

HACCP-Based SOPs

Proper Cleaning of School Bus or Delivery Truck During Non-Congregate Feeding and School Closures

PURPOSE: To prevent foodborne illness by ensuring that all vehicles used for food deliveries during school closures and/or non-congregate feeding are properly cleaned, disinfected and sanitized at the end of each service day to prevent further spread of harmful pathogens like viruses and bacteria.

SCOPE: 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.

NOTE: This SOP only covers proper cleaning of a delivery vehicle - For complete food handling and preparation procedures please reference the “*Non-Congregate Feeding During School Closures- School Bus or Truck Delivery*” SOP.

INSTRUCTIONS:

All staff responsible for cleaning school buses or trucks used for delivering meals must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
2. Follow all manufacturer’s instructions for properly diluting chemical materials.
3. Use EPA registered disinfectants and sanitizers to ensure effectiveness.

NOTE: Effectiveness of disinfectants and sanitizers should be available from the manufacturer and the EPA Registration # should be on the product label and the Safety Data Sheet. If your product does not have an EPA # it is not a registered product.

End of the day cleaning and disinfecting:

1. Basic cleaning still applies to the entire school bus and/or delivery vehicle. The only difference during any type of infectious outbreak would be to use an EPA registered disinfectant cleaner on all “touch surfaces” instead of standard all-purpose cleaner.
2. Special care should be given to “touch surfaces” such as all seats where food containers, coolers, and boxes will be placed and where staff will sit. This includes both the front and back of the seat.
3. Any surfaces that may be touched by the driver. This includes the driver seat, steering wheel, shifting handle/knob, blinker signal handle/knob, door opener handle, safety railing and any other surfaces that may be frequently or infrequently touched during the day.
4. Extra Safety Step if desired - Once the school bus and/or delivery vehicle is cleaned with disinfectant cleaner a light spray of quaternary (quat) sanitizer may be applied to all surfaces and allowed to air dry. This just adds another level of health protection for staff and customers for the next day.



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NOTE: Once finished, dispose of all trash properly and avoid touching any waste. Follow your district's procedures for handling trash which may include wearing gloves.

Beginning of the day procedures:

1. If the end of the day procedures were not performed after the last use, these must be done before loading any food or personnel into the vehicle. Refer to the 4 steps for "End of the day cleaning and disinfecting" above.
2. If the end of the day procedures were performed the vehicle should be ready to go. It is a best practice to have both disinfectant cleaner and sanitizer in spray bottles on hand in the vehicle just in case it is needed for any unforeseen cleanup.

MONITORING:

The unit manager or supervisor will:

1. Inspect and ensure that staff are properly trained for mixing and use of cleaners and disinfectants used to clean vehicles.
2. Observe all staff to ensure that they are following all applicable standard operating procedures as outlined.
3. Ensure that appropriate staff understand the importance of disinfecting during any infectious outbreak for both their health and the customers.
4. Follow up as necessary.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Revisit any surfaces not properly disinfected and perform proper procedures before use of the vehicle.

VERIFICATION AND RECORD KEEPING:

Follow up during the day and at the end to ensure that all proper procedures are being followed by staff.

DATE REVIEWED: _____ **BY:** _____



SCHOOL
FOOD HANDLER