

A decorative border surrounds the page, featuring various kitchen utensils in brown, teal, orange, and red. The items include whisks, spatulas, rolling pins, and cookie cutters, some with polka dots.

# EMERGENCY

## SCHOOL FOODSERVICE GUIDANCE

Dear School Foodservice Directors,

Thank you for all you do to ensure that healthy meals are served to students and teachers, and necessary food safety and cleaning practices are taking place. We are indeed grateful for your dedication and professionalism.

This document serves as a framework in the event all foodservice personnel have to be away from school due to Covid-19 or quarantine, and someone else is filling in.

Answers to the questions on the following page will provide valuable information to emergency foodservice workers. If you think of other helpful instructions specific to your facility and equipment, feel free to include additional pages. We recommend you print a copy of these resources and place in a notebook in the kitchen. It would be advisable to show the Principal or another person where this information is located in the kitchen.

We have included some sample menus that might be easy to prepare should someone be filling in for you. You might even consider having the items on hand to prepare one or two of these lunches should you have a sudden need to be gone.

Sincerely,

Cindy Brison & Kayla Hinrichs, Nebraska Extension

Beth Haas & Kayte Partch, Nebraska Department of Education



# Foodservice Emergency Checklist

## Pre-Planning & Non-Foodservice Staff Checklist

- ❖ Chain of command - Name and contact numbers for who to call
  - Superintendent
  - Principal(s)
  - Office staff
  - Nurse
  - Emergency personnel – 911
  - Location of First Aid Kit
  - Foodservice Director's information
- ❖ Contact Directory names and numbers
  - List of staff with keys to kitchen
  - List of staff
  - List of substitutes for foodservice duties
  - List of administrative, custodial, office staff, paras and others that would be able to assist with meals if significant staff reductions occur
- ❖ Plan for communicating daily meal counts (e.g. number of first meals and additional entrees) to designated person (avoid using a kitchen substitute for this role)
  - Shared email account – sharing login info
  - Phone call to designated school staff (e.g. front office)
- ❖ List of vendors and delivery drivers' contact information
  - Ordering – list of who to call when and numbers; days of delivery – kitchen will need additional staffing to quickly put the delivery away
- ❖ Emergency Response Preparation forms
- ❖ DHHS health inspector or local health department contact information

## Delegation of tasks

- ❖ Identify who will assign the tasks for each meal/day

## Performance Duties

*Use the items below to develop a personalized checklist which foodservice substitutes can follow to successfully conduct foodservice duties.*

- ❖ Morning opening checklist
  - Location of emergency menu items for the meal
    - Examples: heat & serve items like pizza, chicken strips/nuggets, cheese breadsticks
  - Number of meals to prepare (provide plan for getting this information)
  - Food allergies to be aware of and avoid
  - Instructions for equipment operation and when they need to be turned on
  - Cleaning duties
    - Provide chemical/sanitizer handling list/poster
    - Prep cleaning and sanitizing agents
    - Instructions on what should be cleaned and/or sanitized and when



- ❖ Record keeping (for all meal services)
  - Food safety logs including locations of these records and when they need to be completed
    - Freezer, refrigerator, cooling and sanitizer logs
  - Production records for recording preparation amounts
    - Take and record temperature of all hot foods to ensure food safety (provide safe cooking temperature poster)
    - Use the sample production record provided in this toolkit as an example
  - Keep a sign in sheet of all non-foodservice staff that help in the kitchen
    - New list each day
- ❖ Personal hygiene checklist
  - Handwashing (provide handwashing signs/pictures)
  - Masking (provide mask signs/pictures)
  - Hat or hair restraint
  - Clean apron
  - Gloves (provide poster for proper glove use)
- ❖ Production and meal service
  - Safe food handling (provide basic food safety signs/pictures)
  - Breakfast and lunch portion sizes (provide copies of USDA meal pattern charts)
  - Point-of-service (POS) meal counter: provide a chart, poster, example or list of what makes a reimbursable breakfast
  - Lunch prep during breakfast
    - Example: place frozen chicken nuggets onto sheet trays and store in refrigerator until ready to heat for lunch
  - End-of-meal service
    - Wash, rinse and disinfect:
      - Serving line
      - Point-of-service (POS) area
      - Cafeteria (i.e., clean/disinfect tabletops & benches, and sweep floors?)
      - Kitchen (i.e., meal preparation areas, surfaces, equipment)
      - Dishroom (i.e., clean dishes/trays, silverware, pots & pans; rinse down dishroom area)
      - Close milk cooler
      - Place leftovers into safe storage (e.g. Time/Temperature Control for Safety [TCS] foods like milk, yogurt into cold storage)
    - Empty trash receptacles
    - Sweep & mop kitchen (if custodial staff does not do this)
    - Remove items from the freezer and move to the refrigerator to thaw for use the following day
      - E.g., pre-cooked hamburger patties, lunch meat, pancakes



# MENU CHANGE ANNOUNCEMENT

**The school will want to inform the community about the change of menu. The reason need not be stated and a simple Facebook post similar to the one below is sufficient.**

