

# HACCP-Based SOPs

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## Personal Hygiene, Cleaning and Sanitizing in the Classroom: Before and After Meal Consumption

**PURPOSE:** To prevent spread of foodborne illness and harmful pathogens, like viruses and bacteria, by ensuring that all proper procedures for personal hygiene are followed, and to ensure proper procedures are followed in the classroom for cleaning, disinfecting and/or sanitizing at the end of each meal time to prevent further spread of harmful pathogens.

**SCOPE:** This procedure applies to all staff involved in overseeing meal consumption along with cleaning and sanitizing areas where meals are consumed.

### INSTRUCTIONS:

#### Before Meal Consumption

1. Areas where meals are to be eaten should be cleared and clean.
2. If the area was used for a community activity or was shared by more than one student prior, a best practice would be to apply a light amount of disinfectant and wipe down the area with a clean towel or cloth.
3. Hands should be washed prior to going to the cafeteria to pick up meals or meals are delivered to the classroom.

#### Handwashing immediately prior to meal service or cafeteria pick up

1. All students and monitors must properly wash hands before food is served.
  2. Handwashing should include the following –
    - a. Wet hands and apply a single pump of hand soap
    - b. Wash normally for at least 20 seconds
    - c. Rinse hands with clear water and dry with clean paper towels
    - d. Use a paper towel to turn off the water to avoid cross contact.
- NOTE:** Refer to posted *Handwashing Chart* for proper procedures.
3. Hand Sanitizers may be used BUT should never totally replace proper handwashing.

#### During Meal Consumption

1. Be prepared for spills of both food and drink and have materials ready for cleanup.
2. Spraying a cleaning solution on any dining surface while there is food present is prohibited by best practices and the local health department.
3. Spills and/or debris should be removed and if needed and the spill surface cleaned with a pre-saturated towel and the towel disposed of after use. This can be something like a wet paper towel, disinfecting is not necessary at this point.
4. Repeat this process as needed.



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### After Meal Consumption

1. Prepare desk or table for cleaning by removing debris and spills.
2. Spray desk or table with a district approved cleaner and/or disinfectant.
3. Wipe surface with clean wiping cloth or paper towel.
  - a. If using a wiping cloth - rinse cloth in bucket of clean water as it becomes soiled and before proceeding to the next table or desk.
  - b. Repeat the process as needed.
  - c. If using paper towels – discard paper towels as they become soiled.

NOTE: Cleaning and/or disinfecting solutions must be stored in the properly labeled spray bottles per OSHA standards and appropriate SDS (Safety Data Sheet) must be readily available in case of accidental exposure or emergency.

### Trays and Trash

1. Where reusable trays and/or plates and utensils are used there should be a designated space and/or container for placing these after use.
2. As much food debris as possible should be removed into a trash container before the reusable items are stacked and stored.
3. A container, such as a large bucket, should be used to dump excess, unconsumed liquids into to avoid placing in trash.
4. Liquids that are not consumed should not be put into trash containers as they may create increased weight that would be in excess of trash bag capacity and the possibility of leaks when bags are removed from the classroom.
5. Heavy duty trash bags should be used in the classroom for disposing of food waste in the classroom. Trash bags that fail in the classroom or hallway when removed create a multiple of issues and must be avoided.
6. Trash should have a designated place either in the classroom or in the hallway for pick up by appropriate staff.

### **MONITORING:**

1. Routinely check classrooms to ensure procedures are being followed before, during and after meal consumption.
2. Monitor procedure logs for completion and consistency where applicable.
3. Attend school staff meetings to review procedures with individuals who oversee meal consumption times.
4. Take corrective actions as necessary.
5. Follow up with individual staff as needed.

### **CORRECTIVE ACTION:**

1. Retrain any staff found not following the procedures in this SOP.

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_



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