

# School Nutrition Checklist

This checklist provides a starting point for school nutrition teams planning meal service for the Fall school year. It details most aspects for any new school year and includes additional COVID-19 considerations. By going through the list, school nutrition professionals can better prepare for the changes and adaptation the coming year will bring.

## Meal Service

- Provide hand sanitizer at meal service
- Individually wrapped condiments
- Add additional trash cans
- Discontinue salad bars
- Pause self-service for now
- Pause share tables
- Sanitize high contact surfaces between mealtimes
- Stagger mealtimes to reduce crowding
- Smaller groups of students
- Have social distancing at tables
- Use tape to mark 6' for students
- Mark off physical barriers

## Food

- Collaborate with distributors regarding availability
- Connect with local suppliers for product availability
- Maintain inventory of shelf-stable food
- Modify annual bid items
- Modify annual bid quantities
- Plan for increased food waste

## Scheduling

- Extra time for meal assembly
- Extra time for meal distribution
- Extra time for meal prep
- Extra time for sanitization
- Extra time to deliver meals
- Consider high risk staff that might be omitted or might need alternative tasks
- Address staff who may be unable to work due to other reasons (illness/childcare)

## Staffing

- Training for Back to School
- Training for updated COVID-19 protocol
- Cross-training (train on essential duties in case of key absences)
- Update list of staff available for in-person, remote, and on-call work
- Update sick policy, if applicable
- Dietetic interns
- Multiple work teams
- Promote employee wellness
- Recruit other school employees
- Recruit unemployed restaurant workers
- Volunteers



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## Menus

- 1-2 entrees per day –prevent menu fatigue
- Serve student favorites
- Start with a 1-2 week cycle
- Provide bento box-style meals
- Continue to offer multicultural and vegetarian options when possible
- Limit a la carte
- Plan for special diets/food allergies
- Promote Farm to School
- Utilize USDS & surplus foods & inventory



## Point of Sale

- Alternate POS stations
- Cashless operation
- Hand sanitizer available at POS
- Physical Barriers
- Touchless pin pad/scanner solutions

## Service Models – Areas

Assess means of food delivery and determine if it's the most effective way to reach the maximum number of students

- Bus routes
- Cafeteria/gyms
- Classrooms
- Curbside
- Drive-thru
- Food truck
- Grab n' go
- Bulk meals
- Home delivery
- Kiosks
- Other authorized meal sites (public libraries, parks, community centers)
- Outdoors
- Shorter, more frequent meal periods
- Weekend & holiday meals
- Create a back-up plan if the kitchen shuts down

## Food Preparation

- Adjust shifts to minimize number of staff in the kitchen at one time
- Have PPE & sanitation products easily accessible throughout the kitchen
- Work through social distance workflow
- Use tape to mark 6' workstations
- Locate wrapping/containers for cold items
- Locate wrapping/containers for hot items



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## Equipment & Supplies

- Clear plastic countertop shields
- Disposable aprons
- Disposable disinfectant wipes
- Disposable gloves
- Disposable/compostable trays
- Disposable/compostable utensils
- Face coverings
- Food packaging supplies
- Hand sanitizer
- Hand soap
- Hands-free water bottle fill stations
- Insulated bags/coolers
- Items for self packaging
- Masking tape
- Meal bags/boxes
- Meal count solutions for meals in classroom
- Mobile serving carts
- Additional trash cans
- Mobile warmers & coolers
- Paper towels
- Physical barriers/partitions
- Portable POS
- Promote prepaid meals/update meal change policy
- Reusable water bottles
- Reusable trays
- Signs to direct traffic
- Social distancing decals
- Tape to section off seating for spacing
- Stickers to designate special diets
- Surface sanitizer
- Thermometers
- Tissues
- Transport boxes/bags
- Utility carts/wagons
- Water solutions for students
- Replace air filters

## Accountability

- Adapt BIC procedures for lunch
- Adapt BIC procedures for take-home
- Apply for CEP
- Download paperwork to keep on file
- Maintain a current list of supplies and foods in inventory
- Maintain Meal Production Records & Daily Meal Counts
- Maintain approved state waiver records for future audit/review
- Establish procedures to count reimbursable meals (roster, checklist, etc.) regardless of where they are saved
- Receipt of written consent from family for home delivery to meals
- Training and oversight for teachers or other staff who may be newly responsible for meal counts



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## Food Allergies

- Ensure meals comply with USDA nutrition guidelines
- Have documented requests to accommodate children with special dietary needs
- Train staff to handle food allergies
- Establish a food allergy emergency plan for the different meal service types

## Additional services

- Scheduled carpet cleaning
- Additional pest control management
- \_\_\_\_\_



## Food Waste

- Offer versus serve
- Pre-order system
- Slop buckets/Compost
- Utilize School Café
- Redistribute to the community
- \_\_\_\_\_

## Communications

- Custodial
  - Extra trash cans
  - Trash pick-up schedule & locations
  - Revise cleaning schedule
- Families
  - Meal applications
  - Meal service options
  - Special diets protocols
- Students
  - Meal service options
  - Nutrition education
  - Classroom Meal Ambassadors
- Teachers
  - Food allergies in the classroom
  - Meal service options
  - Meal Counts and Recording
- Banners & Road Signs: indicate pick-up locations, the start of line, requirements, Non-discrimination Statement and Justice For All Poster
- Email: updates from nutrition department
- E-newsletters: use photos to show staff activity in the department, children with meals, community involvement
- Media releases
- Print materials: tell families about P-EBT and free meals
- Robocalls
- Social media
- Text messages: provide summer feed program locations
- Website: provide the menu, links to social media, contact info
- Messages to Convey:
  - Every student eats free and there is enough for each student
  - Meal pick up locations and timesSample menu with photos

Source: Lunch Assist

