# Epidemic Prevention Measures for International Kitchen in Roots & Shoots Eco-studio 根與芽工作坊實名制煮食管理規範

- A. Before cooking in the Eco-studio, you need to first apply to a tracking system and capacity is limited to four people at a time. Food should then be taken back to your rooms for consumption.
  - 事前申請、實名制、限制一個時段低於4人、帶回宿舍食用為原則。
- B. Eco-studio will be open from 11:00-14:00 to 18:00-21:00, no more than four people at a time for one-hour duration 每天開放時間:中午 11:00-14:00;晚上 18:00-21:00·每一小時為一個時段。
- C. Users must fill out registration no later than 08:00AM in the day of use and record the time in use as well as condition of utensils. 煮飯人員須於當日上午 08:00 前線上登記使用,現場仍須填寫實名制登記,並記錄使用使間及使用電器狀況。

Sample Sign-up Sheet: <a href="https://reurl.cc/OXd4qA">https://reurl.cc/OXd4qA</a> 煮飯預約制線上登記表連結及範例

Cooking (4 people)   Cooking (4 people)   EVA WU   E	rmitory for eat	ing. ng hours of the Ecostudio , stud		nce with name to					
Time pre-registation Monaty Tevelay Wednesday Thursday Friday Saturday S 11:00-12:00  Cooking (4 people)  Service hours (1 people)  Service hours (1 people)  Cooking (4 people)  Service hours (1 people)	uring the openi	ng hours of the Ecostudio, stud			acking system,	nited to less than 4	people in a time, ar	o bringing back to	J tile
Time put-registation Monday Tuerday Wednesday Thursday Friday Saturday S 17th 18th 19th 20th 21st 22nd 11:00-1200  Cooking (4 people) EVA WU (sup. Joint Florage with Goods) E			lant autonomy (carvice hours) and t	faculty inspections	s are required to one	ure that etudente or	staring the acceptual	in according to the	
Time   put-registation   Monday   Tuerday   Wednesday   Thursday   Friday   Saturday		wearing surgical mask, cleani				are triat stadents er	itering the eco state	to according to the	
11:00-12:00   Cooking (4 people)   EVA WU									
11:00-12:00   Cooking (4 people)   EVA WU			Monday	Tnesday	Wednesday	Thursday	Friday	Saturday.	Sunday
11:00-1200   Cooking (4 people)   EVA WU	Time	pre-registation							23rd
11:00-1200			EX: EVA WU (your full name)						
11:00-1200				1					
Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Service hours (1 people)  Service hours (1 people)  EVA WU  13:00-1400  Cooking (4 people)  Service hours (1 people)  EVA WU  13:00-1400  Cooking (4 people)  Service hours (1 people)		Cooking (4 people)							
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13:00-14:00	_								
Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Cooking (4 people)	8	Service hours (1 people)	EVA WU						<b>—</b>
Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Cooking (4 people)  Service hours (1 people)									
18:00-19:00    Cooking (4 people)	13:00~14:00	Cooking (4 people)							
18:00-19:00    Cooking (4 people)									
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Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Service hours (1 people)									
Service hours (1 people)  Cooking (4 people)  Service hours (1 people)  Service hours (1 people)	10.00 10.00	Cooking (4 people)							
19:00-20:00  Cooking (4 people)  Service hours (1 people)	18:00~19:00								
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Service hours (I people)  Continue(I month)		corrac resus (1 people)							
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Cooking (4 people)		Service hours (1 people)							
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0.00.21.00	20:00~21:00								
		Service hours (1 people)							

D. During Eco-studio operation hours, students are responsible for wearing masks, maintaining proper ventilation and disinfecting surface area. Please keep the area sanitary. Service learning student will be in charge of onsite monitoring. Teachers and staffs will make spot inspections.

安排每時段之監督稽查人員:IPSD 學生自治(服學時數)及教職員巡查,以確定煮飯人依申請進行、**戴口罩、使用後清潔、保持通風、及定期消毒**。

E. Eco Studio users are required to disinfect utensils before placing them on drying racks. Inspections will be carried out to confirm compliance before you are allowed to leave. Any non compliance should be reported to Eva and cooking privileges will be revoked for a week.

管理要求(煮飯人員):該員完成煮飯後,需落實使用之煮食相關餐廚具消毒程序,才能放至晾籃上進行晾曬,並由服學學生或教職員確認完成該程序後,才可離開,如當次規勸不聽者或未執行者經查證後(立即通報生態中心 EVA),列為警告名單,並禁止煮食一周。

