

Coronavirus advice for community/voluntary groups and individuals



If you are currently a community or voluntary group and are thinking of assisting your community during the coronavirus outbreak, either by making food to deliver to people's homes or for them to collect, please do this whilst adhering to good hygiene practices. Burnley Borough Council is here to support you doing this safely.

During this difficult time we are here to **help** you **help** your communities.

Please contact us if you have just started or are thinking of helping out by making or delivering food, so that we help you to do this safely either via envhealth@burnley.gov.uk or call 01282 425011

These are some tips on providing safe food, but I would urge you to contact us on the telephone number above:

Buying/Selecting Food

- Make sure you obtain all ingredients or final food products from a reputable supplier
- Make sure any fresh, ready to eat food you buy is within its use by date
- Use an appropriate hand sanitiser when you leave the supermarket/shop/ food premises. If this is not available, wash your hands with soap and water as soon as possible using warm running water and hand soap for 20 seconds, & dry with disposable towels.
- Make sure the ingredients are transported in a clean vehicle and all food is bagged, covered or in containers
- Any food packets should be wiped down if possible with an antibacterial wipe or antibacterial spray and kitchen

Storage & Preparation

- If food needs to be refrigerated or frozen and it is not to be used in food preparation straight away then put it in the fridge or freezer as soon as possible
- If handling and preparing open food, wear an apron to protect the food from you
- **Wash your hands before handling & preparing any food and regularly throughout food preparation**
- Do not handle food more than you need to.
- Do not use/prepare/cook any food with an expired use by date
- Make sure that the surface for food preparation is cleaned with hot soapy water followed by an antibacterial spray (follow the instructions for the spray carefully)

- If handling raw meat, do this on a different surface to the surface that is to be used for preparing food that is going to be eaten without cooking. Also use different utensils for raw meat and cooked or ready to eat foods.
- Check food is cooked properly, you can do this by cutting into any meat, ensuring that it is not pink or red.
- If food is to be cooled down & delivered cold later then it should be cooled as quickly as possible & within a maximum of 1.5 hours. Portioning the food into separate containers will reduce the cooling time.
- With exception of shelf stable foods (bread/cereals/tinned goods etc) To keep food safe, it should either be kept hot or kept cold. Limit to a minimum the time food is at room temperature.
- Food to be eaten at a later date or for reheating will need to be properly labelled. **Refer to Environmental Health for advice.**

Delivery

Before a delivery takes place you need to check if customers are self-isolating, this is so that you can arrange a contactless delivery to help keep everyone healthy.

- Social distancing needs to be adhered to even if someone is not exhibiting any symptoms. You could consider leaving deliveries at the door of your customer, rather than handing it over to them. Knock on the door, then step back at least 2 metres and wait nearby for your customer to collect it. If people are calling to collect goods from you, you should still ensure that the 2 metres social distancing rule is adhered to. This can be done with markers on the ground or similar.
- Posters can be displayed in prominent positions to remind those visiting your premises of distancing rules. For further details visit [GOV.UK - Guidance on social distancing](#)
- Ensure all volunteers are aware of current coronavirus exclusion guidance – it can be accessed here [GOV.UK - COVID-19 stay at home guidance](#). If during the course of the volunteering work, individuals develop any symptoms they must be instructed to immediately isolate themselves and inform other volunteers of this action.
- Before you make a delivery you need to check whether anyone has food allergies or intolerances. **You should not cater for people with allergens without prior reference to Environmental Health for guidance.** Strict procedures must be in place to control the risks of allergen cross contamination and full allergen labelling must be provided for all dishes. Refer to [allergen guidance for businesses](#) on the FSA website for further information.
- Temperature control – keep delivery journeys as short as possible. Hot and cold foods should not be stored together. Where possible try to keep, **cold food cold & hot food hot**, using equipment such as insulated bags/ boxes with ice packs.

For further information, please refer to our advice to [Food Businesses](#)