

# NutriStudents K-12<sup>®</sup>

Menu Freedom. Tools for Success.



*\*For hybrid schedules/service, see multiple service styles that apply.*

[Learn more about NutriStudents K-12](#)

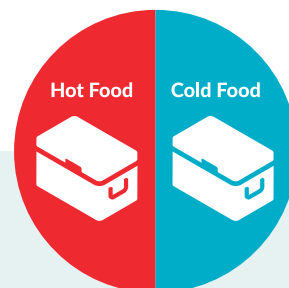
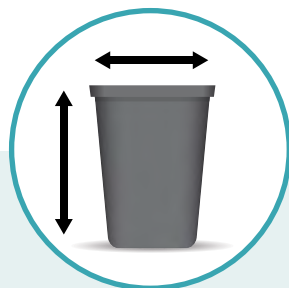
**MenuFreedom.com | 844.204.2847 (toll-free)**

DISCLAIMER: The content of the COVID-19 FoodserviceGuide will provide general direction to school foodservice programs as they plan for a variety of service models for the 2020-21 school year. The content is not specific to any one district or school and must be tailored by district/school personnel to address the needs in the respective district/school. While every attempt has been made to provide comprehensive direction, NutriStudents K-12 is not responsible for omissions or applicability of this content to individual districts/schools.

Meals in the Classroom limits students' movement and social contact, thereby reducing risk of spreading the coronavirus. This service model allows you to make quick-cook, scratch recipes to use your USDA Foods and offer a variety of meals to your students.

## 1-1: Pre-Meal

- **Social Distance.** Space desks/seating at least 6 feet apart. If extra desks are available, designate some specific to dining by labeling them with [USDA ChooseMyPlate](#) materials. Students will learn as they eat. Change images regularly to keep students engaged. Place social-distance markers on the floor where students line up to pick up food.
- **Cleaning/Disinfecting.** Clean and disinfect classroom surfaces, including door handles, desks, chairs, faucets, etc., according to [CDC guidelines](#) and your local health department. Review process with teachers and foodservice staff. Each classroom must have a locked cabinet for cleaning chemicals.
- **Delivery Logistics.** Determine meal delivery schedule for each classroom and who will transfer meals from the cafeteria to each classroom. Recruit volunteers, paras, students and other staff as needed.
- **Waste.** Place trash receptacles large enough for all food waste/containers in each classroom. If using washable food trays and utensils, place a clean NSF bus tub in each classroom.
- **Menu Planning.** Consider offering hot meals 3 days a week and cold meals 2 days a week to avoid menu fatigue. NutriStudents K-12 40 weeks of NSLP menus can make your menu planning a breeze.
- **Packaging.** Consider providing students with a hot meal (entrée and heated sides) that is served in a 3-compartment sealable container. If you are practicing Offer vs. Serve (OVS), fresh fruit or cupped canned fruit, juice and milk will be separate and offered to students when they collect their meals. If practicing OVS, please post the NutriStudents K-12 OVS poster as well as the [Justice for All](#) poster in each classroom.
- **Market Menus.** Post monthly or weekly menus in each classroom, online and in the building.
- **Smart Snacks / A la Carte.** If offering a la carte, provide a daily Smart Snack order form with a few options for students eating in the classroom. Include blanks for students' names, PIN #, room number and selection on the form. Designate a deadline time and a method or location for returning the form to the foodservice staff. Include students' selections included in the classrooms' lunch meal deliveries and invoice students' accounts based on their orders.
- **Electronic Payments.** Communicate that all payments will only be handled through student electronic accounts. No meal-day payments will be accepted.
- **FPRs.** Create the Meals in the Classroom Food Production Report (see the end of this section for editable template) to track the students in each class who eat meals. The roster will be returned to foodservice to enter in the POS system.

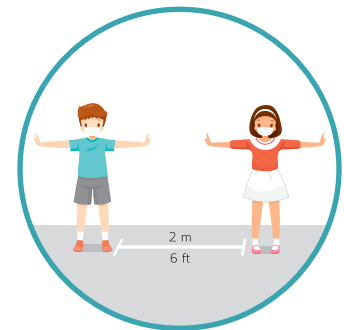


## 1-2: Meal Delivery

- **PPE.** All staff must wear food gloves, apron, hair restraint and protective face mask during food prep and service. Staff must apply new gloves after touching anything other than the food they are prepping and serving (including their faces), the gloves become soiled or torn, or after two hours of continual use.
- **Safety Procedures.** Check with your health department for classroom meal delivery specifications. To maintain proper temperatures and the integrity of meals, prepare individual meals within 30 minutes of delivery. Hot meals can be placed in an insulated food bag with a heating element to hold them at the proper temperature until service. Cold items should be placed in a separate insulated bag with ice packs. Use the USDA Standard Operating Procedures for documenting food temperatures.
- **Pre-Plate/Pre-Assemble Meals.** Consider pre-plating the day's meal – meat/meat alternative, whole grain-rich food and fruit – to simplify accounting for reimbursable meals. Cold meals can be packaged in clear disposable containers. Milk and vegetables can be offered to students as they pick up their meals.
- **Allergen-free/Vegetarian Meals.** Be sure to label each allergen-free meal and vegetarian meal with students' names and place them into the insulated food bags.
- **Smart Snacks / a la Carte.** If any Smart Snacks / a la carte items have been ordered, place those items identified by students' names in the food bags or carts for the students' designated classrooms.
- **Serveware.** Place disposable plates and utensils, and the Meals in the Classroom FPR inside the insulated bags.
- **Organize Distribution.** Label the insulated bags with classroom numbers and time of delivery/pickup. Place the food bags in a well-organized manner at the point of pickup or on designated cart (shelf unit on wheels, rolling coolers, salad bar cart) for each classroom. If using your salad bar for transport, insulated bags with additional pre-packaged meals can be stored beneath to replenish the food bar when the initial supply runs low. Smaller milk coolers can also be transported to classrooms.
- **Delivery/Pickup.** At the scheduled time, foodservice staff, volunteers, paras or students (wearing masks) move food carts stocked from commissary to classroom.

## 1-3: Service

- **COVID precautions.** Always maintain proper social distance. Ask students to wash their hands, then retrieve their individual meals one at a time or in a line spaced 6 feet apart. Have an alcohol-based hand sanitizer of at least 60% alcohol available in each classroom.
- **Labeled Items.** Remind students not to take items labeled for individual students (allergen-free meals/a la carte items).
- **Busing.** As students finish their meals, they can place disposable items in the trash or washable trays/utensils in the bus tub.
- **No Sharing/Sharing Tables.** Sharing tables are not permitted during COVID-19 restrictions. If students don't want their full meal, they must throw away the remaining items.



