

Om Sri Sai Ram



SRI SATHYA SAI SEVA ORGANISATIONS, INDIA

COMMUNITY KITCHEN PRELIMINARY INFORMATION

(This information will be required to filled online also, link for which would be shared shortly)

SRI SATHYA SAI COMMUNITY KITCHEN INFORMATION	
State	ANDHRAPRADESH
District	SRIKAKULAM
Address of the Kitchen	Near Govt Area Hospital, Palakonda, Srikakulam District, Andhrapradesh State Started on 03.04.2020 for the preparation of 225 food packets per day for local distribution centre. Each food packet contains Rice, Sambar and curry.

DETAILS OF DISTRICT PRESIDENT		
Name	Email Address	Mobile Number
SRI GANGULA RAMANA BABU	ramanababu.saiseva@gmail.com	9394769108

DETAILS OF KITCHEN INCHARGE		
Name	Email Address	Mobile Number
Sri R.Kishor Kumar	kishor2611@gmail.com	8332041839

DETAILS OF SEVADALS ACTIVELY INVOLVED IN THE KITCHEN			
Sl.	Name	Mobile Number	Samithi Name
1	Sri P.Rambabu	9908287248	Palakonda
2	Sri T.Surya Rao	9502374949	Palakonda
3	Sri B.Mohana Rao	8008030449	Palakonda
4	Sri G.Sriramulu	8332809319	Palakonda



SRI SATHYA SAI SEVA ORGANISATIONS, INDIA

COMMUNITY KITCHEN SETUP REQUIREMENTS

(if the answer to any of the following question/requirements is NO, the community kitchen cannot be allowed to be setup)

KITCHEN SETUP REQUIREMENTS	Answer	
	YES	NO
Administrative Requirements		
1. Has the community kitchen been setup with the approval of State President?	Yes	
2. Has the local administration been contacted to identify the need for food and related quantities?	Yes	
3. Has the nearest Government Food Distribution Centre been identified?	Yes	
4. Have the distribution aspects discussed with the local Government Authority and has it been clarified, that Sai Organisation will only be involved in cooking, preparation and packing of food and NOT in distribution directly to the beneficiaries?	Yes	
5. Have the curfew passes for those involved in Seva, the truck/carrier and the truck/carrier driver been properly obtained from local administration?	Yes	
Requirements with respect to the cooking place		
1. Does the centre or place for cooking have separate toilet and bathing facility with proper water supply and ventilation?	Yes	
2. Has the cooking place cleaned with disinfectant and sanitised completely prior to beginning operations?	Yes	
3. Is it an indoor place so that it can be properly locked and entry of anyone can be restricted?	Yes	
4. Does the cooking place have a hand washing facility with liquid foaming soap at the entrance? (Hand Sanitizer being alcohol based are not to be used as they are inflammable)	Yes	
5. Does the kitchen have at-least two sufficiently large trash bins with cover?	Yes	
6. Does the kitchen premises have a separate area where raw materials and other items purchased can be quarantined before being used?	Yes	
7. Is there a separate place for washing the utensils/vessels/container which are brought back from the place of distribution after the food packets have been delivered?	Yes	
Requirements with respect to Sevadals		
1. Is the number of Sevadals involved less than eight?	Yes	
2. Are only Gent Sevalal involved in community kitchen?	Yes	
3. Are the sevadals in age group 35 to 50 years?	Yes	
4. The sevadals involved do not have any medical history or did not have had flu like symptoms and have not come in contact with any person who has returned from overseas after February 28, 2020.	Yes	
5. Have all sevadals involved volunteered for this community kitchen service with the consent and confirmation of their respective his families?	Yes	



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COMMUNITY KITCHEN DAILY PROTOCOLS TO BE FOLLOWED

(if the answer to any of the following question is NO, the community kitchen cannot be allowed run)

