

# Together we can stop the spread of COVID-19

**A practical guide to keeping  
the milling, baking and  
noodle industries safe**





Australian Export Grains Innovation Centre

The production of flour, baked goods and noodles are extremely important services in these unprecedented times.

The safety of all staff involved in this production is even more important, and a safe working environment will help reduce the spread of COVID-19.

The Australian Export Grains Innovation Centre (AEGIC) has compiled this booklet as a guide for food manufacturers and retailers in the flour, bread, noodle and related industries to help reduce the spread of COVID-19 in their workplace.

Recommendations on safe distancing measures may vary. AEGIC believes 1.5m is a safe distance for milling, baking and noodle businesses. If your government or local authorities require wider distancing, please follow their recommendations.

AEGIC is a not-for-profit research and development organisation that can help you optimise the value of Australian grain through technical training, information and in-market support. AEGIC is an independent organisation funded by the Western Australian Government and the Grains Research and Development Corporation.

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# COVID-19: Frequently asked questions



## What is COVID-19?

COVID-19 is a respiratory illness caused by a new coronavirus. For the purpose of this booklet, we will refer to the virus and disease it causes as COVID-19.

## Why be concerned about COVID-19?

COVID-19 can make you very sick. People with COVID-19 may need hospital care. The research shows the illness results in a death rate of around one percent of people who catch it.

## What are the symptoms of COVID-19?

- Fever
- Cough
- Sore throat
- Shortness of breath
- Other symptoms may include diarrhoea and body aches

## How do I catch COVID-19?

COVID-19 can be spread from person to person through small particles of saliva or mucus. Examples of how this may occur include:

- if someone sneezes or coughs near you or on you; or
- you touch a surface contaminated with COVID-19 then touch your mouth, nose or eyes.

## What should I do if I think I have COVID-19?

1. Stay at home so you don't spread the disease.
2. Call your doctor and follow their advice.
3. Go to a hospital if your symptoms are severe.

## How long does COVID-19 live on surfaces?

Scientists have found that COVID-19 can live on hard surfaces for at least three days. This is why it is very important to make sure all surfaces are cleaned regularly using the correct cleaning products.

# Together we can stop the spread of COVID-19

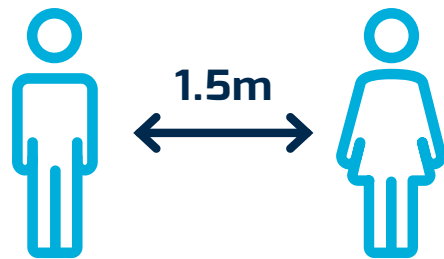
COVID-19 is passed on by droplets from sneezes and coughs being inhaled or landing on hands and surfaces

1



**If you're sick, stay home**  
so COVID-19 is not spread to others

2



**Keep a safe distance.**  
**No physical contact**

Droplets from sneezes and coughs travel through the air. By keeping 1.5 metres apart from other people there is less chance they will land on you

3



**Wash your hands often**  
to reduce the chance of spreading COVID-19 to your face and the surfaces around you

4



**Cover coughs and sneezes with a tissue or cough into your elbow**

This will help to stop the droplets with COVID-19 from spreading through the air

# Hand washing and COVID-19: Frequently asked questions

## Why wash your hands?

Washing your hands will remove dirt and microbes helping to slow the spread of COVID-19.

## Why wash your hands often?

By washing your hands often there is less chance that you will transfer COVID-19 to your mouth, nose, eyes and other surfaces. It also reduces the chance of spreading COVID-19 to other people.

## When should I wash my hands?

Wash your hands:

- before preparing food;
- before and after drinking or eating food;
- after sneezing, coughing or blowing your nose;
- after going to the toilet;
- before and after smoking;
- after handling money; and
- after handling rubbish.

## Why use soap?

Soap helps to break down the outer layer of the COVID-19 virus.

