

Grab-n-Go Standard Operating Procedure

Implementation of the Non-Congregate Feeding in the Child Nutrition Programs

PURPOSE: To prevent the spread of COVID disease and to allow for Hawaii Department of Education enrolled student's to pick up meal.

SCOPE: These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may assist in serving food.

OVERVIEW:

All schools will operate under the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal pattern.

Meals will be served to Hawaii Department Education students only. Students must go to their home school to receive a meal. Schools must utilize the eTriton point-of-service (POS) system to scan student ID with barcode (picture optional). If no ID is present, schools can search by name by having the student state their first and last name. Students will be charged according to their status (i.e. free, reduce or paid).

Students needing special meal accommodations have two (2) options to collect their modified meal.

1. Meal is collected from the student's home school or
2. Meal is collected at any Department of Education, non-charter school location with the following requirements:

The parent/guardian must e-mail specialdiets@k12.hi.us to request a change of school pick-up. If the parent/guardian does not have access to e-mail, the school is asked to assist in emailing this request on their behalf.

The meal will be ready in seven (7) business days from request. This allows for administrative lead time to make any menu adjustments and/or conduct training for cafeteria staff at the new school. Any change request to collect the meal from the student's home school will require a three (3) business day turnaround time.

ROLES AND RESPONSIBILITIES

School Administrator: The administrator will be responsible for overseeing the school's site operation and implementation of the meal service program. The school administrator will ensure school families are notified, meal are distributed, meals are accounted for within the POS, as well as crowd and traffic controls are in place. Also, be available to assist with parent concerns.

Meal Counting Assistants (MCA): Will ensure that reimbursable meals are accounted for utilizing the POS (eTriton) system when meals are picked up.

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Manager: The School Food Service Manager will ensure that all procedures are being followed by all cafeteria staff and ensure compliance with Department of Health (DOH) guidelines and School Food Service (SFS) HACCP Handbook of standard operating procedures for food safety.

PROCEDURES

School Food Service Manager shall observe and enforce the following:

- Plan menus with food safety procedures in place. Reference SFS HACCP Handbook and DOH Guidelines.
- Work with the school administrator to arrange for an appropriate time for meal service. Ensure meal times are communicated to their District Supervisor.
- Prior to containerizing all planned menu items, all cold foods shall be stored under refrigeration at 41° F or below, and all cooked hot foods shall be maintained in heating cabinet or oven at 135° F or above.
- At the point of containerizing menu items, record all food temperatures on the Food Temperature Log. Reference SFS HACCP Handbook
- Each containerized meal must have a label or handwritten statement “consume by date and time” time shall reflect two hours from the last recorded temperature of hot and cold food on the HACCP Food Temperature Log.
- Review safe handling procedures with foodservice employees for meal transporting, set up, serving, and clean up responsibilities.
- Routinely visit grab 'n' go locations to determine if appropriate food safety measures are followed and take corrective action if needed.
- Monitor the number of meals planned to avoid food waste due to actual served meals. If possible, containerize a reimbursable meal; and offer the milk and other planned menu items. Make revisions and changes to the menu per SFS updates and when a food item cannot be obtained.
- Monitor all HACCP logs for equipment temperatures, food temperatures, sanitizing, and contact cleaning surfaces. Follow up with food service personnel if temperatures are not recorded and take corrective action.
- Observe meal service and ensure that all meals served are reimbursable.

School Foodservice Employees shall observe appropriate food handling techniques such as:

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- Put on hair restraint, apron, mask, wash hands and put on gloves prior to assembling and distributing meals. Change out any soiled gloves, mask, or apron during the course of the day.
- Clean, sanitize and disinfect all production areas and equipment.
- Maintain proper holding temperature for cold and hot foods.
- Discard leftover food not maintained under constant 41° F or below for cold and 135° F for hot food.
- Follow established procedures for returning/discarding menu items that have not been served to students.
- Record temperature for equipment, cooking, hot holding and cold holding and sanitizing solutions.

MCA are to account for student meals by utilizing the POS (eTriton) system when determined reimbursable meals are picked up/served. Schools are to use the following method:

- Students can be scanned utilizing their ID (picture of the student is not necessary). However, an ID without a student picture will require that students state their first and last name as a verbal identifier.
- Schools can utilize the checklist- "Alphabetical Class Roster with Barcode" from the eTriton system (must keep all daily checklist for auditing purposes)
- Schools can utilize the checklist- "School Roster with Barcode" from the eTriton system (must keep all daily checklist for auditing purposes)
- Schools that do not record the student meal in eTriton at the point of pickup; but uses the eTriton checklist listed above, must input all checked students into eTriton on the same day of service.
- Schools have to ensure that student attendance is counted for daily in order for students to be served a meal. This includes all distance learning and on-campus students.
- Schools shall ensure that the "And Justice for All Poster" is posted at any location where a meal is being served and accounted for.
- Students may pick up meals at a school they are not enrolled in. All applicable requirements for scanning using ID or verbal identifier must be followed. The non-enrolled student shall be scanned into eTriton, at the point the meal is

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picked up, utilizing the "visiting student" procedure. Non enrolled student meals shall credit to their own home school. Do not delete any transaction on non-enrolled students at your school.

COMMUNITY ELIGIBILITY PROVISION AND MEAL DEPOSITS

Students who are enrolled at a Community Eligibility Provision school need to receive their meals at their home school. Students who participate at CEP school are receiving meals for free because their school is CEP and eating at a non-cep school the student will be charged based on their meal status (i.e free, reduce or paid)

Families are to make meal deposits online at ezschoolpay.com to be able to receive meals. Those families who choose not to make deposit online will need to make deposits at their home school.

SITE PREPARATION

Set up a meal distribution site in an area on campus with easy in and out access. (Recommendation is a school turn-around area or parking lot, which allows for walk-in and drive-through pickup, and should be considered as a distribution site.)

- All food shall be containerized. Meals shall be placed on a table to allow for pickup of the meal. There will be no opening of containers and no exchanges.
- Employees/meal distributors shall wear gloves at all times when handling food and containers.
- Employees/meal distributors must practice safe social distancing. The DOH defines this as being approximately 6 feet from others as much as possible.
- Employees/meal distributors shall not reach into vehicles to place containers on child's laps.
- Schools that choose to hand containers to vehicles must ensure to hand the container to the driver or front passenger who will then distribute the container (s) in their vehicle.
- Have signage posting the hours that meals will be made available to students.