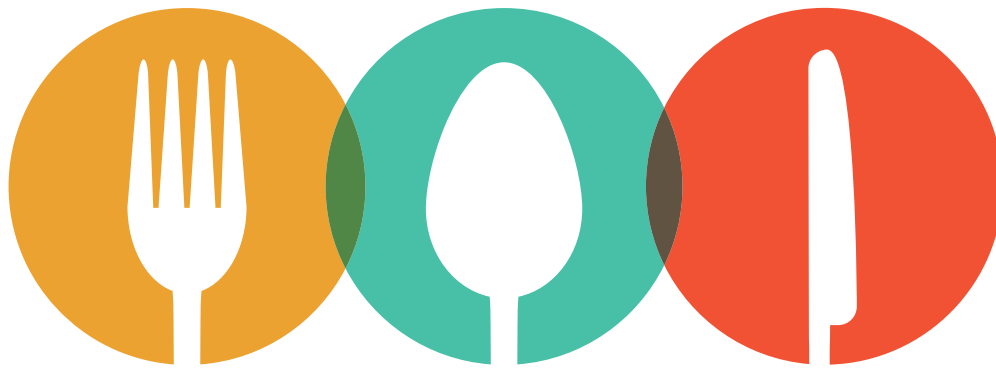
Menu Change for xx/xx/21 - xx/xx/21

We will have a breakfast and lunch menu change for the remainder of the week xx/xx/21 - xx/xx/21.

Today's Revised Menu - (or list for all days)

Breakfast: Cereal, Pop Tart, Juice, Milk

Sack Lunch: Deli Sandwich, Baby Carrots, Fruit, Milk



# EMERGENCY SCHOOL FOODSERVICE GUIDANCE

Thank you for stepping in to help your school foodservice prepare meals. The Foodservice Emergency Checklist was used to compile information which will be helpful for you to review right away so you will know how to operate kitchen equipment and proper procedures regarding personal hygiene, food preparation, hot and cold holding, recordkeeping and cleaning/sanitizing. Please also read the Cafeteria School Lunch Guidance (Launch Nebraska) which details food handling requirements for the school's current risk level operational zone (i.e. yellow, orange).

We hope that these resources will serve as a quick start guide to help you prepare meals and ensure that the proper procedures are being followed. Should you have additional questions, here are some people who can help:

The Nebraska Extension Food Nutrition & Health Educator for your county: FNH -  
<https://unl.app.box.com/s/nljxlpbyc0v1v9kxt7kmlvoxptxq7qzi>  
NEP - <https://unl.app.box.com/s/u173dt195hlph1li30pypjw4oo2retp8>

Find contact information at <https://epd.unl.edu/> or call Nebraska Extension in Valley County at 308-728-5071.

Beth Haas  
Nutrition Services Specialist, Nebraska Department of Education  
402-417-3324

Kayte Partch  
Director – National School Lunch & Summer Food Service  
402-471-2945



## Safe Food Handling Resources for School Foodservice

*The following food safety resources can be posted in the kitchen and/or used to make your own substitute foodservice staff quick training guide.*

- The Nebraska Department of Education Information for Covid and School Food Services: Everything you need to know about serving food during the pandemic. This is recommended to be printed off and kept in your notebook for reference.
  - <https://www.launchne.com/wp-content/uploads/2020/08/CafeteriaSchoolLunchGuidance.pdf>



- Pennsylvania State University's "Safely Handling Foods at Food Pantries with Covid-19 in Mind Volunteer and Staff Key Safety Points."  
<https://psu.app.box.com/s/14h2uygppl4srhtsl3xud8cl1a3rmdm/file/691478575039>



### SAFELY HANDLING FOODS AT FOOD PANTRIES WITH COVID-19 IN MIND

#### Volunteer and Staff Key Safety Points



Do not come to work or volunteer if you are showing signs of or have known exposure to COVID-19 (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, new loss of taste or smell).



Wear a mask.



Provide a minimum of 6 feet between volunteer workstations and other volunteers or consumers.



Frequently clean and disinfect high-touch areas (e.g., counters, carts, phones, door handles, light switches).

- Covid-19 cleaning and disinfecting poster. [https://food.unl.edu/resources/cleaning-and-disinfection\\_0.pdf](https://food.unl.edu/resources/cleaning-and-disinfection_0.pdf)



## COVID-19 PREVENTATIVE MEASURES

### CLEANING AND DISINFECTION

Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces. Cleaning followed by disinfection is recommended by the CDC as a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

#### SURFACES

- Clean surfaces using a detergent or soap and water prior to disinfection.
- CDC recommends diluted household bleach solutions, alcohol solutions with at least

#### DILUTING BLEACH

- Follow manufacturer's instructions for application and proper ventilation.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3 cup) bleach per gallon of water

- Handling Produce and Covid-19. [https://food.unl.edu/resources/is-coronavirus-a-concern-on-fresh-produce\\_0.pdf](https://food.unl.edu/resources/is-coronavirus-a-concern-on-fresh-produce_0.pdf)



## COVID-19 AND FOOD SAFETY FAQ

### IS CORONAVIRUS A CONCERN ON FRESH PRODUCE?

CDC, FDA and USDA are not aware of any reports at this time of human illnesses that suggest coronavirus can be transmitted by food or food packaging. However, it is always important to follow good hygiene practices (i.e., wash hands and surfaces often, separate raw meat from other foods, cook to the right temperature, refrigerate foods promptly) when handling or preparing foods.