## 1-4: Post-Meal

- **Recordkeeping.** Teacher, para or responsible student completes the Meals in the Classroom Food Production Report (see template at the end of this section) and places it on the delivery cart.
- **Clean Up.** Teacher, para or student puts the cart with the bus tub(s) and insulated bags with unclaimed meals in the hallway for foodservice or custodial staff to retrieve. Place trash receptacle in the hallway. Clean and disinfect desks, tables, insulated food bags according to [CDC guidelines](#) and your local health department.

[illegible]

► **Download Meals in the Classroom FPR**

**ADDITIONAL RESOURCE:** Tips for School Meals that Rock and the School Nutrition Association have produced “Dining Guide for Meals in the Classroom,” a resource for foodservice directors to use to train administrators, teachers and staff on meals in the classroom (MIC) procedures. Check out this excellent FREE resource today on [SchoolNutrition.org](https://www.schoolnutrition.org).

Meals in the Cafeteria can be done during COVID-19 with careful planning of social distancing, cleaning and disinfecting procedures, and meal service. This model is appealing because it is most familiar to your staff and your students, provides easy access to kitchen equipment and food storage, and allows you to provide multiple menu options and Smart Snacks / a la carte that can incorporate your USDA Foods. A “normal” lunchtime routine may be comforting to students during the uncertainty of the pandemic.

## 2-1: Pre-Meal

- Determine Cafeteria Capacity and Lunch Schedule.** With limits on how many people can gather in one place, you need to determine your restricted cafeteria capacity to begin your planning. If only 25% of your student population can be present at one time, you can stagger your meal times to accommodate all students and/or rotate which classes eat in the cafeteria and which have meals in the classroom on certain days. *Example:* Classes in group A eat in the cafeteria M,W,F and in the classroom on T, TH. Group B follows the opposite schedule. Groups A and B switch week to week to give all students equal time in the cafeteria. \*See the Meals in the Classroom section of this guide for assistance with that service model.
- Social Distance.** Place floor markers in 6 ft. increments in service lines/areas and near POS terminals to remind students to keep proper social distance.
- One-Way Traffic.** Place directional arrows on the floor to guide students one-way in and out of service lines/areas and POS. During meal service, have a staff member direct students to help facilitate the flow of the service line.
- Hand Sanitizer.** Have an alcohol-based hand sanitizer of at least 60% alcohol available near every entrance to the cafeteria and all service lines.
- Plan Your Menus.** Tap into 40 complete weeks of USDA-compliant, student-approved menus from NutriStudents K-12. Each week includes a rich variety of entrees, already RD-certified as meeting nutritional guidelines for the National School Lunch Program.
  - Avoid Food Shortages. Use commodities. Individually wrapped foods may be hard to source as manufacturers try to keep up with demands. Instead, use your USDA Foods to make quick, scratch-cooked recipes to build a monthly menu that will hold students' interest. NutriStudents K-12 menu weeks incorporate “commodities first” to maximize your program's entitlements and budget. Revisit your USDA Foods/commodities order for SY21 and start to plan.
  - Offer Multiple Options. Select recipes that are familiar to students most days and add a new entrée regularly to avoid menu fatigue. Offer multiple options, such as two hot entrees and two cold, preassembled deli options (e.g., NutriStudents K-12 Super Greens Salad and Turkey Croissant). Hot options may include one with a choice of proteins – chicken or hamburger on a bun – and a multi-ingredient recipe like Chicken Enchilada Nachos. Change your main offering daily, using leftovers for the next day's a la carte service, if permitted by local health department regulations.



## 2-2: Pre-Meal Continued

- **Smart Snacks / A la Carte** – To maximize your Smart Snacks program during COVID-19:
  - Invite students who eat in classrooms on designated days to the cafeteria the last 10 minutes of their lunch to purchase Smart Snacks.
  - Provide a daily Smart Snack order form with a few options to students eating in the classroom. Include blanks for students' names, PIN #, room number and selection on the form. Designate a deadline time and a method or location for returning the form to the foodservice staff. Include students' selections in the classrooms' lunch meal deliveries. Invoice students' accounts based on their orders.
  - Use your salad carts, breakfast carts or other carts/display racks to market Smart Snacks in the cafeteria during lunch periods.
- **Electronic Payments.** Communicate that all payments will only be handled through student electronic accounts. No meal-day cash payments will be accepted to limit contamination.
- **Market Menus.** Post monthly or weekly menus in each classroom, online and in the building.
- **Communicate** new procedures to students via signage, verbal announcements, handouts, email, etc. Allow them to ask questions. Encourage students to review the day's menu prior to arriving in the cafeteria so they can move quickly and safely through the service area.
- **Clean and disinfect all dining tables and chairs,** according to [CDC guidelines](#) and your local health department, before they are used and reused. If feasible, use only half the cafeteria for each service period to allow the other half to be properly washed and disinfected before the next service period.

## 2-3: Service

- **COVID precautions.** Always maintain proper social distance. Ask students to wash their hands, then retrieve their individual meals one at a time or in line spaced 6 feet apart. Have an alcohol-based hand sanitizer of at least 60% alcohol available in each classroom.
- **Labeled Items.** Remind students not to take items labeled for individual students (allergen-free meals/ a la carte items).
- **Busing.** As students finish their meals, they can place disposable items in the trash or washable trays/utensils in the bus tub.
- **No Sharing/Sharing Tables.** Sharing tables are not permitted during COVID-19 restrictions. If students don't want their full meal, they must throw away the remaining items.

## 2-4: Post-Meal

- **Clean and Sanitize.** Tables must be washed and disinfected, according to [CDC guidelines](#) and your local health department, before the tables and chairs are used and reused. If feasible, use only half of the cafeteria for each service period to allow the other half to be properly washed and disinfected before the next service period. At the end of all service periods. Gather, clean and disinfect all foodservice items (tables, equipment, utensils, thermometers, dishware, lunch trays and carts) according to [CDC](#)/local health department guidelines. Designate and label separate areas for soiled service items and sanitized.



Executed well, 5-day or 7-day bundled meal boxes/bags ensure your students continue to receive good nutrition during distance learning while minimizing contact among staff, students and families. These bundled meals can be distributed just once a week via drive-thru, school bus or special delivery, or remote sites throughout the community.

## 3-1: Pre-Assembly

- **Set up tables** to accommodate a production line for meal assembly.
- **Clean and Sanitize.** Wash, rinse and sanitize all tables, sheet pans and push carts according to CDC and local health department guidelines.

