



*1<sup>st</sup> REPORT OF THE*

JOINT SELECT COMMITTEE ON

# STATE ENTERPRISES

on

**An inquiry to understand the impact of the COVID-19 pandemic on the operations of National Schools Dietary Services Limited (NSDSL), and the measures implemented to ensure the delivery of meals in the context of the COVID-19 safety requirements**

July, 2021

An electronic copy of this report can be found on the Parliament website:  
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**The Joint Select Committee on State Enterprises**

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## Joint Select Committee on State Enterprises

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**An inquiry to understand the impact of the COVID-19 pandemic on the operations of National Schools Dietary Services Limited (NSDSL), and the measures implemented to ensure the delivery of meals in the context of the COVID-19 safety requirements**

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1<sup>st</sup> Report 2020/2021 Session, Twelfth Parliament

Report, together with Minutes

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# The Joint Select Committee on State Enterprises

## *Establishment*

1. The Joint Select Committee on State Enterprises was appointed pursuant to the directive encapsulated at section 66A of the Constitution of the Republic of Trinidad and Tobago. The House of Representatives and the Senate on Friday November 13, 2015 and Tuesday November 17, 2015, respectively agreed to a motion, which among other things, established this Committee to inquire into and report to Parliament on State Enterprises falling under its purview with regard to:

- their administration;
- the manner of exercise of their powers;
- their methods of functioning; and
- any criteria adopted by them in the exercise of their powers and functions.

## *Current Membership*

2. The following Members were appointed to serve on the Committee:

Mr. Anthony Vieira

Mr. Foster Cummings

Mr. Stephen Mc Clashie

Ms. Paul Gopee-Scoon

Mr. Wade Mark

Mr. David Lee

Mrs. Laurel Lezama-Lee-Sing

Mr. Adrian Leonce

## *Powers*

3. The Committee is one of the Departmental Select Committees, the powers of which are set out principally in Senate Standing Orders 91 and 101, and HOR Standing Orders 101 and 111. These are available on the Internet via [www.ttparliament.org](http://www.ttparliament.org).

## *Secretarial Support*

4. Secretarial support was provided by Mr. Brian Caesar, Clerk of the Senate, who served as Secretary to the Committee, Mr. Johnson Greenidge, Assistant Secretary, Mrs. Krystle Gittens, Graduate Research Assistant, and Mrs. Safiyyah Shah, Graduate Research Assistant.

## ***Contacts***

5. All correspondence should be addressed to the Secretary to the Joint Select Committee on State Enterprises, Parliamentary Complex Cabildo Building, St. Vincent Street, Port of Spain. The telephone number for general enquiries is 624-7275; the Committee's email address is [jscse@ttparliament.org](mailto:jscse@ttparliament.org).

## Table of Contents

<b>REPORT SUMMARY .....</b>	<b>6</b>
<b>1. INTRODUCTION.....</b>	<b>7</b>
BACKGROUND.....	7
<b>2. IMPACT OF COVID-19 PANDEMIC ON NSDSL’S OPERATIONS .....</b>	<b>8</b>
SUSPENSION OF THE SCHOOL NUTRITION PROGRAMME .....	8
PROVISION OF MEALS TO STUDENTS PREPARING FOR EXAMINATIONS.....	11
<b>3. NSDSL’S RESPONSE TO COVID-19 PANDEMIC IMPACT.....</b>	<b>11</b>
SNP CATERERS’ MEAL DONATION DRIVE.....	11
NSDSL IMPLEMENTS THE ‘NEW NORMAL’ .....	12
SOCIAL ASSISTANCE APPLICATIONS.....	13
AGRICULTURE PROJECT .....	13
SAFETY MEASURES .....	14
<b>4. PROPOSALS FOR THE PROVISION OF MEALS TO UNDERPRIVILEGED HOUSEHOLDS .....</b>	<b>15</b>
MOBILE MEAL DELIVERY PROGRAMME.....	15
<i>United Kingdom</i> .....	16
<i>United States of America</i> .....	16
<b>RECOMMENDATIONS .....</b>	<b>16</b>
<b>CONCLUSION .....</b>	<b>17</b>
<b>APPENDIX 1 .....</b>	<b>19</b>
<b>MINUTES OF PROCEEDINGS .....</b>	<b>19</b>
<b>APPENDIX 2 .....</b>	<b>24</b>
<b>NSDSL GUIDELINES FOR REOPENING - POST LIFTING OF LOCKDOWN MEASURES.....</b>	<b>24</b>
<b>APPENDIX 3 .....</b>	<b>56</b>
<b>GUIDELINES FOR MEAL DELIVERY SERVICE.....</b>	<b>56</b>
<b>ATTENDANCE REGISTER .....</b>	<b>60</b>

## Report Summary

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This report provides an understanding of the impact caused by the COVID-19 Pandemic on the National Schools Dietary Services Limited's ability to fulfil its mandate.

The Committee noted that despite the physical closure of schools, NSDSL has made efforts to mitigate against the impact of the Pandemic through the School Nutrition Programme Caterers' Meal Donation Drive, its Agriculture Project, and the drafting of Guidelines for Caterers.

Additionally, the Committee noted proposals made by the NSDSL to adapt its operations to accommodate the requirements of the "new normal".

Nonetheless, as it stands, for the period that schools continue to function virtually, NSDSL would be hard-pressed in achieving its mandate.

# 1. Introduction

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## Background

- 1.1. NSDSL is the State-owned Enterprise responsible for managing the School Nutrition Programme (SNP).
- 1.2. The SNP provides government-sponsored meals to deserving children in over eight hundred (800) schools located throughout Trinidad.
- 1.3. The objectives of the SNP are:
  - To provide as a weekly average approximately one-quarter (1/4) and one-third (1/3) of the Recommended Dietary Allowance (RDAs) of nutrients for the child through breakfast and lunch respectively;
  - To contribute to the improvement of the nutritional status of the child and to enhance learning ability; and
  - To further stimulate the agricultural sector by utilising local produce wherever possible in the meal plan.
- 1.4. Until the COVID-19 pandemic, approximately fifty-four thousand (54,000) breakfast meals and approximately seventy-nine thousand (79,000) lunches were supplied daily by seventy (70) contracted Caterers.
- 1.5. When in operation, SNP Caterers provide employment for over 800 persons in communities they serve, with over 80% of them being women.
- 1.6. With the onset of the COVID-19 pandemic, which resulted in the closure of schools across the nation, the Committee at its Second Meeting held on November 30, 2020 decided to commence a written inquiry on the impact of the COVID-19 Pandemic on the National Schools Dietary Services Limited (NSDSL) operations.
- 1.7. By letter dated March 02 2021, the NSDSL submitted its responses to questions posed by the Committee.



## 2. Impact of COVID-19 Pandemic on NSDSL's Operations

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### Suspension of the School Nutrition Programme

- 2.1. On 13th March 2020, the School Nutrition Programme (SNP) was mandated to halt operations when the nation's schools were forced to close due to the COVID-19 pandemic.
- 2.2. It must be noted that:
  - i. For some of the nation's underprivileged children, a meal from the Programme may be the only one they have for the day;
  - ii. School Nutrition Programmes within the region continued to provide school meals to their students throughout the pandemic for the same reason;
  - iii. Children from low-income households, who are already at higher risk for poorer health and academic performance than children from high-income households, may be further disadvantaged by nutrition shortfalls; and
  - iv. The Food and Agriculture Organisation of the United Nations has called on countries in the region to mitigate the impact of the Pandemic on their children by providing them with nutritious foods to help strengthen their immune system and increase their capacity to cope with diseases.
- 2.3. As an immediate safety net for the lost meals, the Government, through the Ministry of Social Development and Family Services (MSDFS) COVID-19 Social Assistance Programme, provided affected families with food cards valued at \$510 per month for 3 months.
- 2.4. Additionally, according to the MSDFS circular<sup>1</sup>:
  - i. Households with 1-3 persons will receive \$150 TTD extra per month for three (3) months
  - ii. Households with 4 - 5 persons will receive \$300 TTD extra per month for three (3) months and

