

## **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.

SERV	ICE MODELS + AREAS		Staggered meal times	
	Bus routes		Use tape to mark 6' for students	
	Cafeteria / Multipurpose Rooms/ gyms		Water stations w/sanitizer	
	Campus cruiser carts			
	Classroom			
	Curbside	SCHEDULING		
	Drive-thru		Extra time for meal assembly	
	Food truck		Extra time for meal distribution	
	Grab n' go		Extra time for meal prep	
	Home delivery		Extra time for sanitization	
	Kiosk		Extra time to deliver meals	
	Other authorized meal sites (public libraries,		High risk staff that might be omitted	
	parks, community centers)		High risk staff that might need alternative tasks	
	Outdoor		Staff that may be unable to work due to other	
	Shorter, more frequent meal periods		reasons (illness/child care)	
	Weekend & holiday meals		<del></del>	
	*Have a backup plan: what if the kitchen/school	STAFFING		
	shuts down!			
			0 (	
	<del></del>	_	of key absences)	
FOOD	PREPARATION	_	Dietetic interns	
	Adjust shifts to minimize number of staff in the	_	Health check-ins	
	kitchen at one time	<u> </u>	More staff may be needed	
	PPE & sanitation products easily accessible	<u> </u>	Multiple work teams	
	throughout kitchen	<u> </u>	Promote employee wellness	
	Social distance workflow	_	Recruit other school employees	
	Use tape to mark 6' work stations	<u> </u>	Recruit unemployed restaurant workers	
	Wrapping/containers for cold items	<u> </u>	Training - Professional Standards	
	Wrapping/containers for hot items	_	Training - COVID-19 protocols	
			Update list of staff available for in-person,	
		_	remote, and on-call work	
	SERVICE	_	Update sick policy, if applicable	
	Hand sanitizer available at meal service	_	Volunteers	
	Individually wrapped condiments			
	More trash cans			
	Pause salad bars for now			
	Pause self-service buffets for now	DOIN	T OF SALE	
	Pause share tables for now			
	Physical barriers		Alternate POS stations	
	Sanitize between meal times		Cashless operation	
	Smaller groups of students		Hand sanitizer available at POS	
	Social distancing at tables		Physical barriers	

Adapt classroom meals service procedures for breakfast, and lunch  Apply for CEP  Download MMPED production record & edit check form  Maintain production record & daily meal counts  Procedures to count relimbursable meals (roster, checklist, portable electronics) regardless of where they are served where they are served elivery of meals  Training and oversight for teachers or alternative staff who may be newly responsible for meal counts  Counts  1-2 Entrées per day 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 Prandor special diets Promote Farm to School Serve student favorites Utility carts and wagons Wester solutions for students Utility carts and wagons Water solutions for students  Comment Farm to School Collaborate w/distributors regarding availability Connect w/local suppliers Modify annual bid duentities Plan for increased food waste Plan for		Touchless pin pad/scanner solutions		Food packaging supplies
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## 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 OTHER