## Why wash my hands for at least 20 seconds?

It takes at least 20 seconds to rub soap over every part of your hands thoroughly. It also takes time for the soap to act on the COVID-19 virus.

## Why dry my hands with clean paper towel?

If your hands are clean and then you dry them with something that is not clean, you will get germs on them again. Paper towel should be used by one person then disposed of in a lined bin.

## Could I use cloth towels or an air drier?

If COVID-19 particles are present on your hands after washing, they can be spread by an air drier or on cloth towels that are used multiple times. Incorrect drying can undo the benefit of washing hands.

# Washing your hands

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COVID-19

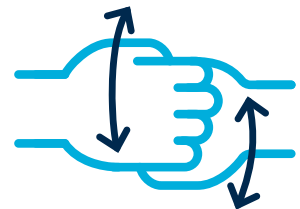
## WASH YOUR HANDS OFTEN



**Wet hands**



**Add soap**



**Rub soap all over hands for at least 20 seconds**

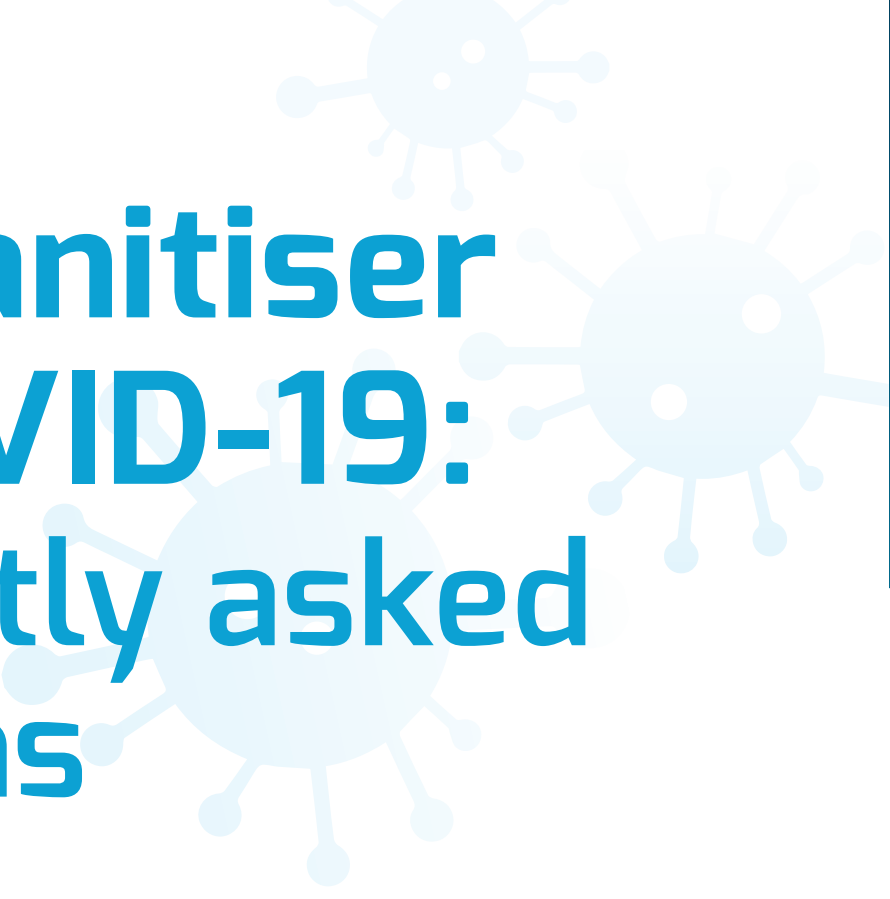


**Rinse off soap**



**Dry hands using  
a clean paper towel**

# Hand sanitiser and COVID-19: Frequently asked questions



## What does hand sanitiser do?

Hand sanitiser quickly reduces the number of microbes on your hands which helps to reduce the spread of COVID-19.

