



## HOMES AND SENIORS SERVICES

### **POLICY & PROCEDURE NUMBER: 4.32**

**DEPARTMENT:** *Infection Control*

**SUBJECT:** *Isolation Tray Service*

**APPROVAL DATE:** April 2004

**REVISION DATE:** March 2016; Nov. 2022

**REVIEW DATE:** March 2017; Nov 2018; Dec 2019; Dec. 2020

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**PURPOSE:** To prevent the spread of infections/contagious disease from the resident to other residents, staff and visitors. This procedure will only be implemented under the direction of the Manager of Resident Care and/or Public Health.

### **PROCEDURE:**

1. Ordering and discontinuing of tray service shall be the responsibility of the nursing staff and/or Public Health.
2. A request for an isolation tray shall be submitted to the dietary dept. by 7:00, 11:00, and 16:00 hours depending on the meal the isolation procedure is to begin.
3. Isolation trays shall be set up using disposable dishes, glasses, cutlery and a regular washable tray unless directed by Public Health to use a disposable tray, and tagged with the resident's name, room number, and diet.
4. The tray shall be pre-set in the kitchen or servery with everything except the hot food which shall be obtained from the hot food cart in the kitchen or servery before giving the tray to the resident.
5. Isolation trays shall be placed on the tray carts, which are brought to the kitchen or servery before each meal by a dietary employee. During meal service, the tray will be completely set with food by dietary staff and delivered to the resident (s) by the nursing dept.
6. Dietary employees are not to deliver trays to isolated residents or to enter their rooms at any time.
7. The nursing dept. shall be responsible for discarding all leftover food and containers; they shall not be returned to the kitchen.