



# **SESSION 3**

## **COVID 19 PREVENTIVE MEASURES**

### **GUIDE FOR LOCAL SELF-GOVERNMENTS**

## **COMMUNITY KITCHEN**

### **NEED AND MANAGEMENT**

**LOCAL SELF GOVERNMENT DEPARTMENT, GOVERNMENT OF KERALA**  
**KERALA INSTITUTE OF LOCAL ADMINISTRATION**

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# NEED FOR COMMUNITY KITCHEN/PUBLIC DINNING ROOM



- During the COVID 19 crisis, Community Kitchens serve packaged and ready to eat cooked food to those:-
  1. who live in quarantine /isolation in homes
  2. people who cannot afford to cook their own meals at home (poor, needy, elderly, destitute, beggars etc).
  3. those who are involved in preventive works and those in essential service
  4. guest labourers with no access to food
- Distribution of food at reasonable prices
- Free food for eligible people



## HOW COMMUNITY KITCHEN WORKS

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- Vacant canteens, catering units, Kudumbasree kitchens and auditoriums in local self government area can be selected for the Community Kitchens.
- Local bodies can start more than one community kitchen if needed.
- A Monitoring Committee can be constituted including members like:-
  1. Local Self Government Chairperson
  2. Standing Committee Chairpersons
  3. Kudumbasree official in charge
  4. Member Secretary
  5. Ward Members
  6. CDS Chairperson
  7. Health Inspector/Health Supervisor
  8. A non-governmental organization representative nominated by the Local Self Government



- Leadership and organisation –Kudumbasree and Local Self Governments together
- Food preparation and distribution with the help of volunteers.
- Simple food (one leafy preferable)



# MAINTENANCE OF COMMUNITY KITCHEN



- Food for 1000 people can be prepared in a community kitchen at the LSG level.
- Rs.20 per person can be charged for the food and a delivery charge of Rs.5 in the case of home delivery.
- Rice can be procured from the Ration Depots at Rs.10.9/Kg
- Grocery items and Vegetables –from Supply co (by indent)
- An amount not exceeding Rs.50000 will be received from the Kudumbasree Mission as revolving fund.
- Subsidy from Kudumbasree Mission at the rate of Rs.10 per meal(for lunch only)



# CONTINUED...



- The amount for free meals can be taken through sponsorships or from the Local Self Government Institutions own fund /Development fund (SA (Soc.) No.713/2020/ order dated 26.03.2020)
- Volunteers should be fixed according to the route for the food supply and the delivery completed in a timely manner. Their responsibilities should be precisely determined according to the region, day, time, duty and character.
- List of beneficiaries and those who need free food should be prepared in advance by Local self Government Institutions.
- The director of public education has recommended that all rice allocated as part of the mid-day meal scheme in schools in the State be accurately dated and forwarded to the Local Self Government Institutions or District Administration or to the representative in charge.



# CONTINUED...

- All volunteers and kitchen workers must be given proper training on the precautionary measures to be followed in preparing and delivering of food and also while handling cash. When and where the training was given should also be noted.
- Should be ensured that volunteers who distribute food are able to obtain a pass from the police. Volunteers must be persuaded that this pass should not be used for other purposes.
- Volunteers previously hired must be registered on the sannadham portal. They shouldn't be wearing any organizations emblem/badge. Henceforth only those who registered will be considered as volunteers.



# THINGS TO REMEMBER WHILE PREPARING MEALS



- The building and premises where the food is prepared must be clean and tidy.
- Ensure the cleanliness and quality of equipments and food. Also ensure the use of fresh water for cooking.
- Hire two people full time to ensure the cleanliness of the kitchen and the quality of food.
- Limit the number of cooks and helpers to reduce the risk of disease transmission, ensure the use of gloves and masks and ensure they all have health cards





# CONTINUED...

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- Cooks and helpers should have personal hygiene
- The members of the unit engaged in cooking, packing and distribution should strictly maintain distance from each other.
- The Health inspector should ensure and report Health Supervisor daily that such things are done regularly .
- Care should be taken while packing the food. Food should be moderate and adequate. It is imperative to avoid unnecessary wastage of food.



# ORDERS FOR FOOD

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- Orders can be accepted through Whatsapp or by phone calls
- The phone number can be made available to the public through newspapers/posters or mike announcements
- Ward committees and ward members can collect orders directly and report to the monitoring committee.
- The orders may be sent to the monitoring committee by phone at the front office of the local body



# REGISTERS TO BE MAINTAINED



1. Demand Register- Date, Name, Phone Number, Ward, House Number, Location
2. Duty Register- Date, Name, Nature of Duty, Shift and Remarks.
3. Attendance Register- Date, Name, time of beginning and ending of shift
4. Stock Register- Serial number, item, from whom received, bill paid, indent, delivery- quantity, date and time
5. Food Delivery Register- Date, Order Received, food packages, delivery-quantity, date, time, delivery volunteer, remarks
6. Register for free food-if you have a Name, Address or Phone number.



# REGARDING SPONSORSHIP

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- It will be better if sponsorship can be obtained for each meal.
- Rice, grocery items and vegetables will be accepted from the Public and it can be informed through notice or by the press or mike announcement .



# DUTIES



Sl.N o	Main duties	Persons in charge
1	<b>Document and keep all registers properly</b>	<b>Monitoring Committee</b>
2	<b>Preparation of the beneficiaries list</b>	<b>Local Self Government Institution</b>
3	<b>Obtaining Subsidy from Kudumbasree on time</b>	<b>Monitoring Committee</b>
4	<b>Purchase, delivery and storage of goods</b>	<b>Monitoring Committee</b>
5	<b>Cooking</b>	<b>Kudumbasree Members/Volunteers/Entrepreneur groups</b>
6	<b>Packing the food</b>	<b>Volunteers</b>



# DUTIES



Sl.No	Major Activities	Persons in charge
7	<b>Distribution</b>	<b>Volunteers</b>
8	<b>Ensuring that the beneficiaries are getting food and taking their feedback</b>	<b>Ward Member</b>
9	<b>Ensuring compliance about cooking, packing and distribution precautions.</b>	<b>Health Inspector/ Health Supervisor</b>
10	<b>Waste Management</b>	<b>Monitoring committee</b>
11	<b>Required training and monitoring</b>	<b>Local Self Government Institutions</b>



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