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<sup>1</sup> Ministry of Social Development and Family Services COVID 19 Social Assistance FAQs: [https://health.gov.tt/sites/default/files/pdf/COVID19\\_Social\\_Assistance.pdf](https://health.gov.tt/sites/default/files/pdf/COVID19_Social_Assistance.pdf)

- iii. Households with 6 and more persons, will receive \$450 TTD extra per month for three (3) months.
- 2.5. According to the National Schools Dietary Services Evaluation Committee Report 2018, the cost to provide 1 breakfast and lunch per child was \$7.46 and \$9.32 respectively, which translates to approximately \$335.60 per child to provide both breakfasts and lunches to students for one month.
- 2.6. In light of this and given the length of time that the pandemic has drawn out, it is clear that the MSDFS's COVID-19 Social Assistance Programme, though helpful to families, would have been insufficient to supplement the shortfall, especially for larger families.
- 2.7. In addition to the impact on underprivileged children, as a result of the halt in operations, the contracted caterers on the SNP were forced to close their kitchen facilities, thereby causing over 800 employees to be out of jobs, many of whom belong to low-income households.
- 2.8. Moreover, as NSDSL utilises as much local produce in its meal plan as possible, to ensure that the local farming community is supported, a further spill-over effect of the halt was that suppliers who service the programme experienced drastically reduced sales.

- 2.9. NSDSL's table below provides figures on commodity utilisation for the fiscal year October 2018 – September 2019, which would have been greatly reduced when schools closed:



**National Schools Dietary Services Limited**  
**Actual Local Commodity Usage on the School Nutrition Programme**  
**October 2018 – September 2019**

Food Items	Units	Volumes	Total Cost
Bodi	lbs	34,870.5	TTS 200,537.25
Breadfruit	lbs	365.0	TTS 2,211.00
Cabbage	lbs	36,048.0	TTS 204,525.50
Cassava	lbs	6,594.0	TTS 25,182.00
Celery	5lb bundle	7,170.0	TTS 248,600.00
Chadon beni	5lb bundle	12,168.7	TTS 364,259.60
Chicken	lbs	214,699.0	TTS 2,919,423.00
Chicken Breast	lbs	65,336.3	TTS 998,994.94
Chives	2.2lb bundle	7,754.3	TTS 380,266.25
Christophene	lbs	3,264.5	TTS 21,591.00
Coconuts	each	11,463.0	TTS 69,460.00
Corn on the cob	1.5oz pieces	14,469.0	TTS 9,215.15
Cucumber	lbs	5,403.0	TTS 39,051.50
Dasheen	lbs	1,059.0	TTS 7,053.00
Dasheen Bush	lbs	19,605.5	TTS 112,564.50
Ginger	lbs	8,449.3	TTS 130,124.75
Green Pawpaw	lbs	3,749.8	TTS 16,585.88
Mangoes	each	277,895.5	TTS 505,101.25
Melongene	lbs	16,648.5	TTS 97,060.00
Ochroes	each	303,767.0	TTS 161,618.60
Oranges	each	4,550.0	TTS 4,108.00
Patchoi	lbs	8,490.5	TTS 58,191.50
Pimentoes	each	1,006,521.5	TTS 522,768.28
Plantain	lbs	32,105.0	TTS 162,952.00
Pommecythere	each	35,231.0	TTS 33,469.45
Portugals	each	66,399.0	TTS 65,969.95
Pumpkin	lbs	306,391.5	TTS 909,631.50
Rice	lbs	2,587.0	TTS 6,596.85
Spinach	Lbs	13,817.0	TTS 95,234.00
Sweet Peppers	Lbs	69,421.8	TTS 458,414.00
Sweet Potatoes	Lbs	2,864.0	TTS 19,207.00
Tomatoes	Lbs	73,115.0	TTS 570,313.00
Watermelon	Lbs	1,075.0	TTS 2,597.50
<b>Grand Total Cost</b>			<b>\$9,422,878.19</b>

PLEASE NOTE: the table does not include data for July 2019 and August 2019 when meals were not produced.

## Provision of Meals to Students Preparing for Examinations

- 2.10. After the lifting of COVID-19 lockdown measures in July 2020, the Ministry of Education requested that the NSDSL provide meal service for the standard 5 students who were at schools preparing for the Secondary Entrance Assessment (SEA) examination.
- 2.11. For the period 20th July to 5th August, 2020 the SNP caterers produced 9,181 breakfast meals and 8,126 lunches daily for their schools; approximately 19,344 refreshments were also provided and safely delivered on the day of the examination.
- 2.12. Secondary schools reopened on 8th February 2021 for some Forms 4 to 6 students. Given the limited number of meals requested, with the figures varying daily, only fifty-three (53) caterers were functioning with very limited staff members reporting out to work to minimise cost overruns.
- 2.13. In total, NSDSL produced a total of 119,805 breakfast and lunch meals for the above period.

## 3. NSDSL's Response to COVID-19 Pandemic Impact

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### SNP Caterers' Meal Donation Drive

- 3.1. On Monday 11th May, 2020, caterers of the SNP Trinidad donated and distributed approximately 7,300 meals to underprivileged students in various communities who are registered on the Programme.
- 3.2. Meals were served to students in need through some of the Member of Parliament (MP) offices located throughout Trinidad. A few of these MP offices also delegated some of their staff and volunteers to go into various communities along with staff from the NSDSL, in order to distribute meals to those students in need.
- 3.3. The requisite health guidelines were observed during this meal donation drive including:
  - Continuous sanitising of all surfaces;

- Crowd control where all persons maintain social/physical distancing of at least 6 feet, as mandated by national guidelines to prevent the spread of COVID-19;
- Wearing of face masks by all persons distributing meals as well as those waiting in line to receive them;
- Hand-washing stations set up for those distributing meals to ensure their hands were cleaned and for persons to wash their hands before proceeding to collect meals.

### NSDSL Implements the 'New Normal'

- 3.4. It is expected that seventy (70) caterers will be in operation once schools reopen on a larger scale.
- 3.5. NSDSL has made the following preparations to facilitate the resumption of operations under the "new normal":
  - i. Quality Assurance Officers and Zonal Managers of the NSDSL continue to monitor the daily operations of the kitchens;
  - ii. 528 kitchen staff received training in June and July 2020 on the required operation guidelines following the lifting of COVID-19 lockdown measures. Key areas covered were:
    - The public health guidelines and standards that are to be enforced at facilities during the 'new normal' of the reopening of business, after the lifting of COVID-19 lock-down measures;
    - The reinforcement of internationally recognised food safety standards for meal preparation.
  - iii. NSDSL Safety Tip Series COVID-19 Posters have been developed and distributed for use in the kitchens. The following topics are addressed:
    - General information on COVID-19;
    - Cleaning vs Sanitizing;
    - Personal Hygiene;
    - Proper Face Mask Use;
    - Proper Handwashing;

- What to Look for in a Hand Sanitizer; and
  - The Ins and Outs of Glove Use
- iv. New protocols have been established for screening of staff and visitors to NSDSL facilities, including the maintaining of temperature logs and declaration forms on visitors, should contact tracing become necessary.
- v. Over 300 suppliers and their staff have received training on the public health guidelines and standards that the NSDSL requires to be implemented at production plants during the ‘new normal’ of the reopening of business, after the lifting of COVID-19 lockdown measures.

### Social Assistance Applications

- 3.6. The NSDSL liaised on behalf of the SNP Caterers and the Ministry of Social Development and Family Services (MSDFS), regarding the timely submission of application forms for caterers’ employees who were now out of work due to the closure of kitchen facilities.
- 3.7. The NSDSL distributed the relevant forms/information to all SNP Caterers and employees for the Food Card Support Programme and the Small and Medium Enterprises (SME) Stimulus Loan Programme offered by the Government of Trinidad and Tobago through First Citizens Bank (FCB). NSDSL also facilitated the caterers in accessing this loan by providing them with relevant letters/documentation in support of their application.