#### IS THERE GOING TO BE A PRODUCE SHORTAGE IN THE UNITED STATES?

- There is no shortage of food in the United States, although local stores may not have normal inventory while supply chains adjust.

#### COULD EATING FRESH PRODUCE THAT HAS BEEN CONTAMINATED CAUSE COVID-19?

- There is no evidence that the virus that causes COVID-19 is spread by eating food that might inadvertently contain small amounts of virus.
- Produce has not been identified as a risk factor in

- Washing produce poster to hang near the produce sink.  
<https://unl.box.com/s/jj4mrp3m25pf13g9fo3sldi4najuvlt>



- How to use a thermometer poster to hang near cooking and serving areas.  
<https://unl.box.com/s/ln1i6az55gbrwfq0p3sv8qzreqieq2ee>





- Steps for safely using disinfecting solutions from Coronavirus.gov.  
<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

## 6 Steps for Safe & Effective Disinfectant Use



**Step 1: Check that your product is EPA-approved**

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)

**Step 2: Read the directions**

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

**Step 3: Pre-clean the surface**

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.






- USDA's Kitchen Thermometers guide.  
[https://www.fsis.usda.gov/wps/wcm/connect/d8151061-bb50-46db-b87e-a3b9022c0c56/Kitchen\\_Thermometers.pdf?MOD=AJPERES](https://www.fsis.usda.gov/wps/wcm/connect/d8151061-bb50-46db-b87e-a3b9022c0c56/Kitchen_Thermometers.pdf?MOD=AJPERES)



United States Department of Agriculture  
Food Safety and Inspection Service

## Food Safety Information



## Kitchen Thermometers

***I**t is essential to use a food thermometer when cooking meat, poultry, and egg products to prevent undercooking, verify that food has reached a safe minimum internal temperature, and consequently, prevent foodborne illness.*

**Why Use a Food Thermometer?**

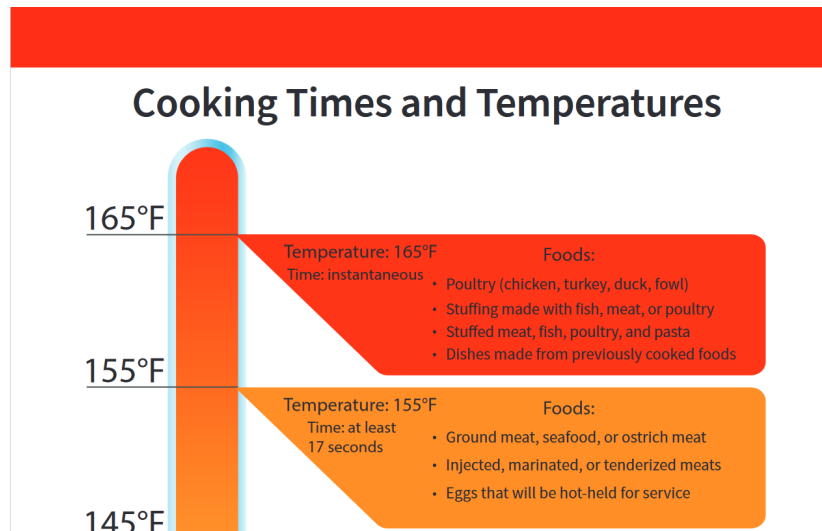
Using a food thermometer is the only reliable way to ensure safety and to determine desired "doneness" of meat, poultry, and egg products. To be safe, these foods must be cooked to a safe minimum internal temperature to destroy any harmful microorganisms that may be in the food.

"Doneness" refers to when a food is cooked to a desired state and indicates the sensory aspects of foods such as texture, appearance, and juiciness. Unlike the temperatures required for safety, these sensory aspects are subjective.

lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145°F as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.

Cook all poultry to a safe minimum internal temperature of 165°F as measured with a food thermometer. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.

- **Cooking Temperatures Guide** .available in English and Spanish.  
[https://abovelms-marketing-assets.s3-us-west-2.amazonaws.com/Food+Safety+Posters/StateFoodSafety\\_Cooking\\_Temps\\_8.5x11.pdf](https://abovelms-marketing-assets.s3-us-west-2.amazonaws.com/Food+Safety+Posters/StateFoodSafety_Cooking_Temps_8.5x11.pdf)



- **Handwashing poster.**  
<https://food.unl.edu/resources/HandwashingPosterColor.pdf>



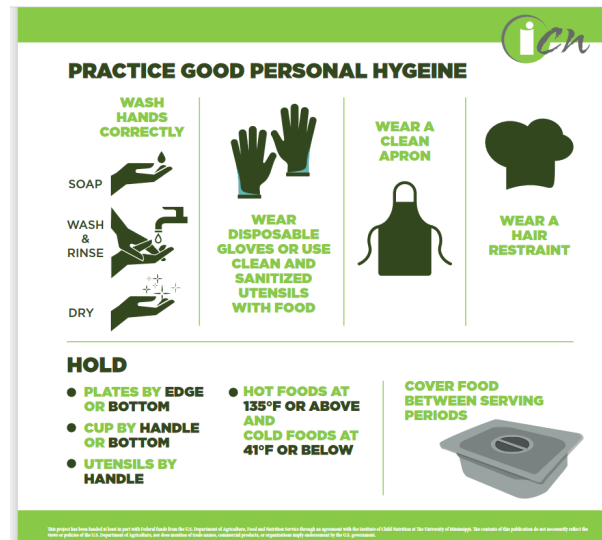
- Institute for Child Nutrition's How to Properly Use Disposable Gloves.  
<https://theicn.org/resources/182/food-safety-for-summer-meals/108263/how-to-properly-use-disposable-gloves-poster-2.pdf>



