

HACCP-Based SOPs

Meal Service during Social Distancing

PURPOSE: To prevent the spread of communicable disease, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines for keeping district staff and students safe in cafeterias, dining areas and other settings, like classrooms, where meals may be served during school.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19 as of June 2020. It should be acknowledged that individual districts and sites may have unique situations that may require modifications of these procedures. Where modifications are necessary a separate SOP should be designed to fit the situation.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

SCOPE: All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

Teachers and other school employees will follow appropriate procedures established by the child nutrition department for any service or eating in the classroom. The school child nutrition manager/supervisor will be notified in advance when there are any scenarios that may preclude or interrupt meal service. Anticipated changes in meal counts due to student illnesses or other situations will also be communicated in a timely manner.

GENERAL RECOMMENDATION: School campuses should be closed during lunch periods and students not allowed to leave school during this time. This practice would minimize potential exposure outside of the school environment and the subsequent spread to other students after lunch.

INSTRUCTIONS:

Preliminary safety procedures for all staff include:

6. Practice Proper Handwashing and Personal Hygiene
 - Wash your hands with soap and water frequently and where appropriate use hand sanitizer, however, hand sanitizer NEVER replaces routine handwashing.
NOTE: Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
 - This becomes especially important after touching frequently touched surfaces like handles, door knobs, writing tools, keyboards and touch pads.
 - Consideration should be given to reduced or discontinuing the use of touch pads where possible to eliminate frequent touch points during meal service. Scanners are recommended as a best practice for a touchless service.



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2. Wear and remove face masks (and/or face shields) properly during the day. Dispose of used masks or wash and dry as needed. Face shields should be washed, rinsed and sanitized as they become soiled or no less that at the end of each shift.
NOTE: Reference attached *Proper Wearing and Care of Face Masks* SOP and *Best Practices for Wearing Face Masks* graphic.
3. As much as possible avoid touching your face. If this does occur hands should be washed, and gloves replaced if being worn.
4. A sneeze or cough should be done into a tissue or the inside of the elbow. If wearing a mask, sneeze or cough into mask, and then change the mask for a clean one.
NOTE: Hands must be properly washed before putting on a clean mask.
Practice 6 feet of social distancing as much as possible during the workday. Utilize face coverings when social distancing is not permissible. Reference attached *PREVENT the Spread of COVID 19* graphic.
5. Clean and disinfect frequently touched surfaces as much as possible using a properly mixed germicidal/disinfectant cleaner.
6. Using face coverings are recommended while in public, and this is especially important for staff that may utilize public transportation.
7. People who are sick or feel sick must not go to work, school, or any other place where people may be gathered.
8. If you feel sick contact and follow the advice of your doctor or healthcare providers.

Scenario 1:

Meal Service in the Cafeteria and/or Multi-Purpose Rooms

Accessible Hand Washing and/or Hand Sanitizer

- Hand washing and/or hand sanitizer locations should be provided and maintained prior to or, preferably just inside the entrance to the school cafeteria or multi-purpose room dining areas.
- Everyone who enters the dining area must be required to wash hands and/or apply hand sanitizer before entering the serving line or eating.
- Cafeteria entrance and exit doors should remain OPEN to reduce students and staff repeatedly touching the same door knobs and/or handles with before reaching the serving line or returning to the classroom.
- All staff responsible with monitoring students during meal service es must be trained on proper hand washing and/or the use of hand sanitizers for students and practice these procedures themselves.

Appropriate Social Distancing While in the Dining Areas

- Utilize assigned physically distanced seating in the cafeteria to ensure that all students are clear on where to safely sit when in the cafeteria.
- Students who are siblings and/or share the same household can be safely allowed to sit together while eating if they are in the same class or cohort group.



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- Any students with concerning health conditions should be seated in a designated area to reduce their exposure to others while eating.
- Implement a “One Way In / One Way Out” procedure. This should be put into place with a separate entrance and separate exit for the dining areas to reduce congestion and to make it easier to monitor the numbers of people that are allowed in each area.
- Any areas where lines are necessary should flow in a single direction and floor markings or signage should be considered to encourage proper distancing. These areas may include, but are not limited to, entrances and exits, serving lines, disposal of trash and the return of trays to the dish room.
- Salad bars and/or self-service should be removed. These usually contain multiple touch points that may prove impossible to keep cleaned properly during the serving times.
- Social distancing to eliminate congregation around all vending machines.
- The above apply equally to all staff dining areas and break rooms.

Additional Social Distancing Considerations for Dining Areas Include:

- The implementation of directional signage, floor markings, barriers and extended meal schedules can assist in creating the habit of social distancing among staff and students.
- Removing chairs and tables or marking cafeteria seats and benches in a distanced or alternating arrangement so that students or staff cannot sit directly across from each other will naturally create distance in the dining area.
- Move tables away from traffic areas where lines may form along with entrances and exits.
- Physical barriers and/or partitions are recommended in any area where social distancing of 6 feet is difficult or if face coverings are not being worn by staff and/or students. An example would be a clear acrylic barrier between students and the serving line and/or the cashier.
- Restrict occupancy of all dining areas to no more than 50 percent or less of normal occupancy.

Scenario 2:

Meal Consumption in the Classroom after Cafeteria Pick up by Students

Accessible Hand Washing and/or Hand Sanitizer

- Hand washing and/or hand sanitizer locations should be provided and maintained prior to or, preferably just inside the entrance to the school cafeteria or multi-purpose room dining areas.
- Everyone who enters the dining area must be required to wash hands and/or apply hand sanitizer before entering the serving line or eating.
- Cafeteria entrance and exit doors should remain OPEN to reduce students and staff repeatedly touching the same door knobs and/or handles with before reaching the serving line or returning to the classroom.
- All staff responsible for monitoring students during meal times must be trained on proper hand washing and/or the use of hand sanitizers for students and practice these procedures themselves.