### Agriculture Project

- 3.8. One of NSDSL’s objectives is to further stimulate the agricultural sector by utilising local produce wherever possible in the meal plan.
- 3.9. Therefore, it is in this regard that the Company recognised and reinforced the pertinence for the farm-to-fork mandate and agricultural thrust via the farmer-caterer linkage project.
- 3.10. This project commenced during the COVID-19 shut-down period in October 2020 and the second phase continued in January 2021.

- 3.11. In the phase II, SNP Caterers were assigned to farmers for the purpose of an onsite farm visit. This venture aims to foster caterer-farmer interaction and reinforce the SNP's commitment to the farm-to-fork approach.
- 3.12. The criteria for this initial assignment of farms were the location of the farm to catering establishment, acreage, and overall capacity of the farm, as well as the variety of crops cultivated.
- 3.13. Furthermore, phase II of the exercise involved an assessment of all farms on the database. This primarily aimed to reinforce linkages and provide each caterer with options to purchase produce.
- 3.14. Thereafter, farm linkages would fulfil projected produce requirements on a termly basis. Caterers and the SNP can thereby indicate termly requirements based on the SNP menus.
- 3.15. The process and project is routinely monitored, via record keeping and SNP Field Officer's audits, are also critical to ensure farmer and caterer compliance.
- 3.16. Data collection is ongoing and is expected to continue through February with phase II of the exercise.

## Safety Measures

- 3.17. All catering establishments were inspected by the Public Health Authority to ensure that they were in keeping with all Public Health guidelines with respect to mitigating the spread of COVID-19.
- 3.18. NSDSL drafted a document entitled **Guidelines for Re-opening** (See Appendix 2). These guidelines are to be used together with the School Nutrition Programme's Caterers Manual to guide all SNP Contracted Caterers on how to exist in the 'new normal'.
- 3.19. Daily monitoring of kitchen operations by the Quality Assurance Officers (QAOs) and Zonal Managers of the NSDSL.
- 3.20. The training of 528 kitchen staff in June and July 2020 to ensure they were educated on the 'new normal' of expected operations following the lifting of COVID-19 lockdown measures.

- 3.21. The NSDSL also reinforced the following at Approved facilities of SNP Suppliers:
- Guidelines for Re-opening Document;
  - COVID-19 Training and sensitisation - Suppliers were exposed to a training and sensitisation exercise on COVID-19 control measures. Suppliers were appraised on new COVID-19 protocols at NSDSL catering facilities e.g. thermal screening, declaration procedures and wearing of appropriate personal protective equipment (PPE). This exercise was facilitated by the NSDSL with guidance from the Ministry of Health.
  - Implementation of COVID-19 Safety measures – Suppliers were required to install all structural requirements and implement procedural mandates e.g. Hand washing stations at entry points and foot baths.
  - Monitoring and evaluation of COVID-19 guideline compliance at all approved suppliers. This is an ongoing exercise facilitated through routine audits and site visits carried out by the NSDSL’s Suppliers Inspection Team.

## **4. Proposals for the Provision of Meals to Underprivileged Households**

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### **Mobile Meal Delivery Programme**

- 4.1. With the high prevalence of nutrition-related non-communicable diseases (NCDs) that affects even the school-aged population, coupled with the unfortunate pandemic plaguing the country, the NSDSL felt that the proposed community feeding would ensure that all children receive highly nutritious meals to keep them in the peak of health.
- 4.2. In adapting to the ‘new normal’, the NSDSL proposed an updated mobile meal delivery model to continue achieving the Company’s objectives. The proposal targets underprivileged students and their families.
- 4.3. NSDSL referenced similar programmes from the United Kingdom and United States of America:



## United Kingdom

- **Meals on Wheels** – the Government delivers daily, warm meals to recipients in urban and suburban areas.
- **Food Truck Distribution** – Meal distribution trucks are parked at strategically centralized locations where meals are then distributed by volunteers and government workers. Recipients are identified by Government-issued cards.

## United States of America

- **“Foodmobile Meal Delivery Service”** - a home delivery meal service supported by Meals on Wheels America. Meals are cooked daily, packaged and delivered hot (time/temperature controls above 140 degrees F) to recipients. Through this service, recipients can also access specialty diet options.
- **Meals on Wheels America** – a nationwide service available in many states through effective partnerships with community-based organisations and health care facilities.
- **“Mom’s Meals”**- a private meal service programme. Menus are offered and marketed based on the specific meal of the day. The company receives orders via its online platform or telephone contact. Thereafter, meal options are delivered on a timely basis by a 3rd party provider or the said company, packaged as entrées held in cooler bags. The recipient is required to refrigerate the meal immediately, where they would last for up to 14 days.
- **Meals for Kids Programme** - operational in many states and cities in the US. The basis of this programme is to provide disadvantaged children, who experience food insecurity, with a nutritionally sound meal. Meals, milk, bread and fruit are delivered to children daily.

## **Recommendations**

1. The NSDSL should continue its efforts to prepare for the reopening of schools in September, 2021; and
2. The Ministry of Education should develop a robust plan to ensure that, upon the reopening of schools in September, 2021, the SNP is able to resume.

## Conclusion

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The Committee understands that despite the constraints being experienced by NSDSL due to the physical closure of schools, efforts have been made to mitigate the negative impact on caterers of the School Nutrition Programme and the students who depend on the meals provided. The Committee commends activities such as the Meal Donation Drive, Agriculture Project, and the drafting of Guidelines for re-opening.

Your Committee therefore awaits the response of the Minister of Education to the recommendation on **page 15**, in accordance with Standing Orders 100(6) and 110(6) of the Senate and the House of Representatives respectively which states inter alia that –

*“The Minister responsible for the Ministry or Body under review shall, not later than sixty (60) days after a report from a Standing Committee relating to the Ministry or Body, has been laid upon the Table, present a paper to the House responding to any recommendations or comments contained in the report which are addressed to it....”*

Your Committee therefore respectfully submits this Report for the consideration of the Houses.

Mr. Anthony Vieira  
**Chairman**

Mr. Foster Cummings, MP  
**Vice-Chairman**

Ms. Paula Gopee-Scoon  
**Member**

Mr. Wade Mark  
**Member**

Mrs. Laurel Lezama-Lee-Sing  
**Member**

Mr. David Lee, MP  
**Member**

Mr. Adrian Leonce, MP  
**Member**

Mr. Stephen McClashie, MP  
**Member**

# **APPENDIX 1**

## **MINUTES OF PROCEEDINGS**

**MINUTES OF THE 2<sup>ND</sup> MEETING**

**JOINT SELECT COMMITTEE  
STATE ENTERPRISES  
HELD ON  
MONDAY NOVEMBER 30. 2020 AT 10:00 A.M.**

**PRESENT**

**Committee Members**

Mr. Anthony Vieira Chairman  
Mr. Foster Cummings, MP Vice-Chairman  
Mr. Stephen Mc Clashie, MP Member  
Mr. Adrian Leonce, MP Member  
Mr. David Lee, MP Member  
Ms. Paula Gopee-Scoon Member  
Ms. Laurel Lezama-Lee Sing Member  
Mr. Wade Mark Member

**Secretariat**

Mr. Brian Caesar Secretary  
Mr. Johnson Greenidge Assistant Secretary  
Mr. Jean-Marc Morris Assistant Secretary/Legal Officer  
Mrs. Krystle Gittens Graduate Research Assistant

**ABSENT / EXCUSED**

**The Meeting was held virtually via Zoom**

**CALL TO ORDER**

1. The Chairman called the meeting to order at 10:01 a.m. and welcomed those present.

**ANNOUNCEMENTS: ACKNOWLEDGEMENT OF THE WORK OF MS. SHERANNE SAMUEL**

1. The Chairman recognised the contribution of the former Assistant Secretary to the Committee, the late Ms. Sheranne Samuel.
2. The Chairman invited tributes from Members. The following Members joined in paying tributes:
  - Mr. Wade Mark;
  - Mr. Adrian Leonce; and
  - Mr. Foster Cummings.