## 3-2: Meal Assembly

- **PPE.** All staff must wear food gloves, apron, hair restraint and protective face mask during food packing and distribution. Staff must apply new gloves after touching anything other than the food they are packing (including their faces), the gloves become soiled or torn, or after two hours of continual use.
- **Social Distance.** Maintain at least 6 feet between people at all times.
- **Stage Food.** Place food carts with shelf-stable products in the order you want them loaded into the meal bags. (Example: juice boxes and applesauce cups would be placed in the bag, prior to a muffin to avoid smashing the muffin.) All items should be on a separate, clean and sanitized cart (not directly on tables) spaced 6 feet from each other. If needed, place boxes on a sheet pan and then on tables to maintain a sanitary work surface. Assign employee(s) to replenish food on carts and to open boxes. If production-line employees accidentally open a box, they must wash their hands and re-glove.



- **Clean and Sanitize.** After completing the shelf-stable bagging, wash, rinse and sanitize your prep surfaces.
- **Assemble Refrigerated Bags.** Repeat the process for refrigerated items, working in small batches to ensure perishable food remains below 41°. Apply stickers to indicate these bags must be refrigerated as soon as families arrive home. (A sticker template can be found at the end of this section.) Transfer refrigerated bags immediately to cooler, storing on speedracks or push carts as cooler space allows to save time on distribution day.



- **Bundle Full Meals.** Prepare your meals and place in a microwave-safe, 2 or 3 compartment container. Remember to follow your HACCP SOP for “Cooling and Reheating Food.” Attach the heating instructions sticker to each container. (A sticker template can be found at the end of this section.) NutriStudents K-12 has 40 weeks of USDA-compliant, student-approved menus that provide plenty of options for quick-cook scratch recipes.

### 3-3: Meal Distribution

- **Resources:**

[USDA Tip Sheet: Best Practices for Parent Pick Up of Meals](#)  
[Lunch Assist Food Safety Cards \(English & Spanish\)](#)

- **Disclaimer:** The directions below will guide you in carefully packaging bundled meal bags/boxes following federal food guidelines. Check your state’s health department guidelines for additional meal distribution policies and practices.
- **Overview:** Each student is provided one bag containing shelf-stable (no refrigeration required) meal items and another bag of items requiring refrigeration immediately following pick up. Combined, these bags provide the number of breakfasts and lunches per week that schools are authorized to distribute, typically 5 or 7 days. The shelf-stable bags can be placed into brown paper bags or boxes. At distribution, the refrigerated bags can be added to the paper bag/box.





### 3-3: Meal Distribution Continued

- **Designate pick-up location(s)** that families can access without entering the building. If possible, select a location that has an electrical outlet for milk coolers.
- **Signage.** Post signs on all doors directing families to the pick-up location(s). Place a DO NOT ENTER sign on doors near pick-up locations to keep non-staff from entering.
- **Staging.** Near the door, place two tables parallel to each other. The back table is for a supply of food bags and the front table is the pick-up table for transferring food bags to families while maintaining separation. Wash, sanitize and air dry the tables.
- **Social Distance Markers.** Place tape on the ground 6 feet from the pick-up table and in 6-foot increments to remind people to maintain safe social distancing.
- **Transferring Meal Bundles.** If your pick-up window is several hours, stock no more than 20 bags on the back table at one time to ensure the cold foods remain cold. A shorter pick-up window allows you to stock more bags. Appoint an appropriate number of staff or volunteers to replenish food bags on the back table. For additional guidance, see your state's Food Code "Time/Temperature Control for Safety (TSC) Food." When families arrive, place only the number of bundled-meal bags/boxes on the pick-up table to accommodate the students in that household. This will avoid cross contamination.
- **Milk** must be offered to all students. Keep milk in the cooler until distribution. If an outlet is not nearby, keep milk in portable coolers or insulated food bags with ice packs.
- **Refrigerate/Reheat.** Instruct the family/student to refrigerate the cold items immediately and how to reheat items to prevent foodborne illness. Point out the stickers labeling the cold food bag and items for reheating.
- **Claiming Reimbursements.** Follow the processes set by your state's NSLP oversight agency for tracking and claiming multiple-day meal bundles.

### 3-4: Meal Distribution Via Buses

- **Load** the respective number of meal bundles to be delivered on each bus. If you load too many refrigerated bags, those not distributed must be thrown away.
- **Milk and cold food bags** must be kept in coolers or sanitized insulated food bags with ice packs. Bags of shelf stable foods can be placed in paper grocery bags and transported on the bus in a box or Lexan containers.
- **PPE.** During distribution of meals, all staff/bus drivers must wear food gloves and face masks.
- **Social Distance.** To keep distribution locations safe:
  - Maximize space between those handing out the meals and recipients
  - Remind recipients to maintain 6 feet between each other and staff, even when informing staff of the number of students in their household.
  - Place bagged meals on a small table or chair that can be stored on the buses rather than handing meals directly to recipient.
- **Claiming Reimbursements.** Follow the processes set by your state's NSLP oversight agency for tracking and claiming multiple-day meal bundles.

Instructions: For use with labels 1"x2.63" (30/page). Load label paper into printer and print.

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Refrigerate Immediately

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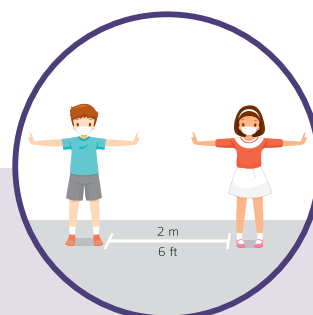
COLD ITEMS  
Refrigerate Immediately



Grab & Go service allows you to provide students with multiple meal choices, implement Offer vs. Serve (OVS) to reduce waste, use commodity foods and follow social distancing guidelines.

## 4-1: Pre-Meal

- **Choose Locations.** Position Grab & Go stations to capture as many students as possible – near each school entrance, in well-traveled hallways and in common areas.
- **Communicate.** Use chalkboards, menu boards, digital displays, posters, banners, etc., to direct students to Grab & Go stations and to market the daily offerings.
- **Social Distance.** Place social distance floor markers 6 ft. apart around Grab & Go stations.
- **One-Way Traffic.** Place directional arrows on the floor to direct students one-way in and out of Grab & Go stations (or make entire hallways one way). During meal service, have a staff member guide students to help facilitate the flow of the service line.
- **Hand Sanitizer.** Have an alcohol-based hand sanitizer of at least 60% alcohol available near every Grab & Go station and all designated dining areas.
- **Designate Dining Areas.** Determine locations where students can eat their meals while maintaining proper social distance. Communicate those designated areas to students via in-school signage, emails and other means.
- **Electronic Payments.** Communicate that all payments will only be handled through student electronic accounts. No meal-day cash payments will be accepted to limit contamination.
- **Create Your Menus.** Both hot and cold breakfasts and lunches can be offered for Grab & Go meals to keep students interested.
  - Breakfast: Following USDA School Breakfast Program guidelines, create a menu with a few daily options for your students, which helps keep participation high. With NutriStudents K-12 Breakfast Menu Builder, you can create a monthly breakfast menu in minutes and be assured it meets USDA guidelines.
  - Lunch: Simple scratch-cooked cold and hot meals can be a great way to use your USDA Foods for Grab & Go service. NutriStudents K-12 offers 40 weeks of USDA compliant, student-approved menus, with 10 new weeks for fall 2020, including 5 weeks of cold entrees for Grab & Go.