## When should I use hand sanitiser?

When your hands are visibly clean but may have come into contact with COVID-19, for example on a frequently touched surface.

## What should I do if my hands are visibly dirty?

Wash your hands with soap and water then dry them on a clean paper towel. Hand sanitiser does not work on visibly dirty or greasy skin. Hand sanitisers do not remove chemical residues.

## What should hand sanitiser be made from?

To act against COVID-19 hand sanitiser needs to contain 60–95% alcohol.

## Should I rinse or wipe hand sanitiser off?

Do not rinse or wipe hand sanitiser off. While the hand sanitiser is drying it is acting on the microbes which could potentially spread COVID-19.

## Should I think of safety when using hand sanitiser?

Yes. Hand sanitisers are flammable, so you need to make sure your hands are completely dry before going near an open flame. Always supervise children when they use hand sanitiser.



# Using hand sanitiser

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spread of  
COVID-19

1



Apply hand sanitiser to your palm

2



Rub sanitiser all over your hands for at least 20 seconds

3



When your hands are dry the sanitiser  
has done its job

# Keeping your bakery store safe: Frequently asked questions

## Maintain good personal hygiene

Practising good personal hygiene will help reduce the spread of COVID-19.

### What should you do?

- Wash your hands for at least 20 seconds before starting work and in between a change of tasks.
- Wear a clean uniform, keep your hair under a hat and remove jewellery.
- Avoid sharing utensils between staff.

## Increase cleaning and sanitising of high-touch surfaces

Clean surfaces with a clean cloth and detergent to remove any dirt. Using sanitiser after cleaning will help kill COVID-19 and any bacteria on the surface.

### Where are these high-touch surfaces?

- Cash registers
- Display cabinets
- Utensils
- Countertops

## Keep a 1.5 metre distance between people

A safe distance between people can slow the spread of COVID-19.

### How can you do this?

- Use visual floor markings to help guide customers.
- Limit the number of people inside your bakery so people can spread out.
- Create a 'one entry, one exit' plan where customers can move in one direction.

## Cover baked products and stop self-service

Keeping products in closed packaging or in closed display cabinets will avoid the transfer of bacteria and COVID-19 to the products.

# Tips for a safer bakery

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COVID-19

## 1 Maintain good personal hygiene



Wash your hands



20 Seconds



Wear a clean uniform



Avoid sharing utensils

## 2 Increase cleaning and sanitising of high-touch surfaces

Use a different cloth for each of the following



Cash registers



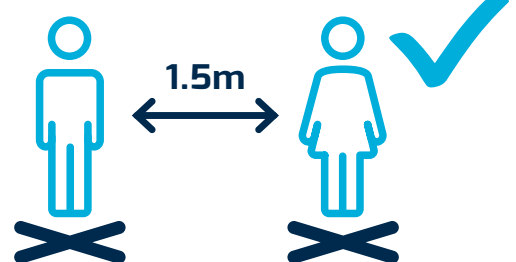
Display cabinets



Utensils

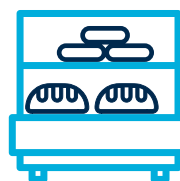
## 3 Keep a 1.5 metre distance between people

Place visible markers on the shop floor to guide customers



## 4 Cover baked products and stop self-service

Keep all products in sealed packaging or behind closed display cabinets for staff handling only







