



Non-Congregate Feeding During School Closures - Walk-Up Service Safety Plan

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PURPOSE: To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing, to ensure that food is placed back into appropriate equipment for holding until either served or delivered. During interaction with others, to ensure social distancing protocols and related hygiene standards are maintained to prevent person-to-person transmission of COVID-19, or other communicable diseases.

SCOPE: This procedure will present the “Walk-Up” scenario. These procedures apply to food service employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

INSTRUCTIONS:

All employees in school food service must:

1. Train Nutrition Service employees on using the procedures in this SOP.
2. Follow ODE State requirements.
3. Follow all hand washing and personal hygiene standard operating procedures. (See SOP-1 & SOP-4)
4. Use gloves for handling all ready-to-eat foods. (See SOP-29 Using Suitable Utensils)
5. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. (See SOP-17 Holding Hot and Cold PHFs)

Note: The above instructions are ALL critical control points in keeping food safe during preparation and holding of all foods. However, during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

Time as a Control: Discard all food that has been out of the cooler for more than two hours and has not been held on ice. Do not hold food over for service more than one time (maximum of two times out of the cooler for service).

Record keeping: Nutrition services staff will record times and temperatures of hot food when removed from the oven and times of cold foods removed from refrigeration on the production record. A Nutrition Services staff will record the internal temperatures of coolers and freezers on the HACCP logs daily. Random checking of each school’s HACCP logs shall occur throughout the school year by the Nutrition Services Management team. Maintain the temperature logs for a minimum of 3 years.



Before taking meals to the designated walk-up location:

1. Be sure that all service equipment (tables, carts, transports, insulated bags, etc.) have been cleaned and sanitized with properly mixed SFSPac solutions and are clean in appearance. A dirty cart will instill little confidence in the safety of the meals for your customers as they walk up.
2. Before handling service containers and utensils, wash your hands thoroughly and put on food service gloves.
3. Layer trays of food with ice packs to ensure proper holding temperatures.
4. Load carts. Pack extra food service gloves, sanitation solution, disposable aprons and towels.
5. Transport food to the designated walk-up location.
6. Label food with an “Eat by Time” and/or a “Discard Time”, where needed.

NOTE: If possible, bring food to the walk-up location in batches so that food may be held at the proper temperature for as long as possible.

At the walk-up service location:

1. Check to be sure all carts are stable to avoid any unexpected movement like rolling away. If applicable, lock the wheels on the cart.
2. If it is necessary to have more than one person distributing meals at the walk-up location, stagger the tables or carts at least 6 feet (6’) apart and position persons distributing food at opposite ends of the table at least 6’ apart.
3. Use cones, signs or tape to mark 6’ spacing for patrons to keep appropriate distance from each other while in line.
4. Position a cone or sign 6’ from the table with a “STOP” or “WAIT” sign for patrons to pause at before approaching the table to pick up their meals.
5. Food service gloves must be worn throughout the entire serving time. If gloves get dirty or torn, remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker or customer.
6. Maintain a 6’ distance from patrons. Place food onto the table and take a step back so that patrons can pick up the bags from the table.
7. Wipe down service tables with a properly mixed SFSPac all-purpose solution, tested SFSPac sanitizing solution, and disposable towels between each patron.
8. Serve meals and be diligent to accurately count or “click” each meal served.

At the end of service:

1. Take all food service equipment back to the kitchen.
2. Discard all unused food - in this scenario there should be no leftovers allowed. The only exception may be milk that was stored on ice.



3. Wash, rinse, and sanitize everything used with the proper materials. Items such as coolers, insulated boxes, and carts which are too large for the sink should be thoroughly wiped down using a properly mixed SFSPac all-purpose cleaner, rinsed using clear water, and then sprayed with properly mixed and tested SFSPac sanitizer then allowed to air dry.
4. Use Best Practices in handling all trash by wearing food service gloves and immediately washing your hands after.
5. Wash hands thoroughly once the job is done and before heading home.

INSTRUCTIONS:

The Nutrition Services manager or supervisor will:

1. Observe all food service employees to ensure that they are following the applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all surface equipment.
3. Ensure that staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Follow-up as necessary.

MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these times and temperatures where applicable.
4. Take corrective action as necessary.
5. Follow-up as needed.
6. File HACCP logs in quarterly binder.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

VERIFICATION AND RECORD KEEPING:

Follow-up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.