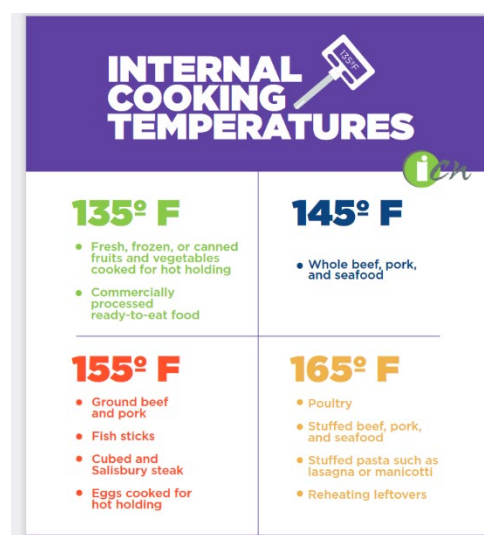
- Poster reminding staff to avoid bare hand contact with ready to eat foods.  
<https://unl.box.com/s/v7dttvc9853h2ty3iyastqhv1eztfrdq>



- Institute for Child Nutrition's good practices for serving food poster.  
<https://unl.box.com/s/2xjkn4dcgsnffk6i9qe9bsw6kvmwynps>



- Institute for Child Nutrition's Internal Cooking Temperature guide.  
<https://unl.box.com/s/ugm8s65rnflxxphqufwvn7wemoobarw2>



- Institute for Child Nutrition's Keep Hot Foods Hot and Cold Foods Cold poster.  
<https://unl.box.com/s/fbsa0ensxe9lbz06rcj3dm3g64z5v4yg>



- Institute for Child Nutrition's Managing Food Allergies.  
<https://unl.box.com/s/ye9nogat949bhvhi6g83ukx3mly0mv61>



- <https://unl.box.com/s/g85gsi35ez5v3mnxxs54shyp2pvngtgr>



- Cleaning and Sanitizing guides. [https://waterandhealth.org/wp-content/uploads/2019/12/3-Sink-Cleanupstamp Letter COLOR.pdf](https://waterandhealth.org/wp-content/uploads/2019/12/3-Sink-Cleanupstamp%20Letter%20COLOR.pdf)



[https://waterandhealth.org/wp-content/uploads/2019/12/Kitchen-Cleanup-Surfacesstamp\\_Letter\\_COLOR.pdf](https://waterandhealth.org/wp-content/uploads/2019/12/Kitchen-Cleanup-Surfacesstamp_Letter_COLOR.pdf)



- Storage temperature guide.  
<https://unl.box.com/s/1ntm0bskmb25f56tcsy9yo3xw37hb5hs>

**Storage Temperatures**  
CHECK AND RECORD TEMPERATURES DAILY

**Storeroom**  
Store dry foods between 50°F-70°F, off of the floor and away from sunlight

**Refrigerators**  
Maintain refrigerated storage spaces at 32-40°F

**Freezers**  
Maintain freezer storage spaces at 0°F or below

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Logos: University of Nebraska, NSF, 2019



- Institute of Child Nutrition's Good Receiving Practices.  
<https://unl.box.com/s/3t18vppjws5a9r6us5490asmqe81loom5>



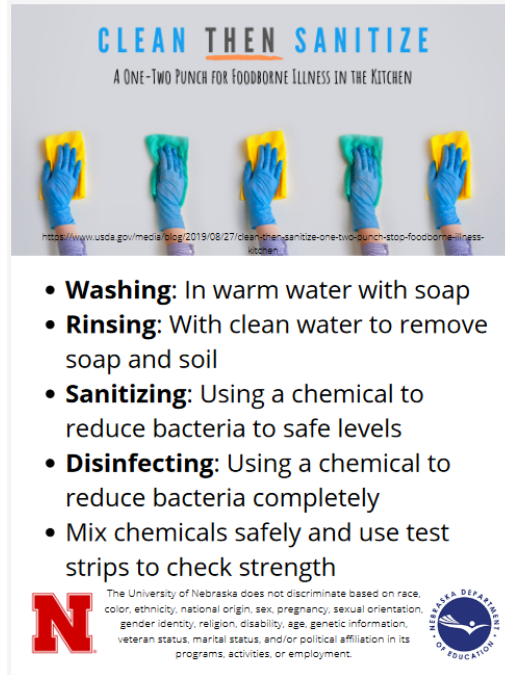
- Institute of Child Nutrition's Storeroom Basics.  
<https://unl.box.com/s/2g7emf9he86mf6tmfw6hzew92idck0hp>





- Wash, Rinse & Sanitize poster.

<https://unl.box.com/s/tsvzxdkbpkngr6084t6nrn6k728igxxw>



- Keep Your Kitchen Clean poster.

<https://unl.box.com/s/9tfvl6xb9w2lqh2ah3pk74c0783x02tf>



- Before You Start Work poster.

