



## Important Information for Outside Groups

Please circulate this to the members of your group. Don't hesitate to contact us if you have any questions.

Ronald McDonald House and Family Rooms provide a home away from home for families while their children receive medical care. As we accommodate vulnerable patients and their families, it is important that you and your team fulfil the standard precautions set to prevent the transmission of infection or infectious diseases and adhere to safe food handling practises as noted below.

### GENERAL INFORMATION

- No smoking is permitted by members of the group whilst on RMHSI property.
- No alcoholic beverages are to be allowed without prior approval.
- Event organisers are fully responsible for set up and clean-up of the event.
- Confidentiality of House guests is to be protected. Names, photographs, or other forms of publicity may not be used without the written consent from the management of the House.
- The House is not responsible for any theft, injury, illness or other potentially damaging occurrence that may affect any members of the participating group.
- The House is not responsible for any debt incurred by the event organisers unless previously agreed by management.
- An authorised RMHSI representative must be in attendance at all times during the event.
- The number of persons on site at the House will be determined by the RMHSI staff (we recommend around 6-8).
- If children are to be part of the group, this must first be approved by RMHSI staff. If permission is granted, all children are to be supervised during their visit to the House.
- No sales or solicitation of funds may be made for the visiting group whilst on House premises.
- Please note that we only have very limited parking available on site.
- Please refrain from asking the families questions regarding their child/stay, respecting their privacy is important.
- If wanting to dine with families please ensure you seek permission from them first and stay within the 1 metre distancing rules.



## HEALTH INFORMATION

Under no circumstances can guests, visitors or volunteers who have been in contact or diagnosed with measles, chicken pox, mumps, whooping cough or shingles over the past three weeks, or who have had a fever, vomiting or diarrhoea in the last 48 hours, be allowed to enter our facilities.

Anyone with any cold or flu-like symptoms are also not permitted to enter our facilities.

- Flu symptoms: shortness of breath, stiff neck, headache with a fever
- Cold symptoms: runny nose, cough, congestion, sore throat, watery eyes

### Special information regarding Novel coronavirus (2019-nCoV)

Under no circumstances can anyone within your Family Dinner Programme group, or any of their family members, who have been told by a healthcare provider or public health official, that they should self-quarantine due to potential COVID-19 exposure(s) or that you are suspected of having COVID-19 can enter our facilities.

All members in your group **MUST BE FULLY COVID VACCINATED**, including booster shot – no exceptions.

All members in your group will be required to scan our QR code when entering the building, and also sign into our SwipedOn system, with sanitising of hands on completion.

Masks are to be worn whilst in the communal areas. These can be removed whilst eating.

The meals **MUST BE SERVED** up on plates, no self-service under Orange traffic light system.

### Immunisation

You need to be fully immunised (received two doses of MMR vaccine – typically given at 15 months and 4 years) to access the house. This is not a requirement if you were born before 1969

If you have not been immunised or are not sure, you should contact your GP to test your immunity and have this confirmed prior to coming to the House or Family Room.

### Upon entering our facility, please ensure you

1. Register your visit on our visitor management system and wear the identification label printed at all times.
2. Sanitise and maintain regular hand washing with soap & water during your visit.



33 Cashel Street, PO BOX 1463, Christchurch 8140, New Zealand  
Tel (03) 377 3311, Fax (03) 377 3414, Email admin@rmhsi.org.nz

3. Social distancing of at least 1 metre must be maintained at all times whilst in the kitchen and dining areas. You are able to use the full kitchen facility to adhere to this requirement.
4. Cover any sneezes & coughs with your elbow, then wash your hands thoroughly.

## FOOD HANDLING AND SAFETY INFORMATION

### Clean

Before you prepare food:

**Wash hands** thoroughly and dry completely on entering kitchen, after removal of rubbish, after sneezing or coughing, after touching your face or hair, and between touching food items of proteins like poultry, raw meat, raw fish etc.

**Coloured chopping boards** must be used diligently to prevent cross-contamination of one food item to another. Use once, then wash, dry thoroughly and sanitise between any new items.

Colour		Use
White		Used for cutting dairy items only (cheese, butter etc).
Yellow		Used for cutting poultry & chicken items.
Blue		Used for cutting fish & seafood items
Red		Used for cutting raw red meat including pork
Brown		Used for cutting any cooked meat items
Green		Used for cutting of vegetables, herbs and fruit

**Use paper towels** to clean up messy spills, then wipe with a cloth and hot water and detergent.

**Ensure you wear a mask** at all times, including while you're preparing food. You may remove your mask to eat and drink.

**After all food is prepared and cooked**, please ensure you effectively clean down all surfaces with soap and hot water and thoroughly sanitise the surfaces too.



## Cook

- It is very important temperatures of food being served is up to temperature to eliminate bacteria which is killed with higher temperature. The danger zone for bacteria to multiply is from 4° Celsius to 64° Celsius so probe food before serving (we have thermometers here for you to use).
- Cook food thoroughly, especially meat, poultry, eggs and seafood.
- Bring foods like soups and stews to boiling to make sure that they have reached 70° Celsius/ 158° Fahrenheit. For meat and poultry, make sure that juices are clear, not pink. Ideally, use a thermometer inserted in the middle of the thickest part – temperature should be **75° Celsius**.
- Reheat cooked food thoroughly – these should be steaming hot (over 75° Celsius) and do not reheat more than once.
- Use one set of utensils for raw meat and chicken and another set for cooked food.
- All meat/chicken cooked in the oven must be put into oven bags. Less of a smoke/fire risk.
- Put cooked items on a clean plate, not one that's been used for raw ingredients.

## Safe Barbecuing Instructions

- Make sure your barbeque and cooking tools have been cleaned with soap and water before using.
- Have separate utensils, plates and other equipment for raw and cooked foods – using just one set will mean you transfer pathogens from raw meats to cooked foods.
- Don't place or prepare raw meat on the grill next to cooked or partially cooked meat or other ready-to-eat foods.
- Precook chicken, sausages and minced meat, then barbeque until meat is steaming hot (over 75° Celsius) all the way through.
- Turn food regularly so that it cooks evenly.
- Marinate meat in a covered container in the fridge and cook the marinade before pouring it over cooked foods.
- Keep all food covered and cool until ready to cook or eat.

## Chill

- Cool hot foods for up to 30 minutes before refrigerating to prevent raising the temperature of stored food.
- Refrigerate or freeze any leftovers within 2 hours. Never leave at room temperature for more than 2 hours (or less if the room temperature is warm)
- All food that is to be stored in fridge or dry stores area **must** be covered with either a lid or plastic wrap (glad wrap). Even if storing for a short period, **all items must be covered**. This is to prevent cross contamination of one food item to another. Our Overnight Supervisor will assist with this process.



# Ronald McDonald House® South Island

www.rmhsi.org.nz

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Tel (03) 377 3311, Fax (03) 377 3414, Email [admin@rmhsi.org.nz](mailto:admin@rmhsi.org.nz)

Acknowledgement – please email to [fdp@rmhsi.org.nz](mailto:fdp@rmhsi.org.nz)

*Our team acknowledges and agrees to adhere to the guidelines as noted above.*

Your Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



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**Keeping families close®**

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