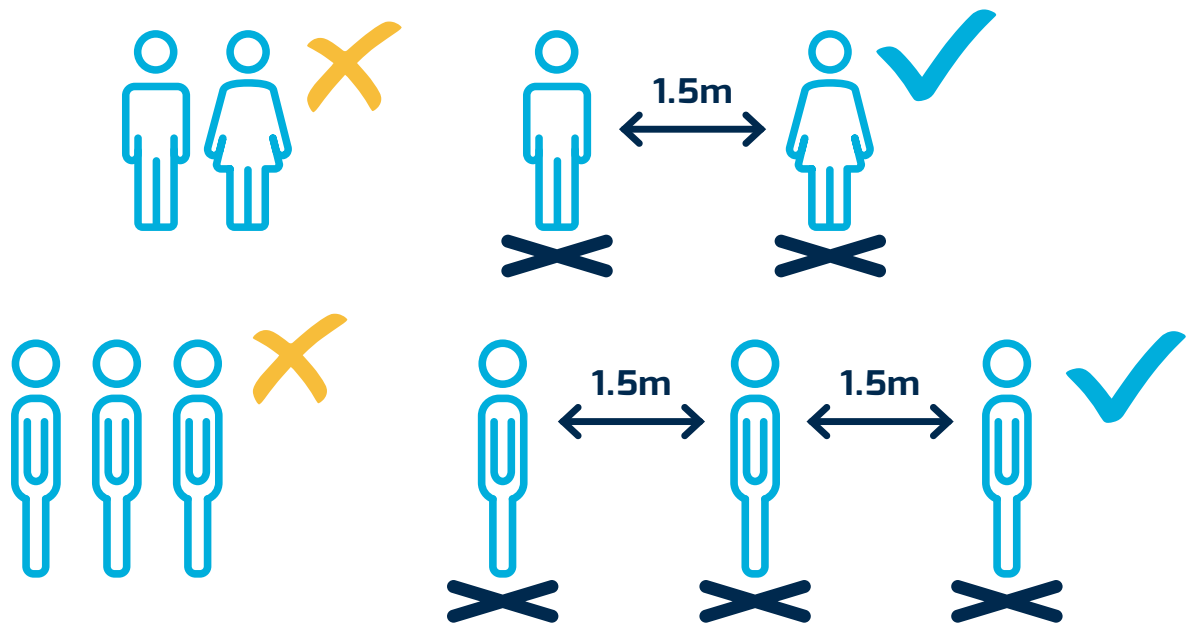


# Keeping a safe distance in your bakery store

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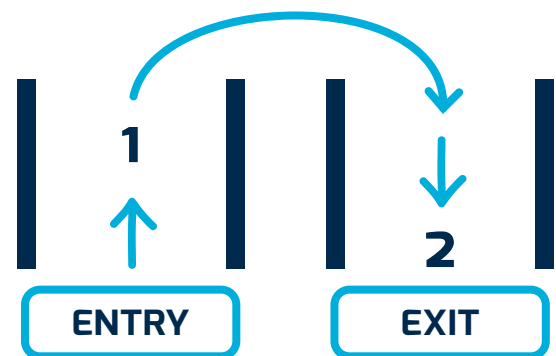
## 1 Maintain a 1.5 metre distance between people

Place visible markers on the shop floor to guide customers



## 2 Create a 'one entry, one exit' plan

Use tape on the floor to mark out a clear entry and exit point for customers to follow



## 3 Limit the number of people inside the bakery

Place a sign at the front of the bakery store stating how many people are allowed in at any time



# Handling payments: Frequently asked questions



COVID-19 can be transferred from coins and notes onto your hands. It is important to be extra careful after you have handled money to avoid the spread of COVID-19 and bacteria.

## What should you do after handling money?

- Sanitise or wash your hands for 20 seconds immediately afterwards.

OR

- Use clean utensils to touch food instead of using your hands.

## Why should you do these things after handling money?

- To avoid the spread of COVID-19 and bacteria from your hands to the food.

## Why does this matter?

- The transfer of COVID-19 and bacteria from your hands to food can cause illness.

## How else can you avoid contaminating your food during payments?

- Assign one staff member to handle payments, and another for food handling.

OR

- Encourage your customers to pay by card if possible.

