFORM and for [virtual appointments](#).

2. General food safety practices

Users working directly with food must read PC-POD-NS-001 “General food safety and hygiene for food handlers” and PC-POD-NS-007 “General maintenance of Stoves, Fridges and Pots and Pans in the Nutrition Suite” and sign-off online prior to activities.

In accordance with the MAPAQ certification requirements for the Metabolic Kitchen the following practices are adhered to in the Teaching Kitchen:

- i. The Platform Supervisor, PERFORM employees and users working with food have undergone the required training process.
- ii. MAPAQ permits and attestations for the above are posted and clearly visible.

2.1 Handwashing

There are specific sinks for handwashing purposes. Hands should not be washed in food preparation sinks.

2.2 Food storage

2.2.1 *Refrigerators*: Food stored in the refrigerators should be organized according to the posted charts to prevent contamination (see PC-NS Posted documents “Disposition des aliments dans un réfrigérateur unique”).

2.2.2 *Dry ingredient storage*: Food items should not be stored near cleaning and sanitization chemicals. Items in boxes should not be placed on the ground.

2.3 Temperature control

Temperatures of refrigerators, freezers and food items are checked and recorded by users (see PC-NS Recording documents “Registre de vérification des températures de conservation des aliments (ambiantes)” and “Daily temperature log-HACCP points”).

2.4 Cross-contamination

Cross-contamination needs to be controlled to prevent food-borne illness and reactions related to improper food safety, food allergies and food intolerances, some of which are potentially fatal.

- i. Health Canada's priority allergens are clearly documented on recipes (see [Food allergies](#)). These are associated with severe allergic reactions, including anaphylaxis, respiratory distress and death.

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- ii. Users and participants are aware of cross-contamination risks with food allergies. Users with symptoms leading to anaphylaxis need their own prescribed EpiPen with them during activities with food. See section 4.2.

2.5 Cleaning and sanitation

Following activities, counters, sinks, stoves, tables and carts are cleaned and sanitized by users and recorded (see PC-NS Recording documents “Tableau des procédures de nettoyage et d’assainissement – Les lieux”).

2.6 Waste removal

Food waste and compost is removed within 24-hrs following an activity. Food waste and/or compost are stored in closed and sealed specified containers at workstations. Recycling is removed weekly.

3. Nutrition Suite general hygiene practices

Clean aprons and hairnets are worn during food preparation. Because open wounds and sickness represent a significant food safety hazard these topics need to be addressed by users to participants prior to activities.

3.1 Wounds

- i. If no infection: Cover with the appropriate Band-Aid. If the wound is on a hand, wear a glove over top of the Band-Aid.
- ii. If infectious or the wound has secretions: Do not come in contact with food or the area.

3.2 Sickness

For symptoms such as diarrhea, nausea, vomiting, fever, respiratory infection and/or intestinal problems: Do not come in contact with food or the area. In the case of gastroenteritis, start work only 48 hours after symptoms have completely ceased. In the case of novel viruses such as COVID-19 or other microbes necessitating a state of emergency, refer to public health, governmental and university guidelines for physical distancing and other control measures to limit transmission.

4. Emergency scenarios in the Nutrition Suite

For the specific kitchen emergency scenarios outlined below, an incident report to Environmental Health and Safety needs to be completed (see section 4.4). Refer to PERFORM’s SOP on Emergency Response Procedures (PC-SOP-GA-009) for all other procedures.

4.1 Fire alarm and evacuation

4.1.1 Preliminary containment of fire: keep lids on pots, oven doors closed, use the fire blanket if necessary. If these measures do not contain the fire, proceed to the next step.

4.1.2 Safety First fire suppression system: Activate Safety First fire suppression by pulling the lever (located above fire extinguishers). This will start the sprinkling

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system above all four cooking stations (see PC-POD-NS-002 “Safety First fire suppression system”). If these measures do not contain the fire, proceed to the next step.

4.1.3 Fire extinguishers: Use fire extinguishers **after** the Safety First fire suppression system is activated. If these measures do not contain the fire, proceed to the next step.

4.1.4 Call Security (x 3717) to activate 9-1-1: Use the **Emergency communications** box to contact Security (or x 3717) or 514-848-3717; ask them to call 9-1-1 and to evacuate the building.

4.1.5 Fire alarm or fire occurring external to the kitchens

- i. In the event of a fire alarm necessitating evacuation of the premises, ensure that stove-top burners, ovens and small appliances are turned off.
- ii. Evacuate the kitchen according to the route outlined in PERFORM’s Emergency Response Plan (PC-SOP-GA-009).

