

Reopening Considerations Checklist

Use this checklist and keep it handy as you work through all of the considerations for reopening your meal service program. Pick and choose what will work best for you and your district! Continue to consult with your state agency and local health authority.

SERVICE MODELS + AREAS

- Bus routes
- Cafeteria / Multipurpose Rooms/ gyms
- Campus cruiser carts
- Classroom
- Curbside
- Drive-thru
- Food truck
- Grab n' go
- Home delivery
- Kiosk
- Other authorized meal sites (public libraries, parks, community centers)
- Outdoor
- Shorter, more frequent meal periods
- Weekend & holiday meals
- *Have a backup plan: what if the kitchen/school shuts down!*
- _____

FOOD PREPARATION

- Adjust shifts to minimize number of staff in the kitchen at one time
- PPE & sanitation products easily accessible throughout kitchen
- Social distance workflow
- Use tape to mark 6' work stations
- Wrapping/containers for cold items
- Wrapping/containers for hot items
- _____

MEAL SERVICE

- Hand sanitizer available at meal service
- Individually wrapped condiments
- More trash cans
- Pause salad bars for now
- Pause self-service buffets for now
- Pause share tables for now
- Physical barriers
- Sanitize between meal times
- Smaller groups of students
- Social distancing at tables

- Staggered meal times
- Use tape to mark 6' for students
- Water stations w/sanitizer
- _____

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
- High risk staff that might be omitted
- High risk staff that might need alternative tasks
- Staff that may be unable to work due to other reasons (illness/child care)
- _____

STAFFING

- Cross-training (train on essential duties in case of key absences)
- Dietetic interns
- Health check-ins
- More staff may be needed
- Multiple work teams
- Promote employee wellness
- Recruit other school employees
- Recruit unemployed restaurant workers
- Training - Professional Standards
- Training - COVID-19 protocols
- Update list of staff available for in-person, remote, and on-call work
- Update sick policy, if applicable
- Volunteers
- _____

POINT OF SALE

- Alternate POS stations
- Cashless operation
- Hand sanitizer available at POS
- Physical barriers

- Touchless pin pad/scanner solutions
- _____

ACCOUNTABILITY

- Adapt classroom meals service procedures for breakfast, and lunch
- Apply for CEP
- Download NMPED production record & edit check form
- Maintain production record & daily meal counts
- Procedures to count reimbursable meals (roster, checklist, portable electronics) regardless of where they are served
- Receipt of written consent from family for home delivery of meals
- Training and oversight for teachers or alternative staff who may be newly responsible for meal counts
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MENUS

- 1-2 Entrées per day
- 1-2 Week cycle
- Bento box-style meals
- Continue to offer culturally relevant and vegetarian options when possible
- Limit à la carte
- Plan for special diets
- Promote Farm to School
- Serve student favorites
- Utilize USDA & surplus foods
- _____

FOOD

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

EQUIPMENT + SUPPLIES

- Clear plastic countertop shields
- Disposable aprons
- Disposable disinfectant wipes
- Disposable gloves
- Disposable trays
- Disposable utensils
- Face coverings

- Food packaging supplies
- Hand sanitizer
- Hand soap
- Hands-free water bottle fill stations
- Insulated bags
- Items for self-packaging
- Masking tape
- Meal bags/boxes
- Meal count solutions for meals in classroom
- Mobile serving carts
- Mobile warmers & coolers
- Paper towels
- Physical barriers/partitions
- Portable POS
- Promote prepaid meals/update meal charge policy
- Recycling bins
- Reusable water bottles for staff
- Social distancing decals
- Stickers to designate special diets
- Surface sanitizer
- Thermometers
- Tissues
- Transport boxes/bags
- Utility carts and wagons
- Water solutions for students
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COMMUNICATIONS

- Custodial - extra trash cans
- Families - meal applications
- Families - meal service options
- Families - Special Diet protocols
- Students - meal service options
- Students - nutrition education
- Teachers - food allergens (classroom)
- Teachers & Staff - meal service options
- Banners
- Email
- e-Newsletters
- Media releases
- Print materials
- Robocalls
- School marquees
- Social media
- Text messages
- Website
- _____

HEALTH + SAFETY

- All staff wear face coverings
- Designate a COVID-19 coordinator
- Flush water systems before reopening
- Maintain protection of privacy
- Restrict access to food prep areas
- Update HACCP Plan
- Use timers for cleaning reminders
- _____

OTHER

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- _____
- _____
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