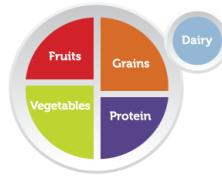




## Nassau County School Board Food & Nutrition Services



### Employee Safety Guidance for School Nutrition Programs During COVID-19 Pandemic

*\*Adapted from Georgia Dept of Education Fueling Georgia's Future\**

Currently, there is no evidence to suggest that COVID-19 can be transferred through food. The primary way COVID-19 is transmitted is through respiratory droplets produced when an infected person coughs or sneezes. Thus, social distancing and maintaining a healthy work environment are essential for protecting yourself and others from contracting this virus.

What is "social distancing"? According to medical experts, social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six (6) feet away from other people lessens your chances of catching COVID-19.

What are some ways to maintain a healthy work environment? Below are some recommendations to help manage the risk of exposure both in the kitchen and while delivering meals.

#### Employee Health and Hygiene

- If an employee has been in direct contact with a known COVID case, they should be self-quarantined at home for 14 days if possible. \*For food service employees, refer to CDC guidance related to safety practices for critical workers. \*
- If someone develops a fever or cough at work, they should go home immediately. They should return only after they are symptom-free for at least 24 hours without the use of fever-reducing medicines and/or cough suppressants.
- Per CDC guidance, employers should not require employees to provide a doctor's note to return to work because doing so will burden the medical system.
- As always, wash hands frequently with warm water and soap for at least 20 seconds. Concentrate on scrubbing around and underneath fingernails and the cuticle area, which is where germs tend to reside. Rinse and dry hands thoroughly.
- Hand sanitizers must contain at least 60% alcohol and should be used when hand washing is not possible.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Maintaining a healthy work environment

- Enforce and never compromise on the following: 1) staying home when sick; 2) covering coughs and sneezes; and, 3) washing hands frequently.
- Employees should always wear a face mask while in the workplace and while delivering meals. Masks should be cloth face coverings and not surgical or N-95 masks. Surgical and N-95 masks are critical supplies that must be reserved for healthcare workers.
- Do not share workstations, tools or equipment without cleaning and sanitizing between uses. The ideal distancing for labor would be a minimum of 6 feet between individuals, preferably at different tables or workstations.
- Provide tissues, waste baskets and EPA approved hand sanitizer in areas where employees gather or meet.
- Utilize disposable wipes and other cleaning materials so that frequently touched surfaces (counters, doorknobs, toilets, phones, etc.) can be properly wiped down by employees before each use.
- Do not touch one another for any reason, include greetings (no handshakes, high-fives, or elbow bumps).
- Wash hands immediately after unpacking and storing deliveries. When possible, discard outer boxes and packages.

## **Cleaning and Sanitizing**

- Remember, cleaning and sanitizing are not the same. Clean with soap and water to remove dirt and food from surfaces. Sanitize with chemicals or heat to reduce germs. Surfaces that look clean may still have germs on them that you can't see. Sanitizing reduces these germs to safer levels. Always follow the product's label when using sanitizers.
- As mentioned, clean and sanitize surfaces that are frequently touched. Surfaces such as kitchen counters, doorknobs, bathroom surfaces, keyboards, phones, etc. should be cleaned often.
- Food-contact surfaces must be washed, rinsed, and sanitized after each use.
- Use disposable gloves for cleaning and sanitizing. Throw gloves away before leaving the area and wash hands.
- If you use disinfectant wipes, use according to package directions. Do not reuse the wipes to wipe down multiple surfaces. Throw used wipes in the trash.
- For a list of approved disinfectants from the Environmental Protection Division that are shown to be effective against SARS-CoV-2, click here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

*Note: These disinfection concentrations may exceed the allowable levels allowed for use on food contact surfaces such as dishes and utensils. Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.*

## **Meal Delivery**

- If possible, deliver meals only one or two times per week by providing multiple meals at one time.
- Staff should remain 6 feet away from families when delivering food and minimize time spent talking during deliveries.
- Social interactions among individuals should be limited to less than 5 minutes. No hugging or touching. Staff should never lean into the car.
- Staff should always wear gloves and cloth masks, particularly when handling/delivering food. Use hand sanitizer between changing gloves.