## CONFIRMATION OF MINUTES OF 1ST MEETING OF 18 NOV, 2020

1. The Committee approved the following amendment to **Para 2.1, page 2**: before the words “*Independent Senator*”, replace the word “*and*” with “*an*”.
2. The Minutes were confirmed with amendment, on motion moved by Mr. Wade Mark and seconded by Mrs. Lezama-Lee Sing.

## MATTERS ARISING FROM THE MINUTES

1. **Paragraph 7.1, page 3**: The Chairman reminded Members that by letter dated November 20, 2020, Members were advised on the issuance of Parliament iPad Pro tablet devices for the 12th Parliament.
2. Members, who had not yet obtained their devices were encouraged to do so at their earliest convenience, as all parliamentary documents will be uploaded on the Parliament’s web-based e-repository (named *Rotunda*).

## CONSIDERATION OF THE COMMITTEE’S MANDATE

1. The Chairman reminded Members of the Committee’s mandate, as follows:

The Joint Select Committee on State Enterprises is one of several Joint Select Committees established pursuant to **Section 66A of the Constitution of the Republic of Trinidad and Tobago**. The responsibilities of this Committee are further defined in **Standing Order 101(b) of the House of Representatives and 91(b) of the Senate**, which provide that this Committee is established to inter alia to:

*“investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration and operations of the assigned Ministries, Departments or Bodies”*

This Committee is mandated to consider State Enterprises that are “*owned or controlled by or on behalf of the State or which received funding from the State of more than two-thirds of its total income in any one year*”.

## CONSIDERATION OF WORK PROGRAMME

1. The Chairman reminded Members of his invitation to share any suggestions for the Committee’s Work Programme for the 1<sup>st</sup> Session, 12<sup>th</sup> Parliament.
2. Member Mark provided the following suggestions:
  - Follow-up inquiries with selected entities from the 11<sup>th</sup> Parliament;
  - Follow-up with the Ministry of Finance, Investments Division concerning the progress made towards having the State Enterprises Performance Monitoring Manual (SEPM) brought to Parliament to be made law;
  - Inquiry into the Trinidad & Tobago National Petroleum Marketing Company Limited (NP) preparedness to privatise gas stations; and

- Inquiry into the recent reductions in the profits of the National Gas Company of Trinidad and Tobago Limited (NGC).
3. The Committee was advised that it should defer responsibility to the subject-specific JSC on Energy Affairs in instances when a State Enterprise falls under that Committee's purview, such as in the cases of NGC and NP.
  4. The Chairman invited Members to submit any other suggested inquiry topics to the Secretariat by Friday December 04, 2020.
  5. The Chairman invited Members to consider the proposed Work Programme prepared by the Secretariat for the First Session, Twelfth Parliament.
  6. The Committee agreed to the following order of inquiries:
    1. National Schools Dietary Services Limited (NSDSL) – written inquiry;
    2. National Infrastructure Development Company Limited (NIDCO);
    3. Community-Based Environmental Protection and Enhancement Programme – follow-up inquiry;
    4. Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL);
    5. Cocoa Development Company of Trinidad and Tobago Limited (CDCTTL);
    6. Export Centres Company Limited – written inquiry;
    7. Port-of-Spain Shopping Complex Limited – written inquiry;
    8. The National Maintenance Training and Security Company Limited (MTS);
    9. TTT Limited;
    10. The National Commission for Self Help Limited (NCSHL).
  7. The Secretariat was directed to action the following:
    - Prepare a draft letter to the Ministry of Finance, Investments Division concerning the progress made towards having the State Enterprises Performance Monitoring Manual (SEPMM) brought to Parliament to be made law;
    - Complete an Inquiry Proposal for NIDCO, to be circulated to the Committee for comment;
    - Write to Community-Based Environmental Protection and Enhancement Programme (CEPEP) to ascertain whether disclosures made in the Guardian Newspaper article dated September 6, 2020 are true; and
    - Invite written submissions from National Schools Dietary Services Limited (NSDSL) to understand the impact of the COVID-19 pandemic on its operations, and the measures implemented to ensure the delivery of meals in the context of the COVID-19 safety requirements.
  8. The Committee agreed to submit comments on the draft of the NIDCO Inquiry Proposal.

## **OTHER BUSINESS**

1. The Committee agreed on the tentative date of Monday December 14, 2020 for its next meeting.

2. The Committee also agreed to set a tentative date of January 11, 2021 for the NIDCO public hearing.

## **ADJOURNMENT**

1. There being no other business, the Chairman thanked Members for their attendance and the meeting was adjourned.
2. The adjournment was taken at 11:41 a.m.

I certify that these Minutes are true and correct.

Chairman

Secretary

*December 11, 2020*



**APPENDIX 2**  
**NSDSL GUIDELINES FOR REOPENING - POST LIFTING**  
**OF LOCKDOWN MEASURES**

**National Schools Dietary Services Limited**  
**Occupational Safety and Health**



**NSDSL Guidelines for Reopening**  
**Post the Lifting of**  
**COVID-19 Lock-down Measures**

**Version 2**

## **TABLE OF CONTENTS**

<b>Introduction</b>	<b>3</b>
<b>Background</b>	<b>4</b>
<b>Employee Exposure to COVID-19</b>	<b>5</b>
<b>Infection Prevention Control</b>	<b>8</b>
<b>Education and Training of Employees</b>	<b>11</b>
<b>The food Production Process</b>	<b>12</b>
<b>Monitoring and Review</b>	<b>18</b>
<b>References</b>	<b>19</b>
<b>Appendices</b>	<b>21</b>
<b>Temperature Log</b>	
<b>Declaration Form</b>	
<b>Hand Washing Technique</b>	
<b>Safe Wearing of Mask</b>	
<b>Sanitation Standard Operating Procedures</b>	

## **Introduction**

The global COVID-19 pandemic continues to affect countries worldwide. As governments respond to the new norm, control measures are being enforced to fight its spread. In Trinidad and Tobago, as the country reopens, organisations continue to implement and reinforce policy guidelines to carefully mitigate these controls and prevent infection while at work and during employee's daily commute. Additionally, there are standard processes whereby the reopening plan is applied, this includes plan implementation, maintenance, evaluation, and review. Furthermore, plans also include the possibility of a resurgence of the virus.

The NSDSL recognises the process of reopening as a collaborative effort that must involve departmental inputs at various levels of the company. According to WHO guidelines, reopening must take place in phases to allow for employee acclimatisation of existing and new control measures.

Additionally, the contents of this guideline will reinforce the current Ministry of Health Response Guide, Public Health COVID -19 Regulations and Guidelines for Businesses/Facilities/Institutions Reopening after lifting of Restrictions Post COVID-19.

## **Background**

### **What is COVID -19?**

The Coronavirus Disease 2019 (COVID-19) is a respiratory disease. Initially, this viral outbreak commenced in China and spread to many other countries throughout the world. The World Health Organisation declared the disease outbreak a public health emergency of international concern on January 30<sup>th</sup> and a pandemic on March 11<sup>th</sup> 2020. As at January 2021, there have been more than 120 million cases of the COVID-19 reported in more than 220 countries and territories. COVID-19 has resulted in more than 2 million deaths. There is so much more to learn about the characteristics and virulence of the COVID-19 and investigations are ongoing. There are now several vaccines that are in use around the world. The first mass vaccination started around December 2020 and as of February 2021, approximately 175 million doses have been administered.

### **Symptoms of COVID-19**

The virus is most contagious during the first three (3) days after the onset of symptoms. It must be noted that illness may range from mild to severe, and in some cases may be fatal especially in patients with underlining conditions, such as diabetes, asthma, hypertension, the immunocompromised etc.