4.2 Major medical emergency (life threatening)

- i. Inquire at the onset of all activities if participants have food allergies and if they are carrying an EpiPen. If yes, ask the participant to identify where the EpiPen is located, ask to see the expiration date, ask if they also have asthma and puffers that need to be administered following an EpiPen injection.
- ii. In the event of an allergic reaction with symptoms of anaphylaxis and respiratory distress, administer the users’ EpiPen if user is unable. If no EpiPen is available, use EpiPen stored in the Teaching Kitchen office window (adult dose of 0.3 mg).
- iii. Call Security (x3717); they have additional EpiPens and will call 9-1-1.

4.3 Minor medical emergency (non-life threatening)

- i. There is a First Aid Kit located by the handwashing sink for minor cuts and burns.
- ii. For cuts or wounds on hands and upper arms, ensure that the area is bandaged and covered; wear plastic gloves on the affected hands to prevent contamination.
- iii. For serious injuries, call Security (x 3717).

4.4 Incident reporting for the Nutrition Suite

In the case of the afore-mentioned emergency scenarios, the Concordia Policy on Injury/Near-miss Reporting and Investigation should be followed (see VPS-42). An Injury/Near-miss report can be found with [Environmental Health & Safety](#). Additional possible scenarios specific to the kitchens which could warrant an incident report are outlined below.

4.4.1 Glass control and breakage: All products exposed to broken glass should be disposed of by placing in a puncture resistant container, such as a rigid plastic container or corrugated cardboard box and labeled “Broken glass” to prevent further injury.

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4.4.2 *Water infiltration and condensation:* All products exposed should be disposed of. Inform PERFORM Nutrition Suite staff.

4.4.3 *Chemical spill:* All products exposed should be disposed of. Check MSDS data sheets in the Teaching Kitchen office (S1.224)

4.5 State of emergency declared by government

In a state of emergency declared by a public official, defer to public health, governmental declarations, professional licensing body regulations (OPDQ) and university communications and official recommendations. There can be several evolving phases, considerations for the Nutrition Suite are as follows:

4.5.1 First phase: In-person activities and access with attention to a pending state of emergency

- Practice physical distancing if recommended, by keeping 2 metres from others.
- Wash hands frequently for 20 seconds.
- Additional frequency of cleaning and sanitation protocols to high-touch surfaces after each participant appointment or workshop (doorknobs, light switches, taps, handles, phones etc.)
- Ensure communication to students, casual staff and participants in the kitchens of the above 3 steps
- Ensure communication with users, students, casual staff and participants prior to activities or appointments to screen for recent external travel and symptoms, advise as per public health and government recommendations

4.5.2 Second phase: Suspension of in-person activities and access

- Check fridges, freezers, to avoid food spoilage transfer these food items to units in the Metabolic Kitchen, as these are on the emergency power system. Discard or remove items that will expire before activities resume.
- Unplug small appliances and ensure that all stove units are turned off, with the exception of pilot lights for the gas range in the Metabolic Kitchen.
- Ensure that dirty laundry can be laundered and dried to avoid mold or mildew.
- Ensure participants for upcoming nutrition counseling appointments and workshops are contacted by phone or email to communicate the suspension of in-person activities, and to reassure that contact and activities will resume when it is considered safe to do so.
- Activate call forwarding for working remotely, using the universities' guidelines.
- Use of VPN for working remotely, using the universities' guidelines and respecting guidelines from the OPDQ to access digital dossiers, files, and to store items on the universities' password protected and secure network server.
- Use of technology and forms for communication, virtual appointments and meetings that respect confidentiality and security of information, using guidelines from governmental bodies, such as the [Ministère de la Santé et des Services sociaux](#) (MSSS), the university and from the OPDQ.

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4.5.3 *Third phase: Access resumes with physical distancing*

- Virtual in-person appointments and webinar workshops may continue using the guidelines for technology and communication above.
- In-person activities defer to public health and governmental recommendations and university policies at all times and respect physical distancing, symptom screening, testing and reporting guidelines.
- Delivery of food items for some research protocols may be necessary to protect participants' health and minimize risk. In all instances practices for the following: physical distancing, precautions with regards to personal protective equipment, food safety, cleaning and sanitation, will defer to latest recommendations from public health officials, governmental bodies, and university policies.