# Handling payments

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## CASH PAYMENTS

- 1 Sanitise or wash hands immediately after handling money



- 2 Use utensils to handle food after cash payment



## ENCOURAGE PAYMENT BY CARD


- 3 Have one staff member handle payments and another staff member serving food



- 4 Where possible, encourage customers to use card for payment



# Cleaning and sanitising: Frequently asked questions



**Cleaning and sanitising reduces the spread of COVID-19.**

## What should I clean and sanitise?

Clean and sanitise surfaces that are touched often such as:

- benches
- taps
- display cabinets
- floors
- touch screens and keyboards
- utensils
- door handles
- cash registers
- equipment handles
- shared phones

## Can I just spray sanitiser to kill COVID-19?

Spraying sanitiser is not enough if a surface is dirty. If crumbs or dirt are present they will stop the sanitiser from killing COVID-19, microbes and germs. To kill COVID-19:

1. Sweep away crumbs. Avoid stirring up dust when you sweep.
2. Remove anything that is stuck to the surface with detergent and water.
3. Sanitise to kill germs. It takes time for the sanitiser to work so leave it to air-dry.

## How often should I clean and sanitise?

Clean and sanitise surfaces that are touched often. Set a timer to remind you. Benches and floors should be cleaned and sanitised at least once a shift.

## What should I wear when I clean?

COVID-19 can enter your body through your mouth, nose and eyes so protect them when you clean by wearing:

- Gloves
- Safety glasses
- Face mask.



# COVID-19 Protection in the bakery

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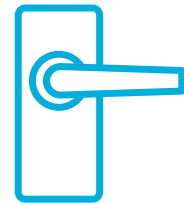
## 1 Clean objects that are touched often with detergent then disinfectant



Flour scoops



Taps



Handles

## 2 Clean benches and equipment



Sweep



Clean

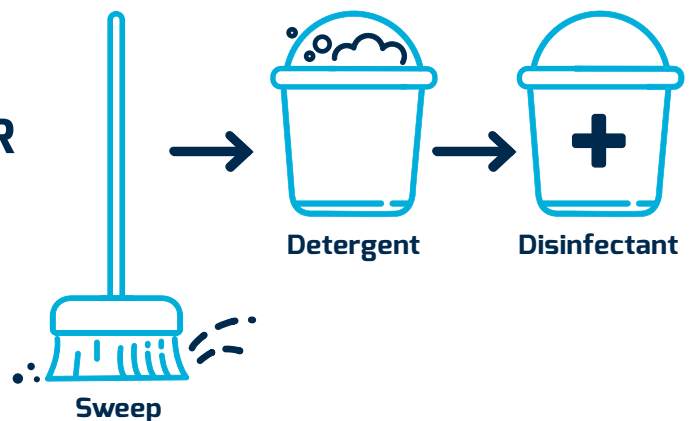


Sanitise

## 3 Clean floors



OR



# Disinfectant for COVID-19 in the bakery: Frequently asked questions

Cleaning and disinfecting reduces the spread of COVID-19.

## Where should I use disinfectant?

Use disinfectant after cleaning surfaces such as benches or equipment or with detergent on floors.

## What should I use to disinfect?

- Check your sanitiser and disinfectant to make sure they kill viruses.
- Bleach can be used if it contains 0.1–0.5% sodium hypochlorite. Stronger is not better.

## How do I make a 0.1% bleach solution?

Strength when purchased		To make 1 litre	
Parts per million (ppm)	%	Bleach (ml)	Water (ml)
10 000	1	100	900
20 000	2	50	950
30 000	3	33	966
40 000	4	25	975
50 000	5	20	980

## How long can I keep bleach solution?

Ideally, make the bleach solution just before you use it. Bleach solution cannot be kept for longer than 24 hours.

## What should I wear when using bleach solution?

Wear gloves and safety glasses when using bleach solution. Bleach can damage clothes and cloth surfaces, so you need to be careful with it.

# References

World Health Organisation

Australian Government Department of Health

Australian Government National Health and Medical Research Council





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