Symptoms of the COVID-19 are as follows:

Most common symptoms:

- Fever;
- Dry cough; and
- Tiredness

Less common symptoms:

- Aches and pains;
- Loss of taste and smell;
- A rash on skin, or discolouration of fingers or toes;
- Sore throat; and
- Diarrhoea

Serious symptoms:

- Difficulty breathing and shortness of breath; and
- Chest pain or pressure

The virus is primarily spread between people especially through close contact. In most instances it spreads via small droplets produced when people cough, talk or sneeze. These droplets may remain in the air and fall to the ground and linger on surfaces.

People may also become infected by touching a contaminated surface then they transfer the virus to their face and other body parts.

### **Employee Exposure to COVID-19**

At the NSDSL, employee's risk of occupational exposure to COVID-19 may vary. Our unique work environment of field and office duties offers several exposure risks that range from medium exposure to high exposure. Management must meet the various needs of employees while at work.

Therefore, a routine risk assessment is necessary to determine the appropriate control measures to be put in place to limit the potential for further viral spread. The implementation of standard controls will assist to mitigate the risk of

infection. The likelihood of exposure should be considered based on the following factors:

- Medical conditions that increase their vulnerability. Employees with immunocompromising conditions, older age, non-communicable diseases and chronic medical conditions.
- Exposure to sources of infection at home and during their commute to work.
- Exposure to infected surfaces and persons at while at work.
- Lack of compliance to existing regulations.

In the resumption of work duties, the implementation of standard controls to mitigate the risk of infection may be guided by the workplace design, use of equipment and furniture, work schedules to minimise person-to-person contact and the availability of adequate information on COVID-19. The level of risk exposure further guides the application of control measures. Additionally, an active plan must complement these controls through several steps in the resumption plan. These include:

1. Revise and update the current risk assessment and refer to MoH COVID-19 guidelines.
2. Adjust the layout of workstations to reduce the risk of transmission.
3. Resume in stages to allow for acclimatisation to new working arrangements.
4. Inform workers about changes to support a smooth transition before the resumption of operations through training.
5. Consider the psycho-social needs of employees- including physical and mental health concerns.
6. Work toward a change in organisational culture through changes in behaviours and attitudes.

Prevention Controls should be continuously monitored and updated throughout the recovery and return to work period. All NSDSL contracted caterers are advised to use these control measures as a guide and are advised to tailor this protocol to meet the needs of their unique workspace.

**Contents of this document should be used together with the School Nutrition Programme’s Caterers Manual to guide the SNP Contracted Caterer on how to exist in the new normal.**



## **Infection Prevention Controls**

Steps must be adhered to reduce the risk of employees and employers contracting COVID-19 in the workplace. To help reduce the risk of infection, the following general control measures are necessary:

### **1. Pre-screen and conduct daily COVID-19 symptom checks for all employees, contractors and visitors upon entry through the application of the following:**

- 1.1 Thermal scan - Check the body temperature of all employees and visitors upon entry. The assigned member of staff will be required to take and log body temperature readings of employees, contractors and visitors. Any person with a body temperature of 37.5°C and over would not be allowed to enter the workspace. (see Appendix 1)
- 1.2 Administer a brief COVID-19 Declaration Form to visitors upon entry. Persons visiting facility include and not limited to delivery personnel, suppliers, pest control, maintenance service and repair, Public Health Inspector, SNP representatives etc. (see Appendix)
- 1.3 Establish and briefly discuss requirements for physical distancing.

### **2. Promote Physical distancing**

- 2.2 All persons must stay at least 6 feet away from each other.
- 2.3 All visitors, contractors and employees must comply with installed signage this includes: physical distancing floor stickers and posters.
- 2.4 Limit facility meetings and implement alternatives for face to face meetings – Employees should utilise as often as is possible virtual

meetings and online platforms to conduct meetings, use the telephone for inter-office communication.

- 2.5 Enforce physical separation within shared office spaces at the facility.
- 2.6 Employees should remain at their respective workstations and visitors should be kept at a minimum.
- 2.7 Where possible enforce alternative workdays for employees.
- 2.8 All employees and visitors must have access to and use their own stationery. Clean and sanitise kitchen tools immediately after use.

### **3 Practice good personal Hygiene**

- 3.1 All persons must wash hands thoroughly with soap and water for 20 seconds at the outdoor hand wash station provided prior to entry. Dry hands with disposable paper towel. (see Appendix 3)
- 3.2 Hand wash stations must have hot and cold water available, with anti-bacterial soap, air hand dryer or enclosed paper towels, foot pedal bin and sanitizers where robust hand hygiene measures are to be enforced.
- 3.3 All employees must wash hands thoroughly with soap and water for 20 seconds when they use the washroom, leave their respective workstations, before and after they eat or drink and after touching surfaces suspected of being contaminated.
- 3.4 Implement schedule to replenish all amenities and dispose of trash frequently.
- 3.5 All employees, visitors and contractors must sanitise hands at sanitising stations.
- 3.6 Employees must read, review and practice all guidelines on signs and posters displayed throughout the facility. Hand washing stations must have displayed reminders for proper hand washing.

- 3.7 Avoid touching face, especially with dirty, unwashed hands.
- 3.8 Cough or sneeze into the crook of elbow or into a disposable tissue or towel and dispose of material immediately.

#### **4 Use appropriate Personal Protective Equipment (PPE)**

- 4.1 Employees, contractors and visitors must don face mask prior to entry.
- 4.2 Correctly wear face mask – ensure mouth and nose are covered and that there are no gaps between face and mask. (see Appendix 4)
- 4.3 Facility personnel responsible for general cleaning must don face mask, gloves and face shield during all cleaning and sanitization duties. Change gloves frequently and immediately once they become soiled or torn.
- 4.4 Consistently wear PPE when required. Inspect and replace regularly.

#### **5 Address persons who are sick or display flu-like symptoms**

- 5.1 All employees that are ill or display flu-like symptoms should not report for duty. If there is a suspicion of COVID-19 infection, employees should call the Ministry of Health's COVID -19 hotline 877-WELL (9355).
- 5.2 Employees must self-monitor for symptoms of COVID-19 if they suspect possible exposure.
- 5.3 Employees must have access to available sick leave while at home due to their inability to work.
- 5.4 Conduct a weekly COVID-19 check for all employees in the form on a COVID 19 declaration form.
- 5.5 Employees must acquire and present a fit to work certificate from a registered medical doctor before they resume duty.

## **6 Sanitation and cleaning**

- 6.1 Enforce Sanitation Standard Operating Procedure (SSOP) guidelines for daily cleaning and disinfecting (non-food contact surfaces). (See Appendix 5)
- 6.2 Reinforce general facility housekeeping schedule and comply with frequent cleaning throughout the day.
- 6.3 Practice high frequency and visibility cleaning. Especially doors, handles and knobs used by staff, visitors and delivery personnel.
- 6.4 Caterers and their staff must continue to practice the ‘clean as you go’ routine throughout the food production process.
- 6.5 Clean and disinfect frequently touched contact surfaces as per SSOP. Use either commercial EPA-approved disinfectant, bleach solution using 5 tablespoon per gallon of water or 4 teaspoons bleach per quart of water (epa.gov; cdc.gov) or on non-food contact surfaces use 70% alcohol solutions (isopropyl alcohol).

### **Education and Training of Employees**

The dissemination of vital information and company policies on COVID-19 through education and training is pertinent within the NSDSL. Contracted Caterers, with some guidance from the NSDSL, must have access to the necessary resources to protect themselves, employees and visitors from infection at work.

Signage, electronic flyers and educational posters are necessary and therefore must be posted at workstations, washrooms change rooms and at frequently trafficked areas.

The following are measures that can be used for the dissemination of COVID-19 guidelines and vital information:

1. Media campaigns and signage – Management must place signs and COVID-19 literature throughout the facility. Participate in all NSDSL based training campaigns.
2. Online training lectures and reinforcement of control measures
3. Display posters
4. Provide employees with a forum through periodic discussions whereby management can address pertinent questions and concerns as they arise.