<https://unl.box.com/s/50yuf79ctldtekwacu7bhwe881yoa5p>



- Did You Know? sanitizing and disinfecting poster.

<https://unl.box.com/s/u931339x1u0llw3wg6jjtoqb25o0inu1>



The Institute for Child Nutrition offers a variety of simple, informative resources for school foodservice directors. Trainings are available free of charge and posters are available for free download. Visit <https://theicn.org/school-nutrition-programs/>.

# SCHOOL FOODSERVICE

## REQUIRED RECORD KEEPING CHECKLIST

*Place a copy of each form needed by substitute workers in the folder or notebook of information you prepare.*

### **Forms to fill out daily:**

	Date, Initials	Date, Initials	Date, Initials	Date, Initials	Date, Initials
Breakfast Production Record	_____	_____	_____	_____	_____
<a href="https://www.education.ne.gov/wp-content/uploads/2017/07/K-1.pdf">https://www.education.ne.gov/wp-content/uploads/2017/07/K-1.pdf</a>					
Lunch Production Record	_____	_____	_____	_____	_____
<a href="https://www.education.ne.gov/wp-content/uploads/2017/07/K-2.pdf">https://www.education.ne.gov/wp-content/uploads/2017/07/K-2.pdf</a>					
Refrigeration Log	_____	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/Refrig.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/Refrig.pdf</a>					
Cooking & Reheating Temperature Log	_____	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/CookingReheatOnsiteLog_03.2020.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/CookingReheatOnsiteLog_03.2020.pdf</a>					
Cooling Log	_____	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/CoolLog.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/CoolLog.pdf</a>					
Chemical Sanitizer Monitoring Form	_____	_____	_____	_____	_____
(Form attached along with Sanitizer & Disinfectant Guidance)					

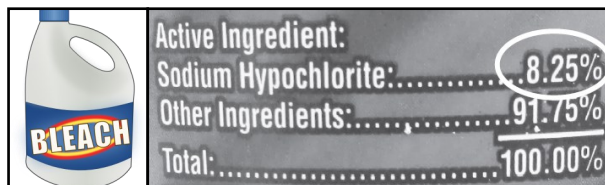
### **Forms to fill out as needed:**

Food Safety Checklist	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/FoodSafetyChecklist.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/FoodSafetyChecklist.pdf</a>				
Receiving Log	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/Reclog.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/Reclog.pdf</a>				
Damaged or Discarded Product Log	_____	_____	_____	_____
<a href="https://cdn.education.ne.gov/wp-content/uploads/2017/08/Damaged.pdf">https://cdn.education.ne.gov/wp-content/uploads/2017/08/Damaged.pdf</a>				

# Sanitizer & Disinfectant Guidance


## Bleach Used as a Sanitizer or Disinfectant

Clorox and other bleach manufacturers are an approved sanitizer and disinfectant. Bleach concentration is now stronger. Find the percentage of sodium hypochlorite (the active ingredient) on bleach bottle. It must be 8.25%. Avoid splashless and scented bleaches.



## Bleach to Water Mixing Instructions:

Mix bleach with cool water to make solution using the chart the below as a guide.

Amount of Water	Amount of Bleach for Sanitizer (50-200 ppm)	Amount of Bleach for Disinfectant (> 2400 ppm)
1 Gallon (128 ounces)	1 to 2 Teaspoons	8 Tablespoons or 1/2 cup (4 oz.)
1 Quart (32 ounces)	¼ to ½ Teaspoon	2 Tablespoons (1 oz.)
1 Pint (16 ounces)	⅛ to ¼ Teaspoon	1 Tablespoon (.05 oz.)
<p><b>**Always use Chlorine test strips to ensure proper concentration.</b></p> <p><i>Hydrion™ Chlorine Test Strips or similar brands are available for purchase online.</i></p>	<p>Concentration: 50-200 ppm</p> 	<p>Concentration: &gt; 2400 ppm</p>
<p>Clean surfaces first to remove visible soil, dirt and contamination <u>before</u> using bleach solution.</p>	<p>Sanitize toys, food preparation surfaces, tables, mats, door knobs, highchairs</p>	<p>Disinfect bathrooms, diaper changing tables, toilet seats, surfaces contaminated with high hazard fluids (vomit, stool, urine, blood)</p>
	<p>Contact time: 2 minutes; air dry, no rinse step.</p>	<p>Contact time: 5 minutes; air dry then rinse with water.</p>

For safety reasons, add bleach to water, not water to bleach. Do not mix liquid bleach with other cleaning products or ammonia, which may release hazardous gases into the air.





## Other Sanitizers & Disinfectants: How to Know if they are Approved?



Manufacturers of sanitizers with different active ingredients, such as quaternary ammonium, also make approved products. To determine if a product is approved for use in childcare facility verify:

- The chemical has an Environmental Protection Agency (EPA) registration number and is registered with the Colorado Department of Agriculture. Go to this website to check: <http://state.ceris.purdue.edu/>.
- The chemical is labeled for use on food contact surfaces without a subsequent rinse step.
- The chemical must be used in accordance with the EPA labeled instructions including:
  - ✓ **Concentration**
  - ✓ **Contact Time**
  - ✓ **Method**
  - ✓ **Surfaces**
- You may also ask your health inspector if a product is an approved sanitizer or disinfectant.