## 4-2: Meal Prep

- **PPE.** All staff must wear food gloves, apron, hair restraint and protective face mask during food prep and service. Staff must apply new gloves after touching anything other than the food they are prepping and serving (including their faces), the gloves become soiled or torn, or after two hours of continual use.
- **Preassemble Reimbursable Meals.** Place all the items needed to comprise a reimbursable meal in an individual, clear disposable bag or container. For breakfast, fill the bag with the appropriate whole grain items and ½ cup fruit. For cold lunches, fill the bag or container with the appropriate meat/meat alternative, whole grain-rich equivalent(s) and ½ cup fruit. For hot meals, preassemble plates with the whole grain-rich requirement, meat/meat alternative and a steamed vegetable. Hot meals need to be transported in a heated holding cart or insulated catering bag that has a heated element to maintain the temperature of the food. Students can choose milk, vegetable and an additional fruit item (if required) at the POS.

## 4-3: Meal Service

- **Use equipment you already own,** such as your salad/food bar, food carts, speedracks and milk coolers to display Grab & Go items. The food bar can hold cold items such as preassembled meal bags and prepackaged sandwiches, salads, cupped fruit and fresh vegetables. The food bar sneeze guard is an excellent barrier between staff and student.
- **Traffic Flow.** Remind students to maintain social distance and observe one-way traffic flow. Have students make their requests and pick up their items 6 feet from the point of ordering to keep the line moving.
- **POS Recordkeeping.** If POS stations are available in common areas, have an attendant enter students' numbers rather than allowing them to enter it. Have a copy of all students' names and PIN numbers at each Grab & Go station and POS terminal to verify PIN numbers as needed. If no POS is available at each Grab & Go station, simply cross off the students' names and PIN numbers on the list of PIN numbers and enter into POS following meal service.



## 4-4: Post-Meal

- **Gather, clean and disinfect all foodservice items** (tables, equipment, utensils, thermometers, dishware, lunch trays and carts) according to [CDC](#)/local health department guidelines. Designate and label separate areas for soiled service items and sanitized.
- **Refrigerate unused items** for service the following day, if allowed by local health department regulations.
- **Food Safety.** Review the SOP for Ready-to-Eat, Time/Temperature Control for Safety Food. If your operation does not have electricity available for holding foods at proper temperatures in Grab & Go areas, consider working with your local regulatory authority to determine if Time as a Public Health Control applies. If Time as a Public Health Control is used, all leftover food that has been removed from a temperature-control device must be discarded.
- **Food Production Reports.** Following service, the foodservice staff at each Grab & Go station completes the Food Production Report for their respective stations. A downloadable FPR template is available below.

<b>Grab N Go - Food Production Report</b>														
Date _____	Grab N Go Location: _____								Menu Plan: PreK (Circle One) K-5 K-8 6-8 9-12					
		Meal Delivery Time:				Meal Service Time:								
<b>Packaged Reimbursable Meal Includes:</b> <small>Chicken Breast 2 oz. meat/meatless, Steamed Corn 3/4 c., Brown Rice Pilaf 1/2 c.</small>	Number of Planned Meals	Meals leftover	Meals served	Fresh Fruit 1/2 cup	Fruit Planned	Fruit Leftover	Flavored Milk	White Milk	Reimbursable Deli Salad Meal	Number of Planned Salad Meals	Number of Meals Served	Reimbursable Deli Sandwich Meal	Number of Planned Sandwich Meals	Number of Meals Served
Totals														

Grab N Go Food Production Report (FPR) will be completed by the foodservice associate serving the meal. The FPR provides history to evaluate student preference, track trends and participation, and provide documentation that meals planned and served are reimbursable. The USDA requires a daily FPR for the NSLP, SBP and ASP.

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**Instructions:**

1. Enter all meals and condiments planned for the day.
2. If Time as a Public Health Control Procedures are implemented, follow the written procedure.
3. Enter the number of planned reimbursable meals, fruit offerings and milk.
4. After meal service, record leftover meals, fruit and milk. Record meals, fruit and milk served.
5. Return FPR to the foodservice office to be kept on file for three years plus the current year.

**► Download Grab & Go Meals FPR**

The following template for a COVID-19 Safety Preparedness Plan can be quickly adapted to your foodservice program and provided to your administration, school board and/or local health department seeking documentation of procedures to ensure the health and safety of foodservice staff and your students. It can also serve as a guide for safety protocols you may want to consider for your program.

► [Download COVID-19 Preparedness Plan](#)

## COVID-19 Preparedness Plan

[INSERT SCHOOL/DISTRICT NAME] is committed to providing a safe and healthy environment for all our students, employees and visitors. To ensure our foodservice operations follow best practices for minimizing the spread of the coronavirus, [INSERT SCHOOL/DISTRICT NAME] Nutrition Services has developed this COVID-19 Preparedness Plan. Managers and staff are all responsible for implementing this plan and we expect full cooperation. Only through a cooperative effort can we establish and maintain the safety and health of all persons in our facilities.

The COVID-19 Preparedness Plan is administered by [INSERT HR CONTACT NAME AND INFO OR FOODSERVICE DIRECTOR NAME AND CONTACT INFO], who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. [INSERT SCHOOL/DISTRICT NAME]'s foodservice managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. [INSERT SCHOOL/DISTRICT NAME] is serious about safety, health, and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. All feedback is taken seriously and is used to keep our foodservice program progressing toward healthier and safer operations.

The [INSERT SCHOOL/DISTRICT NAME] Foodservice COVID-19 Preparedness Plan follows industry guidance provided by the U.S. Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) statutes, rules, and standards. It addresses:

**Wellness Screenings, Employee Communication, & Leave**

**Personal Protective Equipment**

**Hygiene & Handwashing**

**Clean & Disinfect**

**Workplace Building & Ventilation**

**Communications & Updates**

**Cleaning, Sanitizing, and Disinfecting Frequency Table**

All policy updates and district communications relative to this COVID-19 Preparedness Plan will be posted on bulletin boards in facility kitchens and sent to the employee's e-mail. These updates are critical in keeping [INSERT SCHOOL/DISTRICT NAME] safe and the foodservice program operational.

