

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，並記錄使用時間及使用電器狀況。

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

Ecostudio cooking pre-registration and service hours students recruitment.								
<p>1.Daily Opening Time: 11:00-14:00, 18:00-21:00. Allowed time period for a group of no more than 4 persons: 1 Hour.</p> <p>2. In order to maintain safety, cooking food in eco-studio needs to be applied in advance with name tracking system, limited to less than 4 people in a time, and bringing back to the dormitory for eating.</p> <p>3. During the opening hours of the Ecostudio, student autonomy (service hours) and faculty inspections are required to ensure that students entering the eco-studio according to the pre-registration, wearing surgical mask, cleaning after use, maintain ventilation, and disinfect regularly.</p>								
Time	pre-registration	Monday 17th	Tuesday 18th	Wednesday 19th	Thursday 20th	Friday 21st	Saturday 22nd	Sunday 23rd
11:00-12:00	Cooking (4 people)	EX: EVA WU (user fill name)						
	Service hours (1 person)	EX: EVA WU (sup. Joise) (Please write down your supervisor too)						
12:00-13:00	Cooking (4 people)	EVA WU						
	Service hours (1 person)	EVA WU						
13:00-14:00	Cooking (4 people)							
	Service hours (1 person)	EVA WU						
18:00-19:00	Cooking (4 people)							
	Service hours (1 person)							
19:00-20:00	Cooking (4 people)							
	Service hours (1 person)							
20:00-21:00	Cooking (4 people)							
	Service hours (1 person)							

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

* 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 程序	Work Details 工作項目
<p>煮食前 Before Cooking</p>	<ol style="list-style-type: none"> 1. Fill in Service Hours. 填寫服務學習時數人員報到表 2. 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 3. Open windows for ventilation. 開窗以保持通風 4. Turn on lights if necessary. 視現場光線情況開電燈
<p>煮食後 After Cooking</p>	<ol style="list-style-type: none"> 1. Disinfect surfaces, refrigerator handle, drawer handles. 消毒桌椅、冰箱把手、置物櫃把手 2. 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 3. Make sure following tasks are completed: 監督煮飯人員完成下列任務： <ol style="list-style-type: none"> A. Disinfect Utensils. 完成餐廚具消毒程序 B. Make sure rice cookers are cleaned. 完成電磁爐/電鍋表面清潔 C. Make sure kitchen waste and personal garbage is discarded. 流理槽菜渣，個人垃圾攜走 D. Put utensils and tables back in original places. 餐廚具/桌椅完整歸位 E. Fill out record of condition of electric appliances. 填寫使用電器狀況之紀錄 4. <u>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</u>

Contact Person

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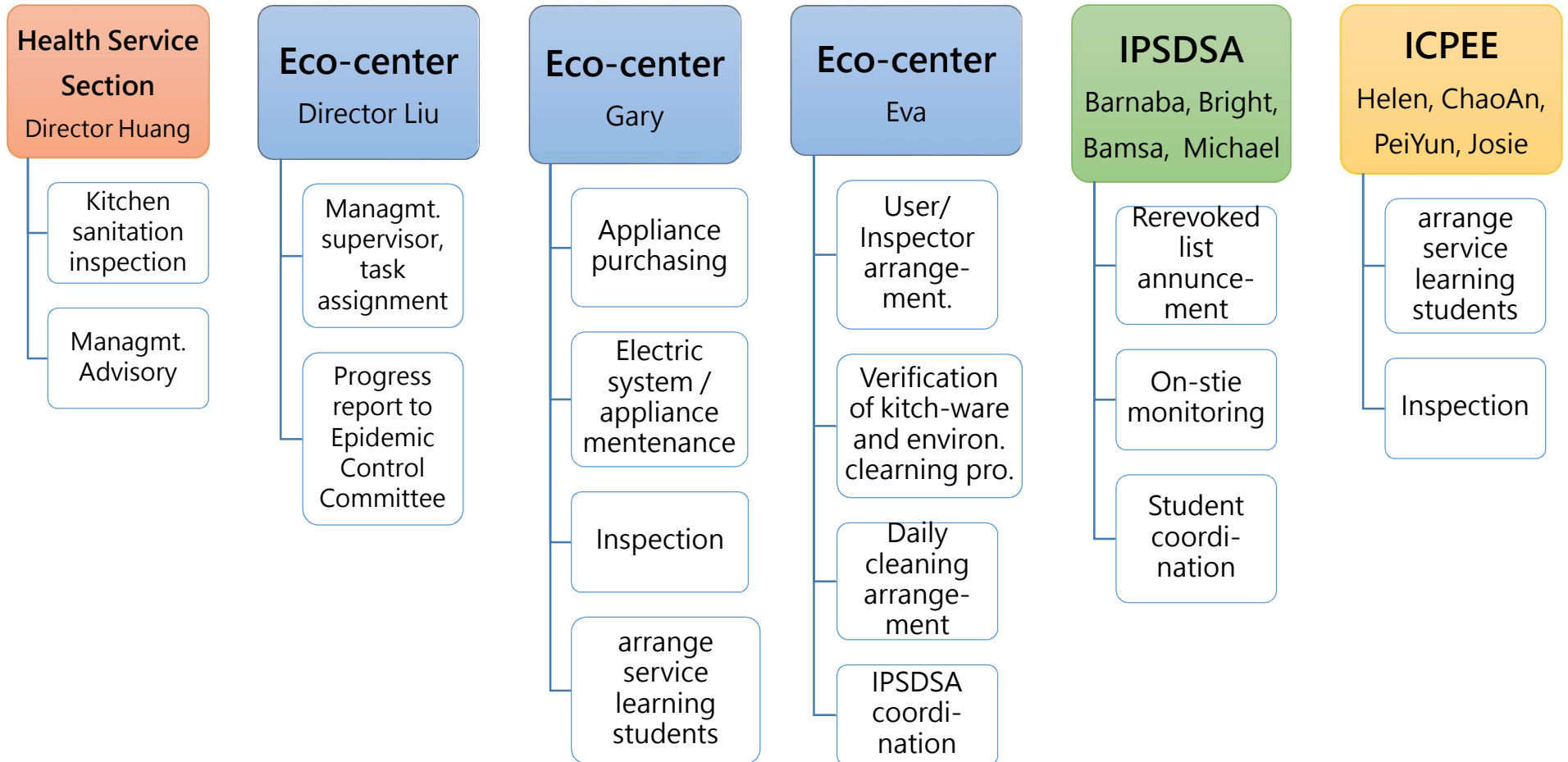
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