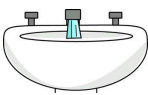


# Cleaning, Sanitizing, and Disinfecting Schedule

Classroom & Food Areas	Clean	Sanitize	Disinfect	Frequency	Sanitizer Concentration	Contact Time
<b>Countertops and Tabletops</b> 	X	X		Daily and when soiled	50-200 ppm chlorine	2 minutes
<b>Food Preparation and Service Surfaces</b> 	X	X		Before and After contact with food activity; between preparation of raw and cooked foods	50-200 ppm chlorine	2 minutes
<b>Utensils, Plates, and Cups</b> 	X	X		After each use or use disposable, one-time utensils	50-200 ppm chlorine	2 minutes
<b>Cribs and Crib Mattresses</b> 	X	X		<b>Sanitize:</b> Weekly, before use by a different child <b>Disinfect:</b> When-ever soiled or wet	50-200 ppm chlorine	2 minutes
<b>Napping Equipment (Sheets &amp; Mats)</b>	X	X		<b>Sanitize:</b> Weekly, before use by a different child, daily if stored touching <b>Disinfect:</b> when-ever soiled or wet	50-200 ppm chlorine	2 minutes

General Facility Areas	Clean	Sanitize	Disinfect	Frequency	Disinfectant Concentration	Contact Time
<b>Waste and Diaper Containers</b> 	X		X	Daily	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.
<b>Any Surface Contaminated with Bodily Fluids</b> 	X		X	Immediately if visibly soiled	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.* <i>*If surface might get mouthed such as a toy then must follow with a wash, rinse, and sanitize after contact time.</i>

# Cleaning, Sanitizing, and Disinfecting Schedule

Toys	Clean	Sani- tize	Disinfect	Frequency	Sanitizer Concentration	Contact Time
<b>Mouthed Toys</b> 	X	X		After each child's use and daily	50-200 ppm chlorine	2 minutes
<b>Dress Up Clothes</b> 	X			Launder weekly and when visibly soiled	NA	NA
<b>Cloth Toys (Machine Washable)</b> 	X			Launder weekly and when visibly soiled	NA	NA
<b>All Other Toys</b>	X	X		Weekly and when visibly soiled	50-200 ppm chlorine	2 minutes

Toilet and Diapering Areas	Clean	Sanitize	Disinfect	Frequency	Disinfecting Concentration	Contact Time
<b>Hand Washing Sinks</b> 	X		X	Daily	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.
<b>Toilet Seats, Handles, Bowls</b> 	X		X	Daily, immediately if visibly soiled	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.
<b>Door Knobs, Floors</b>	X		X	Daily, immediately if visibly soiled	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.
<b>Diaper Changing Table</b> 	X		X	After each child's use	≥ 2400 ppm chlorine	5 minutes. Must rinse with water after contact time.

## Sanitizer Log

**Instructions:** Employees will record the reading once a day and record corrective action, if taken. The person in charge or his/her designee will verify that employees use the appropriate test strips for the sanitizing solution bucket and will review the log at the conclusion of each month. Maintain the log for 1 year after the last food safety plan review.

**Type of Sanitizer Used: Specify:** \_\_\_\_\_

[illegible]

# Lunch Production Record

Circle Day of Week

Attachment K-2

School:

Date:

S M T W R F S

Year:

Planned Number of: Student Lunches _____ Adult Lunches _____		FOOD BASED MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Vegetable Subgroups Key *
Menu List Entrée Choices First	Cooking Temp/Time	# Planned for K-5 _____	# Planned for 6-8 _____	# Planned for 9-12 _____	# for Pre-K _____	
Hamburger		2.0z	2 oz	2.0 oz		
WG Bun		2 oz	2.0z	2.0z		
Baked Beans		1/2cup	1/2 cup	1 cup		
Grape Tomato		1 /2 cup	1/2 cup	1/2 cup		
Mixed Fruit Cup		1 cup	1 cup	1 cup		
Plain skim, 1% or flavored skim		8 oz	8 oz	8 oz		

Offer Versus Serve  
Yes \_\_\_ No \_\_\_

Grades: \_\_\_\_\_  
Per Grade Range

Vegetable Servings  
Today Veg Key  
K-5 \_\_\_\_\_  
6-8 \_\_\_\_\_  
9-12 \_\_\_\_\_

Grain Requirements  
Today Week  
K-5 \_\_\_\_\_  
6-8 \_\_\_\_\_  
9-12 \_\_\_\_\_

Mt/Mt Alt Requirements  
Today Week  
K-5 \_\_\_\_\_  
6-8 \_\_\_\_\_  
9-12 \_\_\_\_\_

\* Component Key for Vegetable Subgroup and Required Weekly Serving Size

[RO = Red/Orange (K-8: ¾ cup) (9-12: 1¼ cup)] [DG = Dark Green BP = Beans S = Starchy (K-12: ½ cup of each one)] [O=Other K-8: ½ cup & 9-12: ¾ cup]