## 5-1: Wellness Screenings, Employee Communication, & Leave

To remain operational during the COVID-19 pandemic, [INSERT SCHOOL/DISTRICT NAME] needs to minimize the risk of spreading the virus, while still providing critical meal service to our students. The following policies and procedures assess workers' health status prior to entering the a [INSERT SCHOOL/DISTRICT NAME] facility:

- Employees have been asked to self-monitor for signs and symptoms of COVID-19 and to report when they are sick or experiencing symptoms. Symptomatic employees are to remain at home.
- [INSERT SCHOOL/DISTRICT NAME] screens employees' temperatures prior to employees entering the building at the start of every shift to ensure employees with symptoms of COVID-19 do not infect others while working.
- Employees who start to feel ill during the workday are to immediately notify their supervisor and depart.
- If anyone in an employee's home exhibits symptoms, including fever, cough, and shortness of breath, the employee is to inform a supervisor and HR.
- Upon arrival, employees wash their hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.

### COVID-19 Screening Policy (Employees)

All employees reporting to work are screened for respiratory symptoms and have their body temperature taken prior to entering [INSERT SCHOOL/DISTRICT NAME] /School property as a precautionary measure to reduce the spread of COVID-19. This is completed as a 'drive-up' screening, with employees remaining in their vehicles during the evaluation.

#### Screening Process

- After arriving at their designated screening location, employees stay in their vehicle and wait to be screened. Screeners meet employees at their vehicles. Both employees and screeners wear face masks.
- Screeners stand outside of the vehicles, using the car windows as a physical barrier. Employees do not roll down their windows completely – they keep their nose and mouth behind the window/protective barrier. This can protect screeners and employees from respiratory droplets that may be produced when either party sneezes, coughs, or talks.
- Chatting/small talk is prohibited - all conversation must be related to the screening, and the screening only.
- Each employee is screened privately using a touchless thermometer. The employee's temperature and answers to respiratory symptom questions are documented, and the record is maintained as a private medical record.
- Time spent waiting for the health screening is compensated and logged by the screener.

#### Screening Results & Next Steps

Employees who do not pass the screening are provided with additional information on [INSERT SCHOOL/DISTRICT NAME]'s Employee Return to Work Policy and are asked to actively check e-mail for communications/updates while on leave.

### COVID-19 Screening Procedure (Screeners)

During screenings, screeners stand outside of employee's vehicle using the car window as a physical barrier. This can protect screeners' faces and mucous membranes from respiratory droplets that may be produced when either party sneezes, coughs, or talks.

Chatting/small talk is prohibited - all conversation must be related to the screening, and the screening only. Non-contact thermometers are used to prevent physical contact between screeners and employees. Employees who refuse to be screened are directed to call HR immediately.

#### Temperature and Symptom Screening Protocol

- Upon arrival, screeners wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Screeners put on disposable gloves and secure face mask (mask should already be on).
- Screeners ask employees to confirm they are not experiencing coughing or shortness of breath.
- Screeners make a visual assessment of employees for signs of illness, which could include flushed cheeks or fatigue.
- Screeners check employees' temperature through the gap made with the partially opened car window.
- Employees' faces stay behind the car-window barrier during the screening. Screeners maintain as much distance as possible.



**Passing Test**

- If employees' temperatures are lower than 99.5° F and they are not experiencing coughing or shortness of breath, they have passed the screening and can proceed to work.
- For confidentiality reasons, screeners only mark the time spent with employees to indicate employees completed and passed the screening.

**Failed Test**

- If an employee's temperature is higher than 99.5° F, screeners retake temperature an additional two times to confirm results.
- If an employee's temperature is confirmed to be higher than 99.5° F and/or are experiencing coughing or shortness of breath, the employee has failed the screening and are sent home.
- Screeners document the required information on the screening log for all staff who did not pass the screening.
- Screeners provide the employee with a copy of the COVID-19 Return to Work Policy for further direction.

**Prepare for Next Screening**

- Screeners change gloves after a screening only if there was direct contact with an employee. Soiled gloves are disposed.
- Before putting on a pair of clean gloves, screeners wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Screeners clean and disinfect non-contact thermometers after each use.
- At the end of each week, screeners send all logs and documents to: INSERT HR CONTACT NAME AND INFO].

Employee Screening Log			Week of: <input type="text"/>		*Chatting/small talk is prohibited - all conversation must be related to the screening *If the employee refuses to be screened, or has failed the screen, please notify HR		
CONFIDENTIAL Complete for ALL Staff			CONFIDENTIAL Only Complete if Employee DOES NOT PASS Screening				
Employee Name	Employee Arrival Time	Employee Departure Time	Temperature	Symptoms/Date 1st Appeared	Phone (Required)	E-mail (Required)	Return to Work Paperwork (Y/N)
M: Example Employee	8:15 AM	3:22 AM					
T: Example Employee	8:14 AM	3:26 AM					
W: Example Employee	8:09 AM	3:13 AM					
Th: Example Employee	8:13 AM	3:21 AM					
F: Example Employee	8:10 AM	3:25 AM	101.5 F	Cough - 6/30/2020	555-555-5555	example@example.com	Yes
M:							
T:							
W:							
Th:							
F:							
M:							
T:							
W:							
Th:							
F:							
M:							
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F:							

► Download Employee Screening Log in: [PDF](#) | [Word](#)

## Notice to Staff – Close Contact to Positive COVID-19 Test Result

[INSERT SCHOOL/DISTRICT NAME] has implemented a policy for informing employees if they have been exposed to a person with COVID-19. Affected staff are required to quarantine until they meet the requirements of the Return to Work policy (per CDC guidance).

All medical information received from staff is highly confidential and is not shared (per federal HIPPA requirements). We understand COVID-19 can cause fear and anxiety; however, employees are expected to conduct themselves professionally and not question another staff person about a medical condition. Any staff member found to be sharing another employee's personal medical information will be disciplined (up to and including termination).

The below notice will be sent out to staff if we believe they have had any direct contact with someone in the workplace who has tested positive:

Dear [NAME],

Today we learned one of our employees tested positive for/contracted the novel coronavirus, COVID-19. [Identify the area(s) where and the date(s) when the employee frequently worked].

We cannot identify the employee who tested positive for the virus because of privacy laws. However, we have gathered the names of those employees who worked in close proximity during the 48 hours prior to the infected employee showing symptoms. Unfortunately, you have been identified as one of those employees.

If you develop flu or other symptoms, including dry cough and fever, please contact your medical provider, and do not come to work. Notify your direct supervisor and the HR department as soon as possible. [INSERT HR CONTACT NAME AND INFO]

Please consult and follow the advice of your healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, employees should remain at home for 14 days after last exposure. If you develop symptoms, you should remain home for at least ten days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath). Please send all documentation received to HR.

[IF CLOSING SCHOOL BUILDING] The health and well-being of our employees is paramount. Out of an abundance of caution, we are closing the [LOCATION] on [DATES]. While the [LOCATION] is closed, we will clean and disinfect the entire space.