### **The Food Production Process**

The general best practice for food safety and quality at all levels of the production process is detailed below, along with new public health COVID-19 measures.

#### **1. Purchasing**

- 1.1 Caterers are reminded that the approved suppliers must be strictly adhered to when purchasing goods.
- 1.2 Where non-perishable goods such as rice and peas can be purchased on the open market, caterers should make sure those suppliers have a reputable standard.
- 1.3 Pay attention to certain variables, and order accordingly: weather, transportation costs (where applicable), storage space, life span of the commodity, market price, season and availability.
- 1.4 Purchase order forms should be available, whereby only certain persons can have the authority to purchase, and forms must be signed by a senior person within the company.
- 1.5 Develop and maintain a good relationship with your suppliers/service providers. Reinforce all COVID-19 protocol for scheduled delivery times.

## 2. Receiving

- 2.1 All persons entering the facility must adhere to COVID-19 screening and wash hands before entry.
- 2.2 Contracted Caterers have the right to refuse entry to any visitor, supplier/delivery personnel that may exhibit flu-like symptoms.
- 2.3 Where possible designate separate waiting areas and toilet facilities to minimize contact with employees.
- 2.4 Caterers are encouraged to install a foot bath at the entrance to the facility to assist in maintaining a sanitary environment.
- 2.5 Caterers must create a safe, fast, and organized process/system for receiving and handling food supplies. This can be achieved by having the following readily available, hand carts, cleared/available tables, scales and cleared pre-wash sink. Always be ready to receive expected goods.
- 2.6 Deliveries must be arranged and scheduled to ensure trained staff has sufficient time to complete the following:
  - Staff must visually inspect delivery trucks for signs of contamination.
  - Ensure delivery personnel practice proper hygiene upon arrival at the facility and are outfitted with suitable PPE upon entering the facility.
  - Thorough inspection of goods must be done when goods are delivered.
  - Continued inspection of the goods, checking to make sure that they are received at the correct temperatures. Ensure there is no sign of deterioration, spoilage, dents, rust and valid expiration dates are visible.
  - As much as necessary cardboard packaging should be immediately removed from the facility and appropriately

discarded on receipt of goods. Absolutely no exceptions including cardboard boxes of pastry, chicken, sporks etc.

- Every category of items must have guidelines in place for receiving, as each category may require different handling practices.

2.7 It is pertinent that caterers maintain a receiving log with the following information captured and signed by the personnel completing the task:

- Quantity received;
- Description of goods;
- Product code;
- Condition of goods;
- Weight of goods;
- Expiration date;
- Temperature (for perishable items);
- Batch tracking number; and
- Serial code

2.8 All employees must be trained as to what is required of them on receiving. Employees responsible for receiving goods must have proper training which includes:

- Effective hand washing technique;
- Proper use of protective gear; and
- Understanding the requirements for maintaining the 6 feet physical distancing

### **3. Meat and Vegetable Preparation**

#### **Meat Preparation**

- 3.1 The meat preparation area must be outfitted with all amenities for proper hand washing. These include: hand wash sinks with hot water supply, antibacterial soap, hand sanitizer, paper towel dispenser or air drying hand device and pedal bins.
- 3.2 Prior to the commencement of work, all surfaces and equipment should be cleaned and sanitized.
- 3.3 Follow appropriate NSDSL Manual guidelines for receiving, storage and handling meats.

#### **Vegetable Preparation**

- 3.4 The vegetable preparation area must be outfitted with all amenities for proper hand washing. These include: hand wash sinks with hot water supply, antibacterial soap, hand sanitizer, paper towel dispenser or air drying hand device and pedal bins.
- 3.5 Pre-wash the produce in potable running water to remove any soil or other contaminants. Sanitize vegetable appropriately in sanitizing solution before they are processed.
- 3.6 Store prepped vegetables, batched in appropriate sizes, in chillers or freezers. Store in clean, food safe and freezer safe bags or containers.
- 3.7 Follow appropriate NSDSL Manual guidelines for storing and handling of vegetables.

### **4. Cooking Holding and Packaging**

- 4.1 Ensure all areas are outfitted with hand washing amenities. These include: hand wash sinks with hot water supply, antibacterial soap, hand sanitizer, paper towel dispenser or air drying hand device and pedal bins.



- 4.2 Hands must be washed after every task. Use available hand sanitizer on unsoiled hands.
- 4.3 During production, restrict access to food preparation area and allow entry to food handlers and NSDSL representative only.
- 4.4 Batch cook vegetables to achieve a temperature of above 140°F. Vegetables should be cooked as needed during the boxing process.
- 4.5 Hot holding utensils must be sanitized after every use, with attention fixed on frequently touched areas such as handles and doors.
- 4.6 Hot foods should be placed into hot holding units immediately after cooking.
- 4.7 A sanitizing solution along with colour coded disposable cloths, must be installed for the boxing process as mandated in the NSDSL's Caterer's Manual and handled accordingly.
- 4.8 As mandated food handlers must be attired in appropriate PPE throughout the boxing process.
- 4.9 Delivery containers/totes are to be cleaned and sanitized after collection at the end of each production day and re-sanitized prior to packing items.
- 4.10 No cellular phones or telephones or/and electronic devices are to be used during boxing.
- 4.11 Clean as you go must be practiced during the packaging process.
- 4.12 Minimal talking must be observed on the boxing line.
- 4.13 Follow and reinforce all appropriate NSDSL Caterer's Manual guidelines for cooking holding and packaging.

## 5. Meal Distribution

- 5.1 Totes must be cleaned and sanitized twice daily i.e. before and after meal distribution. Totes returning from schools must be cleaned and sanitized in a designated area outside the kitchen before storage
- 5.2 Delivery van should be filled with fuel and the necessary gas treatments/lubricants with the required checks the day before to avoid unnecessary stops during delivery and exposure to possible contamination. There should be no deviation by the driver during the delivery of meals to school.
- 5.3 The delivery van must be cleaned and sanitized before and after the delivery of meals. Management must ensure that this is done daily.
- 5.4 Drivers and loaders must wear face-masks when interfacing with schools during the delivery of meals.
- 5.5 Caterers/staff must ensure that delivery personnel's clothing is laundered daily.
- 5.6 Drivers must be equipped with hand sanitizers in the delivery vehicle. They should practice sanitizing of hands after every school delivery of meals/signing of claim book.
- 5.7 Drivers/school personnel must be equipped with spray sanitizers and must use disposable cloths to sanitize the table or contact surface where the tote will be stored for distribution at all delivery locations.
- 5.8 The Contracted Caterer is required to reinforce all appropriate NSDSL Caterer's Manual guidelines for meal distribution.

## **Monitoring and Review**

It is recommended that COVID-19 guidelines be issued to all School Administrators. This measure will support the proper procedure for receipt, storage, handling, method of distribution of meals and time-frame for distribution and consumption of meals. The guidelines should also include interface activities for the meal delivery personnel during their daily visits to schools and for claim book signing etc. As previously stated, all kitchen employees inclusive of drivers must be trained in the protocols listed above.

Contracted Caterers with support from the NSDSL must continue to monitor and review the application of control measures and guidelines. It is a continuous process that requires a collaborative effort as the NSDSL adjusts to the new normal. Plans for review would be in accordance with the Ministry of Health's guidelines.

## References

1. World Health Organisation. Sourced- 17<sup>th</sup> May 2020 Guidelines for Cleaning and Disinfecting [https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-1903-2020.pdf?sfvrsn=bd671114\\_6&download=true](https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-1903-2020.pdf?sfvrsn=bd671114_6&download=true)
2. NSDSL's Caterer's Manual
3. Centre for disease Control (CDC). Sourced - 17<sup>th</sup> May 2020. Guidelines for the Manufacturing Sector <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturingworkers-employers.html>
4. World Health Organisation. Sourced- 12<sup>th</sup> May 2020. Guidelines for the use of Face Masks <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-forpublic/when-and-how-to-use-masks>
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6. Unites States Environmental Protection Agency. Sourced- 12<sup>th</sup> May 2020. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov->
7. World Health Organisation, March 3<sup>rd</sup>, 2020. 'Getting your workplace ready for COVID-19.'