Food Items Used and Form	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Record # of Seconds/A la Carte Sold Yes ___ No ___	Amount Leftover
<b>Meat/Meat Alternate</b>				
Hamburger patty	Brand A	Amount prep	Number sold	Amount Left
<b>Grains – Indicate if Whole Grain (WG)</b>				
WG Bun	Bread Company	Amount prep	Number sold	Amount Left
<b>Fruits</b>				
Mixed Fruit cup	Fruit Company	Amount prep	Number sold	Amount Left
<b>Vegetables</b>				
Baby Carrots	Produce Company	Amount prep	Number sold	Amount Left
<b>Milk</b>				
Plain Skim	Dairy Company	Amount prep	Number sold	Amount Left
Chocolate Skim	Dairy Company	Amount prep	Number sold	Amount Left
Strawberry Skim	Dairy Company	Amount prep	Number sold	Amount Left
1% plain	Dairy Company	Amount prep	Number sold	Amount Left
<b>Other (e.g. margarine, condiments)</b>				
Ranch packets	Vendor	Amount prep	Number sold	Amount Left
BBQ packets	Vendor	Amount prep	Number sold	Amount Left

Students + Adults + Food Service Staff = Actual Count of Meals Served



# Breakfast Production Record

School: Emergency

Date:

Circle Day of Week  
S M T W R F S

Attachment K-1  
Year: 20-21

Planned # of Student Breakfasts 100 Adult Breakfasts 10		FOOD BASED MEAL PATTERN Planned # Portions/Serving Size			
Menu	Cooking Temp/ Time *	# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# Planned Pre-K
WG Muffin		1 ea	1 ea	1 ea	
WG Cereal		1 - 2 oz	1 - 2 oz	1 - 2 oz	
Cheese Stick		1 ea	1 ea	1 ea	
Oranges		1 ea	1 ea	1 ea	
Apples		1 ea	1 ea	1 ea	
Plain/flavored Milk		1 ea	1 ea	1 ea	

Offer Versus Serve  
Yes X No \_\_\_\_\_  
Grades: K-12

Seconds or A la Carte  
Items Sold from the  
Main Line  
Yes X No \_\_\_\_\_

\* Record highest temperature on potentially hazardous foods and the time it was taken. Temperatures in violation must be circled with Corrective Action documented on the *Cooking and Reheating Temperature Log*.

Food Items Used and Form	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Number of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternate</b>				
Cheese Stick	Land O Lakes	Number of items prep	Number	Number
<b>Fruits/Vegetables</b>				
Oranges	Sunkist	Number of items prep	Number	Number
Apples	Washington	Number of items prep	Number	Number
<b>Grains/Breads</b>				
WG Bagel	Smith	Number of items prep	Number	Number
WG Honey Nut Cheerios	GM	Number of items prep	Number	Number
WG Fruit Loops	Kelloggs	Number of items prep	Number	Number
WG Rice Krispies	Store brand	Number of items prep	Number	Number
<b>Milk</b>				
Plain 1%	Hiland	Number of items prep	Number	Number
Skim Plain	Land O Lakes	Number of items prep	Number	Number
Skim Chocolate	Hiland	Number of items prep	Number	Number
<b>Other (e.g. margarine, jelly)</b>				

Students + Adults + Food Service Staff = Actual Count of Meals Served

# Breakfast Production Record

School: Emergency

Date:

Circle Day of Week  
S M T W R F S

Attachment K-1  
Year: 20-21

Planned # of Student Breakfasts 100 Adult Breakfasts 10		FOOD BASED MEAL PATTERN Planned # Portions/Serving Size			
Menu	Cooking Temp/ Time *	# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# Planned Pre-K
WG Bagel		1 ea	1 ea	1 ea	
WG Cereal		1 - 2 oz	1 - 2 oz	1 - 2 o	
Peanut Butter Packet		1 ea	1 ea	1 ea	
Oranges		1 ea	1 ea	1 ea	
Apples		1 ea	1 ea	1 ea	
Plain/flavored Milk		1 ea	1 ea	1 ea	

Offer Versus Serve  
Yes X No \_\_\_\_\_  
Grades: K-12

Seconds or A la Carte  
Items Sold from the  
Main Line  
Yes X No \_\_\_\_\_

\* Record highest temperature on potentially hazardous foods and the time it was taken. Temperatures in violation must be circled with Corrective Action documented on the *Cooking and Reheating Temperature Log*.

Food Items Used and Form	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Number of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternate</b>				
Peanut Butter Packets	Jiff	Number of items prep	Number	Number
<b>Fruits/Vegetables</b>				
Oranges	Sunkist	Number of items prep	Number	Number
Apples	Washington	Number of items prep	Number	Number
<b>Grains/Breads</b>				
WG Bagel	Smith	Number of items prep	Number	Number
WG Honey Nut Cheerios	GM	Number of items prep	Number	Number
WG Fruit Loops	Kelloggs	Number of items prep	Number	Number
WG Rice Krispies	Store brand	Number of items prep	Number	Number
<b>Milk</b>				
Plain 1%	Hiland	Number of items prep	Number	Number
Skim Plain	Land O Lakes	Number of items prep	Number	Number
Skim Chocolate	Hiland	Number of items prep	Number	Number
<b>Other (e.g. margarine, jelly)</b>				