All [INSERT SCHOOL/DISTRICT NAME] employees with remote work capabilities are expected to work from home while the [LOCATION] is closed for cleaning. Each employee should consult with their manager for additional instructions.

Should you have any questions or concerns, please contact [INSERT HR CONTACT NAME AND INFO]

You may also check the CDC COVID-19 website for additional information, and also check the local health department website.

Please stay well and reach out if you need assistance!

The [INSERT SCHOOL/DISTRICT NAME] Team

## Compensation and Leave

[INSERT SCHOOL/DISTRICT NAME] has implemented leave policies that encourage employees to stay home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Any staff person who qualifies will be eligible for the Federal Paid Sick Leave Act that was introduced in the CARES stimulus package. Under this Act, staff are paid at 100% rate for self-care and at two-thirds rate for family member care. Sick pay is for 40 hours/week for full time staff. Part time staff receive the average hours worked in a normal week. Please see the next page of this document for benefit limits, eligibility requirements, and qualifying reasons for leave. Special extensions of the Family Medical Leave Act (FMLA) have also been made.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. If any issues arise, and employees would like to request an accommodation, they are to contact HR.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol> | <ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol> |
|--|--|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



## COVID-19 Employee Return to Work Notice

Thank you for complying with [INSERT SCHOOL/DISTRICT NAME]'s COVID-19 wellness screening measures. We are sorry to hear you are under the weather – we hope you make a speedy recovery! Please carefully read the following notice to familiarize yourself with [INSERT SCHOOL/DISTRICT NAME]'s COVID-19 Employee Return to Work Notice.

### Duration of Leave

Employees sent home with general symptoms such as fever, cough, or shortness of breath will not be able to return to work until ALL the following criteria are met:

1. You have had no fever for at least 72 hours (three days of no fever without the use fever-reducing medicine).
2. Other symptoms have improved (your cough or shortness of breath is gone).
3. At least 10 days have passed since your symptoms first appeared.

*You are required to provide documentation from a medical provider confirming you can return to work, and that any lingering symptoms, if applicable, are not the result of a contagious illness.*

### While on Leave

Do not leave your home, except to get medical care. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.

### Monitor your Symptoms

Monitor your symptoms carefully and check your temperature regularly. If your symptoms get worse, call your healthcare provider immediately. Follow all care instructions from your healthcare provider.

### Report to HR

If you get tested or your symptoms worsen, please notify HR as soon as possible and send in all documentation. Please do the same when your results are received. Illness tracking is critical for keeping your coworkers safe.

If your test result is positive, you will be out for at least 2 weeks (14 days). Your return-to-work date will be determined by your healthcare team.

Please actively check your e-mail while on leave for any other communications/updates. If you do not have a current e-mail on file with [INSERT DISTRICT/SCHOOL NAME], please provide it to your supervisor and HR as soon as possible.

### Wages

While on leave, you can apply for Federal Paid Sick Leave to cover lost wages. A detailed policy handout is enclosed [ENCLOSE NOTICE ABOVE].

## 5-2: Personal Protective Equipment

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread the virus. [INSERT SCHOOL/DISTRICT NAME] has implemented the following controls to prevent the spread of the COVID-19 in our facilities. Staff are required to follow these controls at all times.

### Face Coverings

In the context of community transmission, CDC recommends everyone wear face coverings, regardless of whether someone has a fever or COVID-19 symptoms. Evidence demonstrates that people with COVID-19 can spread the disease, even when they don't have any symptoms.



**When to Wear**

- While on duty, employees are required to wear face coverings, as well as maintain a social distance of at least 6 feet at all times.
- Face coverings must be worn at all times in the kitchen, no exceptions.
- Individuals with a private office may remove their mask while alone with the door closed. If anyone enters, both parties must then be masked.
- If employees choose to remove their face coverings during their breaktime, they may do so in open-air space when maintaining the 6-foot social distancing protocols.

**Instructions for Proper Wear and Care**

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

**The employee should:**

- Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
- Avoid touching face as much as possible.
- Wash face coverings regularly (e.g., daily and whenever soiled) using water and a mild detergent, dry completely in a hot dryer, and store in a clean container or bag.
- Not share masks or let others touch their masks.

**Progressive Discipline Plan**

Employees who do not adhere to the face-covering policy are disciplined:

- 1st offense: a formal written warning
- 2nd offense: unpaid 3-day suspension
- 3rd offense: additional unpaid suspension or termination

**Gloves**

Food gloves can minimize the potential spread of germs from an employee's hands to food served to students and staff.

**When to Wear and Replace**

- All staff are required to wear food gloves, apron, hair restraint and protective face mask during meal preparation and service/distribution.
- Gloves are replaced after touching anything other than the food being packed or gloves become soiled or torn. Food gloves should be changed after every two hours during continual use.

## 5-3: Hygiene & Handwashing

Foodservice staff at [INSERT SCHOOL/DISTRICT] have always followed basic infection prevention measures - even more so since the COVID-19 outbreak. Employees wash their hands for at least 20 seconds with soap and water frequently throughout the day, and especially at the beginning and end of their shifts, prior to any mealtimes and after using the restroom.

All vendors and guests to Nutrition Services are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the work area so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Solid guidelines around sanitation and cleaning of kitchen facilities along with staff hygiene practices can play an important role in preventing the introduction and spread of illnesses. Everyday practices are the best way to keep people healthy and stop the transmission of illnesses. These strategies are in place before, during, and after any possible illness outbreaks.

This plan emphasizes common-sense preventive actions. We emphasize actions such as staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces, and washing hands thoroughly.

## Hygiene Strategies

In addition to hand washing, “respiratory hygiene” can lower the risk of spreading infection. These practices include:

- Coughing or sneezing into a tissue or, if a tissue isn't available, onto a sleeve or into the elbow. Covering a cough or sneeze with the hands will leave germs on the hands that can be spread by touching people or objects.
- Throwing away tissues immediately after each use, putting them in a nearby wastebasket or other container, and then washing hands.

## Hand-Washing Procedures

Employees are encouraged to wash hands often and thoroughly to prevent the spread of germs found on door handles, light switches and anything else they may touch. Once these germs are on hands, employees can become infected by rubbing their eyes or touching their faces. This can happen in seconds and cause an illness that can last for days, weeks, or even longer.

**Employees are encouraged to wash their hands often and especially during key times:**

- Upon arriving at work
- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After touching garbage
- After being outside
- After sneezing or coughing

**Steps for proper hand washing:**

- Wet hands with clean, running water (warm), turn off the tap and apply soap.
- Lather hands by rubbing them together with the soap.
- Lather the backs of hands, between fingers, and under nails.
- Scrub hands for at least 20 seconds – the equivalent of singing “Happy Birthday” from beginning to end twice.
- Rinse hands well under clean, running water.
- Dry hands using a clean paper towel or allow them to air dry.