8. Ministry of Health Guidelines for Businesses/Facilities/Institutions  
Reopening after lifting of Restrictions Post COVID-19 Version 2. May  
15<sup>th</sup> 2020.

# APPENDICES

**NSDSL Office COVID-19 Temperature Screening Log**

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**Name of Facility**

**COVID-19 RESPONSE**

**BODY TEMPERATURE SCREENING LOG**

### COVID-19 Temperature Screening Log

All persons must undergo body temperature screening by a Caterer's representative before entry into kitchen.

**Location:**            **Name of Catering Facility** \_\_\_\_\_  
**Executed by:**        **Facility Personnel** \_\_\_\_\_  
**PPE:**                 **Face mask**  
**Equipment:**         **Infrared Thermometer**

#### Procedure

1. Meet the person at the entrance of the facility.
2. Stand at least 1-2 feet away from the individual. (the distance may vary depending on the model of thermometer you are using).
3. Person must be told to close their eyes and position their body towards the screener.
4. Direct the infrared thermometer toward the centre of the forehead.
5. Follow the manufacturer's instructions for taking temperatures.
6. Record the temperature on log provided.
7. Approve or deny entry.

**Note:** If the individual was screened after exposure to the sun or a hot environment for a long period a false reading may develop. In this regard, ask to stand aside for 10 minutes and recheck temperature.

PPE must be worn by screening personnel.

#### Please note:

- Deny entry into the kitchen for persons with a body temperature of 37.5 °C or 99.5°F and over (low grade fever as defined by World Health Organization [WHO] standards).
- PLEASE REMIND THE INDIVIDUAL TO WASH HANDS AS PER GUIDELINE AND USE HAND SANITISER STATIONS PROVIDED!
- PLEASE REMIND INDIVIDUAL TO PRACTICE PHYSICAL DISTANCING!
- Face masks MUST be worn for the duration of the visit. Do not remove unless absolutely necessary.



Please fill in the information required and check the appropriate response accordingly.

Name	Date	Time	Body Temp.	Pass	Fail	Comments

Deny entry for persons with a body temperature of 37.5 °C or 99.5°F and over (low grade fever -WHO standards).

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**Name of Facility**

**COVID-19 RESPONSE**

**VISITOR'S SCREENING**

**APPENDIX IV**

**Guidelines for COVID- 19 Visitor Screening**

Due to the COVID- 19 global pandemic all visitors must be screened upon entry. This process involves temperature checks and/or a brief declaration form.

Location:                      Name of Catering Facility: \_\_\_\_\_  
Executed by:                Facility Personnel/Caterer’s Representative: \_\_\_\_\_  
PPE:                              Face mask

Before screening, personnel conducting the screening process must enforce the following :

1. Maintain at least 1.5 to 2 metres distance away from the individual.
2. Visitors and employees must correctly wear face mask before entry. NO Mask ..No Entry.
3. Record the individual’s body temperature with the infrared thermometer provided.
4. Include the visitor’s contact information and time of entry and exit in the table provided.

**PLEASE NOTE:**

- If the respondent answers **NO** to all questions, they can proceed to enter the facility. PLEASE REMIND THE INDIVIDUAL TO WASH HANDS AS PER FACILITY GUIDELINE AND USE HAND SANITISER AT STATIONS PROVIDED!
- PLEASE REMIND INDIVIDUAL TO PRACTICE PHYSICAL DISTANCING!
- Face masks **MUST** be worn for the duration of the visit. Do not remove unless absolutely necessary.
- If the individual answers **YES** to any question, they would not be allowed to enter the building.

Please fill in the information required and check the appropriate response accordingly.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

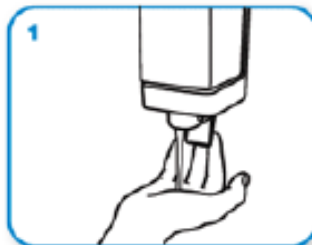
Contact Information	Questions	YES	NO
<p>Name (In BLOCK CAPITALS):</p> <p>Address:</p> <p>ID#:</p> <p>Telephone#:</p> <p>Purpose of Visit:</p> <p>Name of Company:</p>	<p>1. Do you have any flu-like symptoms or experienced such symptoms in the past 14 days? (fever/feeling feverish, new or existing cough, difficulty breathing)</p> <p>2. Have you travelled internationally within the last 14 days?</p> <p>3. Have you had close contact with a confirmed or probable COVID-19 case?</p> <p>4. Is there anyone in your household under quarantine due to COVID-19?</p> <p>5. Has anyone in your household travelled internationally within the last 14 days?</p>		
<p>Body Temperature:</p> <p>Entry Approved <input type="checkbox"/> Entry Denied <input type="checkbox"/></p>	<p>Completed by:</p> <p>Signed by:</p>		

**APPENDIX IV**  
Appendix 3

**Hand Washing Technique**  
**Wash hands with Soap and Water for at least 20 Seconds**  
**Wash Hands Frequently!** *WHO Standard*



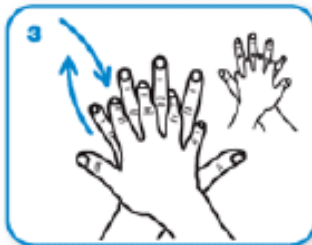
Wet hands with water



apply enough soap to cover all hand surfaces.



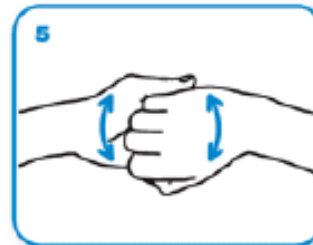
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



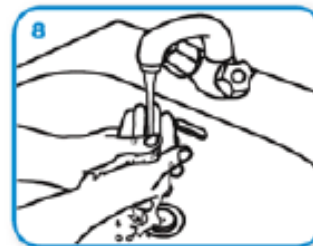
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



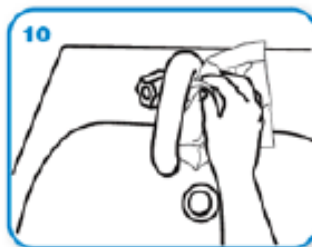
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

**APPENDIX IV**  
**Appendix 4****Wear a Face Mask**

The WHO has issued specific guidelines advising on the proper use of disposable masks and other PPE, which include but not limited to the following:

- Before putting on a mask, sanitise hands by washing them thoroughly for 20 seconds with soap and water or using an alcohol-based hand sanitiser with at least 60% alcohol;
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask;
- Avoid touching the mask while using it; if you do, sanitise your hands with alcohol based hand sanitiser or wash with soap and water;
- Replace the mask with a new one as soon as it is damp and do not re-use single use masks; and
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; sanitise hands with alcohol-based hand sanitiser or wash with soap and water.

**SAMPLE - Sanitation Standard Operating Procedure (SSOP)**

<b>Company</b> NSDSL	<b>Name:</b>	<b>Date:</b> May 2020	<b>SSOP No. – 0011</b>
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Title: Disinfecting of Hard Contact Surfaces 1

Scope: Hard contact surfaces in and around the office including doorknobs, door handles, bathroom surfaces, kitchen counters, kitchen equipment. (Do not use on office furniture of equipment)

Disinfecting Schedule: Surfaces and equipment are cleaned after use and sanitised immediately prior to use and after use. Disinfect after any suspected contamination. Disinfect frequently throughout the day. After an ill person vacates his/her workstation.