# Important Check Points for Users 針對煮飯人員之相關重要檢核點

Process	Check Points	·	ector List
程序	檢核點	完成狀況(E	由監督人員確認)
Prior to Use	Register on line 完成線上預登記	☐ completed	uncompleted
事前			
Defens	1. Register at Site. 現場實名制登記	☐ completed	uncompleted
Before	2. Wear Mask. 全程戴口罩	completed	uncompleted
cooking 煮食前	3. Spray disinfectant. 噴酒精	completed	uncompleted
点良別	4. Take Temperature. 體溫量測*	☐ completed	uncompleted
	1. Disinfect Utensils. 完成餐廚具消毒程序	☐ completed	uncompleted
	2. Clean surfaces of rice cookers. 完成電磁爐/電鍋表面清潔	☐ completed	uncompleted
After	3. Dispose of kitchen waste and take away any garbage from site. 流	☐ completed	uncompleted
cooking	理槽菜渣、個人垃圾攜走		
煮食後	4. Put utensils and tables back to original positions. 餐廚具、桌椅完整	☐ completed	uncompleted
	歸位		
	5. Record condition of electric appliances. 填寫使用電器狀況記錄	☐ completed	uncompleted

<sup>\*</sup> 如該人員於宿舍內未量測好體溫(以印章識別)·需再次於工作坊內量測體溫·If users did not have a stamp verifying temperatures from dormitory, they must have temperatures taken before using Eco Studio.

# 每班監督稽查人員(服務學習時數人員)之工作項目 Work Details for Inspector(s)

Procedures	Work Details 101 Inspector(s)
程序	工作項目
煮食前 Before Cooking	<ol> <li>Fill in Service Hours. 填寫服務學習時數人員報到表</li> <li>Inspect the users' completion of registration/ Wear a Mask/ Spray Disinfectant. 確認煮飯人員完成實名簽到/戴口罩/噴酒 精</li> <li>Open windows for ventilation. 開窗以保持通風</li> <li>Turn on lights if necessary. 視現場光線情況開電燈</li> </ol>
煮食後 After Cooking	<ol> <li>Disinfect surfaces, refrigerator handle, drawer handles. 消毒桌椅、冰箱把手、置物櫃把手</li> <li>Replenish dish washing liquid and cloths as needed. 檢查洗碗精及菜瓜布等剩餘量或補充換新</li> <li>Make sure following tasks are completed: 監督煮飯人員完成下列任務:         <ul> <li>A. Disinfect Utensils. 完成餐廚具消毒程序</li> <li>B. Make sure rice cookers are cleaned. 完成電磁爐/電鍋表面清潔</li> <li>C. Make sure kitchen waste and personal garbage is discarded. 流理槽菜渣 · 個人垃圾攜走</li> <li>D. Put utensils and tables back in original places. 餐廚具/桌椅完整歸位</li> <li>E. Fill out record of condition of electric appliances. 填寫使用電器狀況之紀錄</li> <li>4. Workers take duty at 14:00 and 21:00 make sure that windows as well as front and back doors are locked when leaving and give key to worker on the next shift. 14 點及 21點值班人員需關閉所有窗戶,前後門鎖上 · 並將鑰匙交給下一班輪值人員</li> <li>基值人員</li> <li>基位人員</li> <li>基位人員</li> <li>基位人員</li> <li>基本</li> <li>基本</li></ul></li></ol>

#### **Contact Person**

International Jane Goodall's Roots & Shoots Eco-Center

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# 聯絡窗口

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# **Management Division**

# Health Service Section

**Director Huang** 

Kitchen sanitation inspection

Managmt. Advisory

## **Eco-center**

Director Liu

Managmt. supervisor, task assignment

Progress report to Epidemic Control Committee

## **Eco-center**

Gary

Appliance purchasing

Electric system / appliance mentenance

Inspection

arrange service learning students

#### **Eco-center**

Eva

User/ Inspector arrangement.

Verification of kitch-ware and environ. clearning pro.

Daily cleaning arrangement

IPSDSA coordination

#### **IPSDSA**

Barnaba, Bright, Bamsa, Michael

> Rerevoked list annuncement

On-stie monitoring

> Student coordination

#### **ICPEE**

Helen, ChaoAn, PeiYun, Josie

> arrange service learning students

Inspection

#### 管理分工

#### 衛保組

黃淑靜組長

廚房衛生健康 /缺失檢查

現場實務管理 方式改善及建 議

#### 生態中心

劉碧株主任

統籌管理規 範及分配職員 工作任務

了解每周執行 狀況彙整報告 防疫小組

#### 生態中心

孫勻廷

冰箱/大同電 鍋等物品採 購

電力系統/電器用品維護報修

協助日間巡查

協助日間駐 點/及助學金 學生協力駐 點安排

## 生態中心

巫嘉綺

煮飯/駐點人 員預登錄表 排班時段安 排

餐廚具及環 境清潔及消 毒程序執行 及查核

工作坊日常 一般維護清 潔人員安排

系學會端之 相關溝通

# IPSD系學會

Barnaba, Bright, Bamsa, Michael

> 現場缺失公 告IPSD學生 改善

支援並擔任 駐點人員

代表學生意 見與學校端 之溝通窗口

## 環教學院

徐筠雅、戴巧恩、 蔡沛芸、翁靚芸

> 協助日間駐 點/及助學金 學生協力駐 點安排

> > 稽查人員