## How to use Hand Sanitizer

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, alcohol-based hand sanitizers that contain at least 60% alcohol can quickly reduce the number of germs on hands in many situations. Keep in mind:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands, like pesticides and heavy metals.

**Steps for applying hand sanitizer:**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub hands together.
- Rub the gel over all the surfaces of the hands and fingers until the hands are dry. This should take around 20 seconds.

## 5-4: Clean & Disinfect

Nutrition Services regularly cleans and disinfects work surfaces, equipment, vehicles, and areas in the work environment, including restrooms, break areas, and drop-off and pick-up locations. High-touch surfaces, such as door handles, phones, keyboards, touch screens, railings, etc., are cleaned and disinfected more regularly. Surfaces are wiped with soap and disinfectant and dried with paper towels or a clean cloth.

### Cleaners, Disinfectants, and Sanitizers

Although chemical disinfectants and sanitizers are essential to control communicable diseases, they are potentially hazardous, particularly in a concentrated form.

#### Department safeguards include:

- Storing products in their original labeled containers.
- Labeling spray bottles containing diluted disinfectants and sanitizers.
- Reading product labels and manufacturer's material safety data sheet before using any chemical.

### Daily Van Disinfecting

[DISTRICT/SCHOOL] vehicles used for foodservice purposes also undergo regular cleaning and disinfecting, including:

- Cleaning and disinfecting all door handles (inside and out), steering wheel, radio, phone cradle, shift handle between each stop.
- Disinfecting the complete interior (steering wheel, radio, phone cradle, shift handle, seats and dashboard) at the end of the day.

### Meetings and Office Equipment

- Disinfectant spray bottles or wipes are available in all common areas, including meeting rooms.
- Following every meeting, attendees are expected to clean all items that were touched during the meeting, including tables, chairs, phone, computer, etc.
- Workroom equipment, such as communal copiers, holepunch/miscellaneous office supplies, etc., are expected to be cleaned after each use.

### Handle Food Safely

Food can become contaminated with bacteria and other germs that can cause stomach pain, vomiting, and worse. To limit problems, employees:

- Wash their hands before and after preparing meals.
- Clean and disinfect kitchen surfaces before and after preparing meals.
- Clean cutting boards and kitchen surfaces before use.
- Wash raw vegetables and fruit thoroughly before serving.
- Cook frozen food right after it is defrosted.
- Clean utensils frequently during food preparation and washing them after they are used on different foods.
- Store leftovers properly and place them into the refrigerator or freezer as soon as possible. Perishable items are held at safe temperatures and refrigerated when need to remain safe.

## 5-5: Workplace Building and Ventilation

[INSERT SCHOOL/DISTRICT NAME] undergoes regular state and local inspections to ensure ventilation systems are properly maintained, the maximum amount of fresh air is being brought into the buildings, air recirculation is being limited, and ventilation systems are being properly used. Our [INSERT NAME OF HOOD SYSTEM] is cleaned weekly. No deep frying is done in any of our facilities, which helps circulate more clean air within the worksite. Additional steps are also being taken to increase air flow into the building and minimize air flow blowing across people.

#### Employees are asked to:

- Direct any fans that may be used downward and not directly at anyone's face.
- When safe to do so, open doors to increase airflow.

## 5-6: Communications & Updates

This COVID-19 Preparedness Plan was communicated to Nutrition Services staff via e-mail and during employee training. Communication and training will be ongoing. Additionally, vendor representatives who regularly visit [INSERT SCHOOL/DISTRICT NAME] have received a copy of this plan and have been asked to adhere to the relevant sections while onsite, including:

1. Social distancing protocols and practices
2. Practices for hygiene and respiratory etiquette
3. Face mask requirements.

All vendors and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Information is posted at all entrances to alert anyone who may come into our facility that they are also required to follow [INSERT SCHOOL/DISTRICT NAME] safety processes and protocols.

Managers and supervisors are expected to monitor the effectiveness of this plan and its implementation and provide feedback to HR weekly with the week's temperature logs. We always strive to enhance our procedures and promote safety. This COVID-19 Preparedness Plan has been certified by [INSERT SCHOOL/DISTRICT NAME] management and was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Human Resources.

Certified [DATE] by:

[INSERT HR CONTACT NAME AND INFO]

## 5-7: Cleaning, Sanitizing, and Disinfection Frequency Table

### Definitions<sup>1</sup>

- › **Cleaning**<sup>2</sup> –Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
- › **Sanitizing**<sup>3</sup> –Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
- › **Disinfecting** –Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
- › **Detergent** –A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.
- › **Dwell Time** –The duration a surface must remain wet with a sanitizer/disinfectant to work effectively.
- › **Germs** –Microscopic living things (such as bacteria, viruses, parasites and fungi) that cause disease.



Cleaning, Sanitizing, and Disinfection Frequency Table



### Cleaning, Sanitizing, and Disinfecting Frequency Table<sup>1</sup>

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
<b>Food Areas</b>						
<b>Food preparation surfaces</b>	Clean, and then Sanitize	Clean, and then Sanitize				Use a sanitizer safe for food contact
<b>Eating utensils &amp; dishes</b>		Clean, and then Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
<b>Tables &amp; highchair trays</b>	Clean, and then Sanitize	Clean, and then Sanitize				
<b>Countertops</b>		Clean	Clean, and then Sanitize			Use a sanitizer safe for food contact
<b>Food preparation appliances</b>		Clean	Clean, and then Sanitize			
<b>Mixed use tables</b>	Clean, and then Sanitize					Before serving food
<b>Refrigerator</b>					Clean	
<b>Toilet &amp; Diapering Areas</b>						
<b>Changing tables</b>		Clean, and then Disinfect				Clean with detergent, rinse, disinfect
<b>Potty chairs</b>		Clean, and then Disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
<b>Hand washing sinks &amp; faucets</b>			Clean, and then Disinfect			
<b>Countertops</b>			Clean, and then Disinfect			
<b>Toilets</b>			Clean, and then Disinfect			

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
<b>Diaper pails</b>			Clean, and then Disinfect			
<b>Floors</b>			Clean, and then Disinfect			Damp mop with a floor cleaner/disinfectant
<b>Child Care Areas</b>						
<b>Plastic mouthed toys</b>		Clean	Clean, and then Sanitize			
<b>Pacifiers</b>		Clean	Clean, and then Sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
<b>Hats</b>			Clean			Clean after each use if head lice present
<b>Door &amp; cabinet handles</b>			Clean, and then Disinfect			
<b>Floors</b>			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
<b>Carpets<sup>5</sup> and Large Area Rugs</b>			Clean		Clean	Daily: Vacuum <sup>6</sup> when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry  Monthly: Wash carpets at least monthly in infant areas and at least every three months in other areas, or when soiled
<b>Small Rugs</b>			Clean	Clean		Daily: Shake outdoors or vacuum  Weekly: Launder
<b>Machine washable cloth toys</b>				Clean		Launder
<b>Dress-up clothes</b>				Clean		Launder
<b>Play activity centers</b>				Clean		