## **Nassau County COVID-19 Food/Employee Safety Standard Operating Procedures**

**As of 8/18/2020**

### **General Sanitation & Safety Procedures:**

- All NCFNS staff will fill out screening questionnaire prior to working the meal service site or non-meal service site and sign and date. Any employee who answers "yes" to any of the questions will be sent home. Please email Lauren and Jenine immediately letting them know. Each day, on-site FNS Manager will verify the screening questionnaire is still true for each employee on-site and initial and date.
- Temperature checks will also be completed on-site prior to working. If an employee reads high, they will be asked to come inside and acclimate to the environment for 5 minutes and then it will be re-checked. If employee's temperature is  $>100.4$  F after re-checking 2 more times they should be sent home. Please email Lauren and Jenine immediately letting them know.
- Masks will be required by food service upon arrival and throughout meal service and preparation. An additional face shield will be used at the Point of Sale (POS) where social distancing is not possible.
  - You can bring your own mask from home or FNS will supply a mask for you.
  - Face shields will be provided for each employee and need to be disinfected daily.
  - Please follow the CDC guidelines "How to Safely Wear and Take Off a Cloth Face Covering."
- Decontaminate frequently touched areas 3 times daily using disposable disinfectant wipes, or disinfectant spray and disposable wipes or SaniGerm.
  - Once first thing in the morning by the manager. Second, when everyone goes on break. Third, by the manager after all employees have left for the day.
  - Frequently touched surfaces include but are not limited to carts, doorknobs, light switches, cooler/freezer handles, and handwashing sinks.
- Sanitech's SaniGerm solution is the only solution we have that will kill COVID-19. SaniGerm needs to stay in contact with the affected areas for 10 minutes without being touched or wiped off. To sanitize an area please adjust the SaniGerm nozzle to the mist setting. Spray the area you are trying to disinfect and let the SaniGerm sit for 10 minutes. If the chemical has not completely evaporated after ten minutes, you can wipe the product with a damp rag.
  - Watch video - [SaniGerm for frequent surfaces](#)
- First thing in the morning, clean and sanitize the ice scoop and the ice machine lid with SaniGerm or disinfectant wipes. After using the SaniGerm on the ice scoop please rinse it before placing back on the ice machine.
  - Ice available in kitchen by food service employees only
- Tray slides and counters need to be cleaned and sanitized between each class or group using the two-bucket method.
- No visitors are allowed in the kitchens. After deliveries, sanitize all areas that the delivery person has touched after each delivery.
- Anyone in the kitchen must be wearing a mask.

### **Social Distancing in Kitchen & Cafeteria:**

- All staff will follow the CDC guidelines and practice social distancing to the extent possible and no more than 10 people working together in any one location at one time.
  - *Recommend to stagger start/stop/break times as much as possible so employees are not congregated together unnecessarily without proper prevention methods. Once an employee has signed in and has washed hands and put on mask/gloves there is less risk of exposure between employees.*
- Workstations will be spread out in kitchen whenever feasible.

- Floor decals will be provided on floor to encourage social distancing/spacing out in serving lines and at POS.
  - Watch 2 videos -
    - [Social distancing in kitchen](#)
    - [Social distancing in kitchen same side](#)

#### **Handwashing:**

- Hands should be washed every 15 minutes or must be washed after any activity which would normally require handwashing as defined in our NCFNS Procedures.
  - *Recommend that you have a timer set every 15 minutes to remind everyone to wash their hands.*

#### **Two-Bucket Cleaning & Sanitizing Method:**

- Using only Sanitizer and SaniGerm spray bottles at each station is no longer allowed. You will now need to follow the two-bucket method.
- Two-Bucket method: At each station (including the serving line) you will have two buckets. One clear one (provided by Sanitech) with sanitizer solution and a rag, and one green one that will be filled with pot and pan detergent.
- Please change water every 2 hours or as the water becomes soiled.
  - You can still have the spray bottles in your area, but you need to make sure you use the appropriate rag for the appropriate spray bottle.
- The hot soapy water in the green bucket is used to clean up spills and soiled areas and the Sanitizer in the clear bucket is used to sanitize the area after cleaning up the spill.
- Please ensure the proper rag always stays in the proper bucket.
- Please see the NCFNS Cleaning Guide for proper workstation setup.
  - Watch video – [Two bucket method](#)

#### **Point of Sale (POS) Procedures:**

- Cashier will have one gloved hand for serving a la carte options and one non gloved hand to work the computer screen.
- Wash and sanitize the cash drawer and cashier station including keyboard and/or mouse after each use with disposable disinfectant wipes, or disinfectant spray and disposable wipes or SaniGerm.
- Spray a rag with technology specific cleaner and then wipe the POS computer screen to sanitize. DO NOT directly spray anything on the computer or screen.
  - If you need more cleaning solution or have any questions, ask your technology specialist at your school.
- Everyone at the point of sale or stocking/serving food on the line is required to wear a mask and face shield during meal service where social distancing is not possible.
  - Face shields should be labeled with the employee name and need to be disinfected daily. Employees should leave the face shields at the school as these are in limited supply.
- At each POS station daily:
  - Hand sanitizer (for staff use)
  - Extra Gloves
  - Envelopes
  - Pen
  - Cash drop box/bin

### **Cash Procedures:**

- Avoid taking cash as much as possible during service. The cashier should AVOID handling any money during service.
- Money bin and envelopes need to be available at the POS for students to drop in if they do forget and bring money. Student- will drop money or envelope in bin. Cashier – does not touch the money or envelope and makes a note on food service form or envelope regarding student and amount.
- Change should not be given until COVID restrictions are lifted.
  - If change is necessary, employee needs to wear gloves to give cash back then change gloves and use hand sanitizer.
- After meal service, cash will be counted with gloved hands. After counting money, the cashier will remove gloves and wash hands thoroughly.