Students + Adults + Food Service Staff = Actual Count of Meals Served

Meal Pattern Check - Breakfast & Lunch w/Vegetable Subgroups				SCHOOL: Emergency Menu		MENU WEEK: Week 1	
BREAKFAST	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS	
<b>Grains</b> Indicate WGR (whole grain-rich) Specify serving size (oz or oz eq)	WG Bagel 1 ea WG asst Cereal 1 - 2 oz. PB 2 Tbls.	WG crossant 1 - 2 slices WG Cereal 1 - 2 oz PB	WG Fr. Toast Sticks 1-2 Oz WG-Cereal 1-2 oz	Prepkg WG pancakes 1- 2 oz WG Cereal 1-2 oz.	WG Muffin pkg 1 ea WG Cereal 1 -2 oz	<input checked="" type="checkbox"/> Servings = 50% WGR <input checked="" type="checkbox"/> Daily Grain MIN 1 oz eq Weekly MIN <input type="checkbox"/> K-5 (7) <input type="checkbox"/> 6-8 (8) <input type="checkbox"/> 9-12 (9)	
<b>Meat/Meat Alternate</b> Specify serving size or Self-Serve (SS)	orange/ apple 1 ea	Bananas 1 ea grapes 1 cup	Mand.orange/100% Fruit Juice 1 ea	Banana 1 ea/ pears 1 ea	Assort Fruit 1 ea	<input checked="" type="checkbox"/> 1 cup	
<b>Fluid Milk -- 1 cup</b> Must offer 2 types	CIRCLE type offered: Plain Skim Flavored Skim Plain 1% Flavored 1%					<input checked="" type="checkbox"/> 2 types	
LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS	
<b>Meat/Meat Alternate</b> Specify serving size (oz) Daily MIN (K-8 1oz) (9-12 2oz)	Chicken Nuggets 1.5 oz. k-6 2 oz. 7-12	Ham & Cheese WG deli bun 1.5 oz ea K-12	Turkey & Cheese WG Bun 1 ea K-6 1 oz ea 7-12 1.5 oz ea	Pork rib (preck) BBQ 1 ea K-12	Preck Hamburger K-6 2 oz 7-12 3 oz	<input checked="" type="checkbox"/> Daily MIN <input checked="" type="checkbox"/> Weekly MIN <input checked="" type="checkbox"/> K-8 (9oz) <input checked="" type="checkbox"/> 9-12 (10oz)	
<b>Grains</b> Specify serving size (oz or oz eq) Daily MIN (K-8 1oz) (9-12 2oz) Indicate WG (whole grain rich)	WG Roll 1.oz 7-12 Brd on chicken 1.oz k-12	WG Deli bun 2 oz	WG bun 1 - 2 oz.	WG Deli bun 2 oz	WG Bun 2 oz	<input checked="" type="checkbox"/> Servings = 50% WGR <input checked="" type="checkbox"/> Weekly MIN <input type="checkbox"/> K-8 (8oz) <input checked="" type="checkbox"/> 9-12 (10oz)	
<b>Vegetables</b> List vegetables offered on specific days. Next, identify subgroup below and list portion size (or SS)	Baby Carrots 1 cup	Romaine 1/2cup Celery sticks 3/4 c	Fresh Broccoli & Cauliflower 1/2 c ea	baked fries 1/2 cup k-6 7- 12 1 cup	Grape tomato Baked Beans 1/2 c ea	Total Vegetable Portion: <input checked="" type="checkbox"/> K-8 (3/4c) <input checked="" type="checkbox"/> 9-12 (1c)	
<b>Dark Green</b> *Leafy greens credit half the serving size	"X" Subgroup List Portion Size or SS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1/2 cup *Leafy greens credit Half the serving size	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> K-8 (3/4c) 9-12 (1 1/4c)		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1/2c		
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1/2c		
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> K-8 (1/2c) 9-12 (3/4c)		
<b>Fruits</b> Specify serving size or SS	Mixed Fruit cups 1 or 2	Orange or apple 1 ea	Strawberry cup 1 or 2	Peach cup 1 or 2	Tropical fruit 1 or 2	<input checked="" type="checkbox"/> K-8 (1/2c) <input checked="" type="checkbox"/> 9-12 (1c)	
<b>Fluid Milk -- 1 cup</b> Must offer 2 types	CIRCLE type offered: Plain Skim Flavored Skim Plain 1% Flavored 1%					<input checked="" type="checkbox"/> 2 types	
<b>FRUIT/VEGETABLE (F/V) BAR</b> Available to: <input type="checkbox"/> ALL Grades <input type="checkbox"/> ONLY _____	No F&V Bar Condiment packets as needed					List all Fruits/Vegetables offered daily on the SS bar during the week.	

## **Additional Emergency Menu Ideas**

Cheese sticks

Yogurt

Pizza

Italian dunkers

Meatballs

Chicken strips

Beef burrito, chicken burrito, bean burrito

Fresh, frozen, canned, fruit cups

Fresh vegetables “cups” from your produce company

Any quick and easy convenience items - watch your costs

There are also prepackaged meals; these prepackaged meals must meet meal pattern.

Check with your vendor representatives on availability. Reminder, if you purchase these for emergencies they do need to be used before their expiration dates.

Examples:

<http://www.preferredmeals.com/mealtime/>

<https://www.packagedmealkit.com/kids-meals-2/>

<https://www.parents.com/recipes/familyrecipes/lunch/healthy-packaged-foods-for-school-lunches/>

An option to use instead of trays and silverware would be paper products – packaged fork, spoon and napkin – some paper products are in a shortage. You may have trouble finding these items and you need to consider the cost.