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments <sup>4</sup>
<b>Drinking Fountains</b>			Clean, and then Disinfect			
<b>Computer keyboards<sup>7</sup></b>		Clean, and then Sanitize				Use sanitizing wipes, do not use spray
<b>Phone receivers</b>			Clean			
<b>Sleeping Areas</b>						
<b>Bed sheets &amp; pillow cases</b>				Clean		Clean before use by another child
<b>Cribs, cots, &amp; mats</b>				Clean		Clean before use by another child
<b>Blankets</b>					Clean	

1 Definitions and table adapted from: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. <http://cfoc.nrckids.org>.

2 Routine cleaning with detergent (see definition above) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. **Green Seal** and **UL/EcoLogo** are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

3 Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents that can be used instead of chlorine bleach/water solutions. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. When using sanitizing and disinfecting agents, it is important that manufacture instructions for 'dwell time' (see definition above) is adhered to.

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the **Green Cleaning Toolkit for Early Care and Education**, a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children*, Appendix J, ([http://cfoc.nrckids.org/files/CFOC3\\_updated\\_final.pdf](http://cfoc.nrckids.org/files/CFOC3_updated_final.pdf)) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions.

4 In addition to the frequencies listed here, all items should be cleaned when visibly dirty.

5 It is best practice to use alternatives to installed carpets in the child care environment.

6 All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum. Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a double pass—vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out (to avoid immediate re-contamination); (4) empty or replace vacuum bags when 1/2 to 2/3 full.

7 "Each Use" of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

Your students may be experiencing great emotional upheaval without their familiar school-day routine. This is a great time to expand your wellness plan to include emotional supports for your scholars. A few ideas to consider:

Provide students with inspirational messages along with facts on “Foods for Moods” (see below) on school bulletin boards, digital displays, in classrooms or in meals assembled for grab-and-go or meal delivery. For fun and inspiring messages you can share with students, see the [NutriStudents K-12 Fresh Bites Blog](#).

Each week, provide students with a “healthy” note or fun quiz, [such as these from ChooseMyPlate.gov](#).

- Encourage family bonding by distributing easy NutriStudents K-12 recipes that a family could make together at home. Older students may find a new sense of confidence and pride by preparing the meal for their family.
- Share helpful tips for addressing kids’ fears and uneasiness with parents in your school/district’s e-mail communications and social media. (Example: [Parenting in a Pandemic: Tips to Keep the Calm at Home](#))
- Proof of Wellness: Give students who pass their daily temperature checks a fun sticker to wear to show others they passed. This could help kids who may have anxieties about being around people who have COVID-19.
- Bingo: Each week, provide students with a [bingo card customized](#) to foods they may find in their lunches. When they get their meal, they can cross off the spots for the foods they have. Those who get bingo by the end of the week receive a small prize.
- For an in-depth wellness resource guide, check out “[Reunite, Renew and Thrive: SEL Roadmap for Reopening School](#)” from the Collaborative for Academic, Social, and Emotional Learning (CASEL).

## 6-1: Happy Snacks

Here are 10 mood-boosting foods to help pick up your day:

1. **Almond Butter** Almonds are high in fiber and are packed with brain-healthy omega-3 fats. Spread some almond butter on apple slices for a sweet treat high in fiber and protein. Now THAT’S a win-win!
2. **Apples** are high in fiber, crunchy, sweet and tart--and are a cheap and mood-boosting snack to have on hand!
3. **Blueberries** Rich in antioxidants your cells will thank you for the hitting their refresh button. Blueberries are a perfect way to add some color to your diet. The extra splash of color alone should add a smile to your face.



4. **Chia Seeds** These tiny seeds are packed full of omega-3s, fiber, antioxidants and much more. Check out this [tasty how-to video](#) and try some chocolate chia pudding for yourself.
5. **Dark Chocolate** A better choice than milk chocolate, there are many health benefits from dark chocolate if you eat it in moderation. According to [Healthline](#), “Cocoa or dark chocolate may improve brain function by increasing blood flow. It also contains stimulants like caffeine and theobromine.” Enjoying a few pieces of chocolate can release those happy hormones—serotonin. Pair it with some walnuts for a sweet and savory treat!
6. **Cherry Tomatoes** are powerful snacks. Full of vitamins (A,C,K) and high in antioxidants, they also help protect against cancer. Interesting side note: A [Smithsonian Magazine](#) article shares, the tomato was thought to be poisonous only 200 years ago. Many Europeans were terrified of tomatoes, calling them “poison apples!”
7. **Strawberries** are great at room temperature or frozen. Even better, dip a few - only a few - in dark chocolate for a mood-boosting dessert!
8. **Sunflower seeds** feed a happy brain. Sprinkle these on your salad to add some crunch and flavor.
9. **Walnuts** have a delightful buttery taste and a nice crunch. High in omega-3 fatty acids, a handful is the appropriate serving size. [Today's Dietitian](#) suggests eating walnuts as part of a Mediterranean diet can help reduce the risk of heart disease. Happy minds and hearts—even better!
10. **Yogurt** A high-protein fermented food, yogurt can help keep your gut healthy, which doctors have linked to happier people. Mix it up with additional flavors but be careful the yogurt or your toppings aren't too high in sugar.

Source: [fastweb.com/student-life/articles/ten-mood-boosting-snacks-to-help-you-smile](https://fastweb.com/student-life/articles/ten-mood-boosting-snacks-to-help-you-smile)

## 6-2: Immune-boosting, Anxiety-reducing Foods

- Foods rich in vitamin C. These would include citrus fruits, like oranges or Cuties, and red bell peppers.
- Foods rich in zinc such as cashews, beef, and eggs.
- Nuts, seeds, beans, spinach, kale, and other lettuces - foods high in magnesium - can help you feel calmer and help support immunity.
- Pickles, sauerkraut, and yogurt are rich in probiotics, which can help promote a healthy gut.
- Foods high in antioxidants, such as fresh or frozen blueberries, raspberries, and strawberries, can help your body fight off sickness.

Adapted from: [health.harvard.edu/blog/eating-during-covid-19-improve-your-mood-and-lower-stress-2020040719409](https://health.harvard.edu/blog/eating-during-covid-19-improve-your-mood-and-lower-stress-2020040719409)





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Ham & Swiss Sandwich



Chicken Caesar Salad



Gold Coast Chicken

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