

# Bon Voyage Catering

March 19, 2020

Re: CoronaVirus (COVID-19)

The welfare of our clients and employees is foremost at Bon Voyage. There are standard health and safety procedures that are implemented in any commercial kitchen, but with the unprecedented outbreak of COVID-19, we have increased the frequency of cleaning and sanitation. Below are some of the actions our food handlers have been instructed to take to protect themselves, coworkers and our clients.

1. Increase thorough and frequent hand-washing- at least hourly, or more frequently, as needed, followed by alcohol-based hand sanitizer.
2. Avoid touching your face or mouth.
3. Practice social distancing, refraining from any kind of person-to-person contact.
4. Clean and sanitize kitchen workstations at the beginning and end of each shift, and as needed throughout the shift.
5. Change workstation sanitizer buckets hourly, instead of the standard every two hours.
6. Always use gloves when handling food and change gloves frequently, thoroughly washing hands between each use.
7. Maintain at least six feet of distance from anyone showing signs of cold or illness.
8. Stay home from work if you are sick.
9. Wipe down delivery vehicles with disinfectant wipes after use.

This is not a new practice, but as added peace of mind, after being washed, all of our pots, pans, dishes, utensils go through a cycle in a dish sanitizer machine. As an added precaution, our office staff are religiously sanitizing work surfaces, keyboards, PCs, drawer pulls, doorknobs, time clocks, phones and other hand-held devices, etc.

We will remain open for the time being, unless instructed to do otherwise.

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