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| **Checklist for Communal Dining During the Pandemic** | | | | |
| **Before Meal Service:** | **YES** | **NO** | **N/A** | **Comments and Action Required:** |
| Proper cleaning and disinfection of tables and chairs are completed prior to meal service and next seating |  |  |  |  |
| Residents are cohorted and seating arrangements are consistent in the dining room from meal to meal¹ |  |  |  |  |
| Seating plan is posted and followed. Any changes in the seating plan are updated and posted |  |  |  |  |
| No buffet style service if provided¹ |  |  |  |  |
| When not eating or drinking, Residents are encouraged to wear a mask where possible or tolerated¹ |  |  |  |  |
| All staff and Residents complete hand hygiene before entering the dining room |  |  |  |  |
| Hand hygiene is performed after assisting a Resident and moving to another activity such as touching a walking aide/wheelchair |  |  |  |  |
| All staff complete hand hygiene before serving |  |  |  |  |
| **During Meal Service:** | **YES** | **NO** | **N/A** | **Comments and Action Required:** |
| Physical Distancing measures are in place in the dining room (2 meters between Residents)¹ |  |  |  |  |
| When not eating or drinking, Residents are encouraged to wear a mask where possible or tolerated¹ |  |  |  |  |
| No shared serving spoons or shared utensils are used¹ |  |  |  |  |
| When serving or assisting Residents, staff are not touching the eating/drinking surfaces of cutlery, glasses and dishes (i.e. rim of cup, inside of plates, tines of fork) |  |  |  |  |
| Frequent hand hygiene of Residents and staff (including essential caregivers and volunteers) assisting with feeding should be undertaken¹ |  |  |  |  |
| Hand hygiene is performed after assisting a Resident with cleaning their face with a disposable wipe/cloth and before assisting another Resident |  |  |  |  |
| Staff use proper hand washing techniques after clearing dishes between courses |  |  |  |  |
| Separate dish cart is available for clearing dirty dishes and away from serving carts |  |  |  |  |
| Sanitation bucket is available on dish cart. Utensils are placed in bucket immediately as they are being cleared |  |  |  |  |
| **After Meal Service:** | **Yes** | **No** | **N/A** | **Comments and Action Required:** |
| All staff complete hand hygiene after handling dirty dishes and in between helping Residents |  |  |  |  |
| When not eating or drinking, Residents are encouraged to wear a mask where possible or tolerated¹ |  |  |  |  |
| All Residents complete hand hygiene before exiting the dining room |  |  |  |  |
| Proper cleaning and disinfection of tables and chairs are completed prior to next meal service and next seating |  |  |  |  |
| Dining room, especially High Touch areas are cleaned and sanitized as per Home’s cleaning schedule |  |  |  |  |
| Dish machine’s temperature and chemical levels are checked routinely as per schedule |  |  |  |  |
| Unused food after meal service is discarded |  |  |  |  |
| **Tray Service:** | **YES** | **NO** | **N/A** | **Comments and Action Required:** |
| Tray Service is used if Home is in Covid-19 Outbreak |  |  |  |  |
| All items on the trays are covered and labeled |  |  |  |  |
| Staff complete hand hygiene before tray delivery |  |  |  |  |
| Residents are assisted with hand hygiene before receiving their tray |  |  |  |  |
| Frequent hand hygiene of Residents and staff (including essential caregivers and volunteers) assisting with feeding should be undertaken¹ |  |  |  |  |
| Dishes are collected/disposed of on a separate dish cast with appropriate PPE |  |  |  |  |

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| **Snack Service:** | **YES** | **NO** | **N/A** | **Comments and Action Required:** |
| Proper food handling techniques are used by staff (i.e. tongs, scoops) |  |  |  |  |
| Cohorting guidelines are followed during snack service |  |  |  |  |
| Staff perform hand hygiene prior to serving food or beverages from the snack cart |  |  |  |  |
| Staff assist Residents with hand hygiene before and after eating/drinking |  |  |  |  |
| Staff perform hand hygiene before and after assisting Residents with their snack and beverage |  |  |  |  |
| Staff perform hand hygiene after handling dirty dishes |  |  |  |  |
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**References:**

(1) Ontario. (2021, May 4). COVID-19 guidance document for long-term care homes in Ontario. *Activities: Communal Dining as of May, 2021*. Retrieved from: https://www.ontario.ca/page/covid-19-guidance-document-long-term-care-homes-ontario?utm\_source=newsroom&utm\_medium=email&utm\_campaign=%2Fen%2Frelease%2F1000065%2Fontario-responds-to-high-vaccination-rates-modifies-restrictions-in-long-term-care-homes&utm\_term=public

(2) Ministry of Health. (2021, May 4). COVID-19 Directive #3 for Long Term Care Homes under the *Long Term Care Homes Act, 2007.* Retrieved from: https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/LTCH\_HPPA.pdf