DAILY PROTOCOLS TO BE FOLLOWED	Answer	
	YES	NO
Sanitary Protocols		
1. Is the cooking area and its surroundings mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants?	Yes	
2. Are separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode being used for sanitation purposes?	Yes	
3. Do the sevadals/persons involved in cleaning and sanitation of toilets always wear disposable protective gloves and masks?	Yes	
4. To prevent cross contamination, is the cleaning material made of cloth (mop and wiping cloth) discarded in appropriate bags after cleaning and disinfecting.	Yes	
5. Are all cleaning equipment disinfected after use and before using in other area?	Yes	
6. Are buckets used for cleaning disinfected by soaking in bleach solution and rinse in hot water?	Yes	
Daily Hygiene and Safety Protocols		
1. Is the Hand Sanitiser installed at the entrance replenished daily?	Yes	
2. Has each Sevadal been provided separate soap bar, tower, hair cap, latex gloves and face masks?	Yes	
3. Does each Sevadal bring along with himself, one set of extra dress?	Yes	
4. Does each Sevadal wear the mask, gloves and hair cap always while involved in the kitchen activities?	Yes	
5. The utensils and all materials for cooking the meal are properly washed soapy water and let dried in sun before putting them to use.	Yes	
6. Is the person delivering the different raw material and items restricted to enter the kitchen premises?	Yes	
7. Are the procured items offloaded by in a and quarantined for at least 24 hours before being taken inside the kitchen place for used?	Yes	
8. Are vegetables and other raw materials for food washed with hot and salty water?	Yes	
9. Are discarded materials and accumulated trash been properly disposed-off on a daily basis?	Yes	
10. Do each sevadal take a bath including hair wash prior to undertaking any activity in the kitchen?	Yes	
11. Do each sevadal wear fresh pair of clothes, wear hair cap, pair of gloves and a face mask while cooking food?	Yes	
12. Are segregated working stations maintained keeping a distance of at least 6 feet with each working station being assigned a Sevadal?	Yes	
13. Is the place cleaned and sanitised daily before cooking and after cooking at the end of the day?	Yes	

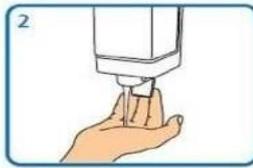
DAILY PROTOCOLS TO BE FOLLOWED	Answer	
	YES	NO
14. Is the dispatch carrier vehicle accompanied by two mature adult gents Sevalal to drop the food packets to the local distribution centre identified by the local Govt or police? <i>(Note: We should ordinarily avoid sending our sevadals to deliver the food packets and work out an arrangement where the vehicle and pickup is arranged by the Local Administration. However, only under exceptional situation, where such an arrangement is not possible, we may resort to sending our sevadals to deliver. This point and point 15 would become then applicable.)</i>	Yes	
15. Do the sevadals who accompanied the vehicles, take bath with immediately after returning back?	Yes	
16. Do all Sevadals take a bath with soap including hair wash and wear fresh clothes before returning to their homes?	Yes	
17. Is frequent handwashing as per the attached procedure (<i>Appendix I</i>) been done by all involved in community kitchen?	Yes	
18. Is the entry of any other person from outside the group of sevadals, strictly prohibited in the kitchen?	Yes	
19. Are the sevadals ensuring that they do not meet anyone in general except their family members while not present at the Kitchen or outside the kitchen functioning period?	Yes	
20. Are social distancing rules (i.e. at least 6 feet distance) being followed on a strict basis between those engaged in this service at the Kitchen premises?	Yes	
Other Protocols		
1. Prior to dispatching the food, is 3 Omkars followed by Sai Gayatri done and prasad is offered to Swami in the first instance?	Yes	
2. Is prayer offered to Swami with 3 Omkars and Sai Gayatri at the end of the cooking again?	Yes	
3. Are the protocols related to Sevadals, Hygiene and Sanitation being read out to everyone in Kitchen every day before the start and end of the daily kitchen hours	Yes	
4. Is the Hand Washing Procedure as per Appendix I displayed at all the hand washing location?	Yes	

APPENDIX I

Hand-washing technique with soap and water



1
Wet hands with water



2
Apply enough soap to cover all hand surfaces



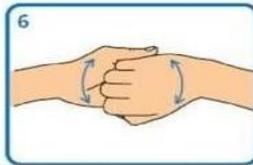
3
Rub hands palm to palm



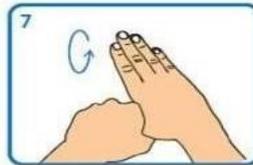
4
Rub back of each hand with palm of other hand with fingers interlaced



5
Rub palm to palm with fingers interlaced



6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



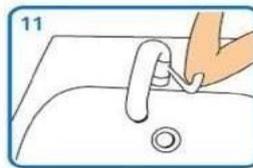
8
Rub tips of fingers in opposite palm in a circular motion



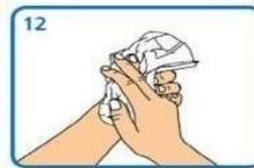
9
Rub each wrist with opposite hand



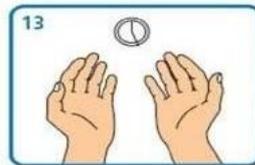
10
Rinse hands with water



11
Use elbow to turn off tap



12
Dry thoroughly with a single-use towel



13
Hand washing should take 15–30 seconds