

HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive up Service

PURPOSE: To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

SCOPE: This procedure will present the “Drive Up” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all ready-to-eat foods. Reference the attached *Glove and Utensil Use* SOP.
3. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. Reference the attached *Holding Hot or Cold Potentially Hazardous Foods* SOP.

Note: The above instructions are ALL critical control points in keeping food safe during preparation and holding of all foods however during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

Time as a Control: In the case of non-congregate feeding “Time as a Control” should be implemented if not already in use. There should be no leftover food items kept at the end of service. **The only exception here would be for “Shelf Stable” items that can be saved and returned to inventory at any time.**

It should be noted that in many cases the local health department may require notice that this procedure is being used. Reference the attached *Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods* SOP.

Recordkeeping: This is an essential step to ensure the school district is able to receive the proper reimbursements from the USDA and your state authority during this time. Reference your child nutrition department guidelines for completing the necessary paperwork and no less than daily monitor serving staff to be sure it is properly done. This will be different and possibly new for many staff and routine follow up will be a best practice to ensure accuracy.

HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

Scenario 1 – Drive-up Meal Service

Before taking meals to the designated drive-up location:

1. Be sure that all service equipment (such as carts, coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized with properly mixed solutions and are clean in appearance. A dirty cart will instill little confidence in the safety of the meals for your customers as they drive up.
2. Before handling service containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination of the containers.
3. When placing milk or other beverages in coolers a best practice would be to layer ice and beverage so that ice is surrounding the product as much as possible.
4. Load your carts, coolers and utensils. Also, pack extra food service gloves.
5. Transport food to the designated drive up location.
6. Consider labeling foods with a label that has an “Eat by Time” and/or a “Discard Time” for your customers information and safety.

NOTE: If possible, bring food to the drive-up location in batches so that food may be held at the proper temperature for as long as possible. Anticipate lines and wait times for customers. You do not want to serve food that is not close to proper temperature.

At the Drive-up service location:

1. Check to be sure all carts are stable to avoid any unexpected movement like rolling away.
2. Put on food service gloves and wear these throughout the serving time. If gloves get torn or dirty remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker or customer.
3. Serve meals and be diligent to complete check off rosters or forms provided by the child nutrition department for tracking reimbursable meal counts.

NOTE: The use of gloves in this instance is different from food preparation where you are actually handling food items. Meals are in containers or bags and milk and beverages are as well. The use of the food service glove here is to demonstrate to the customer that you are taking utmost care for their health and safety.

HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

At the end of service:

1. Take all food service equipment back to the kitchen.
2. Discard all unused food, in this scenario there should be no leftovers allowed. The only exception may be milk or beverages that were stored on ice. Follow your child nutrition department directives for these items.
3. Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
4. Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
5. Wash hands thoroughly once the job is done and head home.

INSTRUCTIONS, continued:

The unit manager or supervisor will:

1. Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all service equipment.
3. Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Follow up as necessary.

MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these procedures when applicable.
4. Take corrective action as necessary.
5. Follow up as needed.
6. File logs in HACCP records.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

VERIFICATION AND RECORD KEEPING:

Follow up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

DATE REVIEWED: _____ **BY:** _____