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Precautions and Practices in the Classroom

- Consuming individual meals in classrooms instead of in the cafeteria areas will create the need for more diligent attention to safety of students and teachers with food allergies.
- All unique or special dietary requirements must still be adhered to in the classroom. This becomes particularly important in districts where students will not be allowed the option of meals being brought from home.
- Every precaution must be taken to ensure the health and safety of individuals with food allergies during any meal service in the classroom. Any staff overseeing students eating should be trained in food allergen safety and prevention of cross contact with potential allergens.
- Controls to reduce the risks of cross-contact with food allergens in the classroom must be implemented before any service can take place.
- Procedures such as proper hand washing with soap and water after food allergen contact, proper cleaning and disinfection of surfaces after food allergen contact, along with a very strict policy regarding “No Food Sharing” must be implemented before any service can take place.
- Staggered dismissal to the lunchrooms by classroom to cafeteria for meal pick up should be in place to avoid any large gatherings of students entering the cafeteria at one time.
- A best practice would be to use disposable service items such as paper, plastic or foam containers, individual utensil sets with napkins, etc. This is the best way to minimize contact.
- Follow procedures for removing trash from classroom this may include the use portable trash receptacles moving from one classroom to the other.
- In situations where the use of disposable service items is not practical, every precaution should be taken to minimize direct contact when reusable items are picked up. Be sure that any of these items are handled with proper gloves and are promptly returned to the kitchen area to be washed, rinse and sanitized properly or placed into an automatic dishwashing unit.

Scenario 3: **Meal Service Delivery to the Classroom**

Child Nutrition employees, teachers and other school employees responsible for meal set up, service and clean up duties in the classroom will:

1. Observe appropriate food handling techniques such as:
 - a. Keep food out of the temperature danger zone by storing cold and hot items in transporters until time of meal service.
 - b. Serving meals as soon as possible when delivered to classroom.
 - c. Proper hand washing and putting on foodservice gloves prior to assembling and distributing meals to prevent cross contamination.
 - d. Encouraging students to wash hands prior to meal service.



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- e. Discard all leftover food that has been served to students. NO food sharing will be allowed.
 - f. Using properly mixed cleaning and/or disinfecting solution to wipe desks and surfaces that possibly came into contact with food.
 - g. Follow procedures for removing trash from classroom which may include the use of moving portable trash receptacles from one classroom to the other.
2. Portable hot or cold storage transport units with reusable ice packs and/or any other equipment should be promptly returned to the school site kitchen for cleaning and sanitizing.

The Child Nutrition manager/supervisor will:

1. Develop and share procedures for meal service in the classroom by:
 - a. Planning menus with food safety in mind taking special care involving students with specific dietary requirements or food allergies.
 - b. Arranging an appropriate time for delivery to the classroom or coordinating appropriate return or pick up times with school staff.
 - c. Obtain suitable portable cold storage transporters (such as coolers) and/or cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° (or below) F or below up to a minimum of 1 hours (or the time frame for when items leave refrigeration up to the time unused food items are returned to the food service department).
 - d. Obtain suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F (or above). This will be done from the time items are removed from ovens up to time of service. **NOTE:** All served food items will be discarded after service. NO leftover items will be saved.
2. Review safe handling procedures listed above with teacher or other school personnel who may have transporting, set up, serving and/or clean up responsibilities.
3. Routinely visit classrooms to determine if appropriate food safety measures are followed and evaluate set up, assembling, service and clean up procedures.
 - a. Revise and adapt current procedures based on observations.
 - b. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
4. Work with staff in the classrooms to monitor food waste to determine if menu revisions or changes in number of items packed are needed based on what students are taking and/or discarding.
5. Complete the appropriate holding and serving logs to monitor temperature for heated items in order to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or above and cold items are sent at 41° F or below.
 - a. Follow up with child nutrition personnel if temperatures are not properly recorded and/or there is questionable information being recorded and/or if appropriate corrective action has not been taken.



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6. Where permitted and approved by the local regulatory agency utilize time as control as a control for food safety. Reference the attached *Using Time Alone as a Public Health Control* SOP.

All school Child Nutrition staff that prepare and/or pack breakfast for service in classroom will:

1. Follow standard operating procedure established in the Personal Hygiene SOP.
2. Prepare and pack meals according to attendance and make necessary modifications for anticipated changes in those counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left between 41° F. and 135°F. which includes:
 - a. Keeping cold items under refrigeration until time of transport to classrooms.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of meals. **NOTE:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All Child Nutrition staff receiving returned food transport containers will:

1. Discard any heated product that remains in the transporter and make notes on the appropriate forms. The manager/supervisor should be notified of the number of items discarded so appropriate changes are made, if needed, in menu and/or the number of items packed for the next service.
2. Discard any food items that have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
3. Discard any milk or other potentially hazardous cold items and juice.
4. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
5. Properly store clean utensils, transporters, pans and other items to minimize contamination.

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the *Holding Hot and Cold Potentially Hazardous Foods* SOP for the proper procedures to follow when taking holding temperatures.



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CORRECTIVE ACTION:

1. Retrain any school staff and/or Child Nutrition employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone per foodservice policy or if time is greater than 4 hours.

DATE REVIEWED: _____ **BY:** _____



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