Disinfecting agent: 5% Chlorine Bleach (where EPA -Registered disinfectants are unavailable)

Manual Disinfecting:

1. Don disposable gloves. Gloves must be discarded after every use.
2. Fill stainless steel container with 1 gallon potable room temperature water.
3. Measure 5 tablespoon 5% liquid chlorine bleach. OR 4 teaspoons bleach per quart water.
4. Add bleach to water and mix thoroughly.
5. Use a disposable cloth and apply to desired surface
6. Leave the surface wet with solution and allow to air dry
7. Don't mix bleach solution with ammonia or any other chemical.
8. Wash hands immediately for 20 seconds after gloves are removed.

Pre-operative – Where applicable surface should be cleaned thoroughly with soap and water.

Record Keeping: Forms – Daily Cleaning and Disinfecting Log

Person Responsible: Verification and Implementation – Manager

Enforcement – Cleaner / Custodian

Date – May 12<sup>th</sup> 2020

**Please Note: Cleaning, Sanitizing and disinfecting**

<i>Cleaning Cleaning removes dirt, grime and some microorganisms and impurities from surfaces by washing the area. It lowers the risk of spreading infection.</i>	<i>Sanitizing Sanitising kills some pathogens after the surface has been cleaned.</i>	<i>Disinfecting Disinfecting kills most pathogens on surfaces and is more potent than sanitising.</i>
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See CDC cleaning and disinfection decision tool

**APPENDIX IV**

**SAMPLE - Sanitation Standard Operating Procedure (SSOP)**

<b>Company</b> NSDSL	<b>Name:</b>	<b>Date:</b> May 2020	<b>SSOP No. – 0012</b>
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**Title: Disinfecting of Hard Contact Surfaces 2**

Scope: Hard contact surfaces in and around the office including doorknobs, door handles, office furniture and some equipment (no direct application of solution), bathroom surfaces, kitchen counters.

Disinfecting Schedule: Surfaces and equipment are cleaned after use and disinfected immediately prior to use and after use. Disinfect after any suspected contamination. Disinfect frequently throughout the day. After an ill person vacates his/her workstation.

Disinfecting agent: Rubbing Alcohol - 70% isopropyl alcohol (where commercial EPA -Registered disinfectants are unavailable)

Manual Disinfecting:

1. Don disposable gloves and protective goggles. Gloves must be discarded after every use. Goggles must be cleaned and disinfected daily.
2. Pour into designated spray bottle and apply to surface. Let stand for at least 5 minutes.
3. Use a disposable cloth to wipe surface after required dwell time has elapsed.
4. Don't mix with any other chemical.
5. Remove gloves after the disinfecting process is completed.
6. Wash hands immediately with soap and water for 20 seconds.

Reaction time – Requires at least 5 minutes dwell time to effectively kill virus.

Pre-operative – Where applicable surface should be cleaned thoroughly with soap and water before disinfecting.

Record Keeping: Forms – Daily Cleaning and Disinfecting Log

Person Responsible: Verification and Implementation – Manager

Enforcement – Cleaner/ Custodian

Date – May 12<sup>th</sup> 2020

<i>Cleaning</i>	<i>Sanitizing</i>	<i>Disinfecting</i>
<i>Cleaning removes dirt, grime and some microorganisms and impurities from surfaces by washing the area. It lowers the risk of spreading infection</i>	<i>Sanitising kills some pathogens after the surface has been cleaned</i>	<i>Disinfecting kills most pathogens on surfaces and is more potent than sanitising.</i>

\*See CDC cleaning and disinfection decision tool



# **APPENDIX 3**

## **GUIDELINES FOR MEAL DELIVERY SERVICE**

## APPENDIX V



**NATIONAL SCHOOLS DIETARY SERVICES LIMITED  
SCHOOL NUTRITION PROGRAMME**

*GUIDELINES FOR MEAL DELIVERY SERVICE  
ACADEMIC TERM – January – April 2021*

The School Nutrition Programme (SNP) continues to support the nutritional needs of children throughout Trinidad. The current COVID-19 global pandemic has presented challenges in the service of meal to students. As the new academic term resumes, the programme aims to provide safe nutritious meals to the nation's children. Therefore, as service resumes it is pertinent that all safety guideline are enforced to prevent and reduce the spread of the COVID 19 virus.

During this time of crisis, the high price of food poses a greater problem for many low-income consumers, since a lack of purchasing power deprives a person from access to food, even though food is available. Low-income households generally spend proportionately more of their income on food when compared to their total expenditure. Research has therefore shown that low-income households purchase less food or fewer nutritious foods than higher income households. Especially during this pandemic period, this can lead to nutritional problems for family members, especially children who need to be well-nourished for growth and development. Data from the region has found that children under five from families at the lowest income levels are much more likely to be underweight compared with children from high-income families.

**Guidelines for Meal Distribution**

**Meal Production** – Meals are to be prepared and packaged at contracted SNP catering establishments.

## APPENDIX V

**Meal Delivery** – Meals will be delivered by drivers attached to respective SNP caterers.

**Location for Distribution** – Assigned secondary schools

**The protocol for community meal service is as follows:**

- Breakfast and lunch meals are to be delivered on a timely basis in accordance with SNP guidelines for delivery (Re. NSDSL Caterer’s Manual).
- Totes must be cleaned and sanitized twice daily i.e. before and after meal distribution. Totes returning from schools must be cleaned and sanitized in a designated area outside the kitchen before storage.
- All workstations must be cleaned and sanitized prior to the arrival and distribution of meals.
- Delivery van should be filled with fuel and the necessary gas treatments/lubricants with the required checks the day before to avoid unnecessary stops during delivery and exposure to possible contamination. There should be no deviation by the driver during the delivery of meals to schools/community.
- The delivery van must be cleaned and sanitized before and after the delivery of meals. The supervisor must ensure that this is done daily.
- Drivers and loaders must wear face-masks when interfacing with schools/community during the delivery of meals.
- Caterers/staff must ensure that delivery personnel clothing are laundered daily.

## APPENDIX V

- Drivers must be equipped with hand sanitizers in the delivery vehicle. They should practice sanitizing of hands after every school delivery of meals/signing of claim book.
- Drivers/school personnel must be equipped with spray sanitizers and must use disposable cloths to sanitize the table or contact surface where the tote will be stored for distribution at all delivery locations.
- At the school the persons involved in distribution of meals must wear proper PPE i.e. face masks, gloves etc. Hands must be washed properly before handling the distribution of meals.
- Prior to receipt of meals and after consumption students must practice proper hand-washing procedures and this should be supervised to ensure compliance.
- The claim book must be stored in a bag/container that can be properly secured, easily cleaned and sanitized. The claim book must be signed by school personnel daily upon receipt of meals.
- Quality Assurance Officers to be furnished with personal hand sanitizers for use before and after each school visit. They are also required to adhere to school protocols during each visit.

End of Document

# **ATTENDANCE REGISTER**

# ATTENDANCE REGISTER

## 1<sup>st</sup> Session, 12th Parliament

Name	1 <sup>st</sup> Meeting 18.11.20	2 <sup>nd</sup> Meeting 30.11.20	3 <sup>rd</sup> Meeting 08.02.21	4 <sup>th</sup> Meeting 15.02.21	5 <sup>th</sup> Meeting 08.03.21	6 <sup>th</sup> Meeting 22.03.21	7 <sup>th</sup> Meeting 29.03.21	8 <sup>th</sup> Meeting 12.04.21
<b>Mr. Anthony Vieira</b>	√	√	√	√	√	Exc.	√	√
<b>Mr. Foster Cummings</b>	√	√	√	√	√	√	√	√
<b>Mrs. Laurel Lezama-Lee-Sing</b>	√	√	√	√	√	√	√	√
<b>Ms. Paul Gopee-Scoon</b>	√	√	√	√	√	Exc.	Exc.	Exc.
<b>Mr. Adrian Leonce</b>	√	√	√	√	√	Exc.	Exc.	Exc.
<b>Mr. David Lee</b>	√	√	Exc.	√	√	√	√	√
<b>Mr. Wade Mark</b>	√	√	√	√	√	Exc.	√	√
<b>Mr. Stephen McClashie</b>	√	√	√	Exc.	√	√	√	√