



COVID 19 Viral Pandemic Response Meal Service at Alternate Distribution Sites Standard Operating Procedure

PURPOSE: To ensure food service staff, teachers, other school staff, parents, volunteers work together to produce and serve safe meals alternate meal distribution sites.

SCOPE: This procedure should be implemented to safely and properly respond to pandemic incidents, some of which involve school closures and alternate meal distribution sites.

KEY WORDS: Pandemic, virus, infectious, school closures, alternate meal distribution sites.

INFORMATION:

Viral illness can spread from person to person through small droplets from the nose or mouth which are spread when an infected person coughs or exhales. These droplets land on surfaces and survive for hours and even days on some surfaces. The virus can be transferred to other people when they touch the contaminated surface, then touch their eyes, nose, or mouth. The virus can also be transferred when people breathe in droplets from a person with a viral infection who coughs sneezes or exhales droplets. When infection spreads rapidly in people across a very large region, it is considered a pandemic. Preventative measures may be taken on global, national, state, and local levels to protect public health and safety.

INSTRUCTIONS:

Teachers, other school employees, parents and volunteers will follow the meal ordering procedures established by the school food service department.

1. Limit exposure to large groups of people. Use spacing strategies to create a six-foot distance between people. This could involve staff members working at different workstations. It could involve innovative meal delivery systems when providing meals to children.
2. Avoid one-on-one contact with individuals (hugs, handshakes, high fives, etc.).
3. Send food service staff home who have symptoms of viral infection, including but not limited to fever, coughs associated with a respiratory condition, vomiting and/or diarrhea. Local, County or State Health Department will provide guidance on what actions to take to allow the staff member to return to work. Comply with all policies for reporting notifiable illness to your administration, Local, County or State Health Department.
4. Maintain social distancing during meal service or meal delivery.
 - a. Meals served on site should be placed on a counter or tray line for quick pick up.
 - b. Meals for curb-side pick-up should be placed on a table, or placed in the trunk of the vehicle to minimize person-to-person contact.
 - c. Limit social interactions to speed up service and minimize contact time.
 - d. Sanitizer the area frequently
5. Cross-train program staff to perform essential activities in the event of key absences or emergencies.
6. Reinforce and closely monitor personal hygiene and hand hygiene practices.



- a. Wash hands properly and frequently. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Refer to Washing Hands SOP.
 - b. Apply the “no bare hand contact” rule. Wear single-use food gloves when handling ready-to-eat foods. As a best practice, wear single-use gloves when handling or delivering all foods.
 - c. As a best practice, wear a disposable apron when handling or delivering foods.
 - d. Strongly reinforce health and hygiene activities. Refer to SOP 3 – Personal Hygiene.
8. Avoid touching eyes, nose, or mouth. Follow appropriate coughing and sneezing etiquette.
Cough or sneeze using a disposable tissue or elbow, followed by proper handwashing at all times.
 9. Allow only program staff, custodial staff, and approved volunteers to enter program areas.
 10. Routinely clean and disinfect high-touch nonfood-contact surfaces, such as door handles, light switches, phones, keyboards, tray slides, etc. Disinfecting works by using chemicals to kill germs on surfaces. Disinfectants are chemical products that destroy or inactivate germs.
 - a. Use properly diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and/or EPA-registered disinfectants.
 - b. Disinfecting solutions can be transferred to the spray bottle for easier application to areas that need to be disinfected.
 - c. Allow the disinfectant to remain in contact with the surface for the appropriate amount of time. Follow manufacturer’s instructions for contact time.
 - d. Diluted household bleach disinfecting solutions can be used if appropriate for the surface. Prepare by mixing 1/3rd cup bleach per gallon of warm water, wearing glove and eye protections and mixing in a well-ventilated area. Contact time for a chlorine bleach solution is about 5 minutes.
 11. Clean and sanitize food contact surfaces before and after each use. See Cleaning and Sanitizing Food Contact Surfaces SOP.
 12. Handle program wastes properly.
 13. Discontinue use of share table options temporarily.
 14. As part of overall emergency preparedness, maintain an updated contact list of key partners at the State and local levels.
 15. Keep staff, customers, and other stakeholders informed with current and reliable information.
 16. Work in cooperation with school administration and media to communicate importance of preventative measures,

MONITORING:

Food Service Manager/Director will ensure that at least one on-duty staff person is designated to implement this SOP during a viral pandemic incident.



Food Service Manager/Director will exclude nutrition program employees in accordance with State health directives and contact necessary local, county and state officials.

Food Service Manager/Director will ensure that reporting and communication are completed on time and concise.

CORRECTIVE ACTION:

Food Service Manager/Director will train/retrain and/or provide proper direction to staff and volunteers in application of this SOP during a viral pandemic incident.

VERIFICATION and RECORD KEEPING:

The Food Service Manager/Director or other designated employee will review this SOP annually and include it as part of the site's Emergency Preparedness Plan.

Keep all records for one year plus the current year.

Date Implemented _____ **By:** _____

Date Reviewed _____ **By:** _____

Date Revised _____ **By:** _____

Adapted from Kansas Department of Education SOP 25