### **Menu Planning & Food Safety:**

- Menus will be more simplified in order to serve everything wrapped for potential grab & go to classroom or meal delivery methods.
  - Exception is high school made to order lines will be served from food service employee from behind the line and handed to the student. Floors will be marked to encourage social distancing.
  - Bags will be available for schools for students to take food back to classroom or outdoors or other buildings on campus.
  - To go boxes will be available at high schools for potential eating outside or in classroom as needed.
- No self-service bars or shared utensils for students.
- All entrees, vegetables, fruits will be pre-packaged or wrapped for students to select on the serving line and prevent cross-contamination of the food.
  - Fresh fruit will be wrapped in plastic wrap or in clear bag.
  - All chicken sandwiches, cheeseburgers will be wrapped in foil wrap or bag.
  - Pizza will be put in a disposable pizza box.
  - Hot entrees will be served in 12 oz black bowl with lid. (Spaghetti in elementary – 12 oz white foam bowl with lid)
  - Hot vegetables will be served in 6 oz foam cup with lid.
  - Mac and cheese will be served in 4 oz foam cup with lid.
- No condiment/napkin/dispenser stations- use all prepackaged cutlery and disposable trays.
- Condiments need to be available behind the line for POS to hand to student with gloved hand.
- Teachers bar- evaluated on an individual school basis.
  - If providing self-service bar:
    - Masks are required for any person using the bar if in the kitchen area.
    - Hand sanitizer and gloves will be provided at the beginning of the line.
    - Ice and drink dispensers need to be placed right after the food line.
    - A trash will be placed at the end of the line to dispose of gloves.
- Share Carts will not be allowed until further notice.

### **Simplified Grab & Go Breakfast:**

Breakfast menus were simplified in order to make quick grab & go options that can be taken into the classroom and distributed at as many points on campus as possible to minimize students congregating together in the mornings.

- All employees will be needed to operate breakfast to have as many POS stations as we can. If possible, all employees go to the entrance of as many classroom buildings or major traffic areas as possible with a breakfast cart. Each school will be set up differently.
- There will be 3 choices for breakfast already pre-bagged. Each bag will contain a complete reimbursable meal including main entree with  $\frac{1}{2}$  cup fruit- craisin or fresh fruit (craisins on Friday and Monday). NO cupped fruit or cereal should ever be put in grab & go bags. These will either be placed in a brown bag or in a plastic grab and go bag. Thaw and serve or shelf stable items only.
  - Poptart + cracker, Cereal bar + cracker, Hot entrée (3 types of bags per cart)
  - Only when yogurt parfaits are served do you need to include spork kits on cart.
- Each entree will have its own box or section on the cart and labeled clearly so it is easily identified as fast as possible. Labels will be provided.
- The student must pick one of the bags and then choose or deny their juice and/or milk. All bags are a complete reimbursable breakfast regardless of if the student takes a milk or juice.
- If a POS device is not available, the employee will record names on a paper roster on a clipboard. The employee also needs to have on the clipboard a full School Roster (ABC order) and the special allergy report that indicates only the students with allergies and alerts for safety purposes so that it can be cross-referenced very quickly.
- The fruit needs to be pulled out of all leftover meals at the end of the serving period so that we do not lose track of it and end up serving rotten fruit.
- No extras/a la carte for breakfast if using grab & go carts across campus.
- The standard Camcruiser breakfast carts will be used when possible.
  - When it is not possible to use the breakfast carts you will use your largest available carts or cambro carts with pans or blue soft-sided coolers labeled with each of the 3 bag choices.
  - Sample picture of Camcruiser set up:



- Milk and juice for breakfast will be pushed into the freezer first thing in the morning by the manager so it will maintain temperature. This should be done in all cases, but it is especially important if you are not using a breakfast cart that has the freeze inserts. If you have the freezer inserts, please place them in the sections with the milk and juice. Milk and juice should be the last thing loaded before the cart goes out.
  - Best practice: Split milks up (chocolate/white) the day before. This allows you to only have 1 case open/exposed during service and the rest can stay stacked together. Put milk/juice in freezer at least 30 minutes ahead of time, 1 hour is preferred. Split up the cases in the freezer instead of all together. When loading cart, keep milks stacked to help maintain temperature.
  - Sample picture:



**School Safety Kits Provided for Each School:**

- Hand sanitizer (for serving line and POS)
- New green buckets for 2 bucket cleaning method
- Masks (cloth for each employee and disposable for back up)
- Disposable sanitizing wipes (or spray and disposable wipes)
- Face shields (1 per person)
- Thermometer gun
- Timer for handwashing reminder
- Signage for kitchen/office
- Floor decals