

# CNS COVID-19 Reopening Guidelines



## Daily:

- Perform a self-screening at home, including temperature and/or symptom checks every day before coming to work using the [CDC guidelines](#).
  - Any employee who is sick or exhibiting symptoms of COVID-19 shall not come to work.
  - Any employee who has had close contact with an infected person within the past 14 days shall not come to work.
- *Every day before* reporting to the worksite, use your VUSD employee ID to log in and complete the required online VUSD self-screening form for employees located at <https://www.vistausd.org/ess> (employee self-screening).
- All employees will be subject to a temperature check upon their arrival to work *if* a thermometer and personnel are available. This is a requirement in the current Health Order in effect in San Diego County and applies even when an employee has performed a self-screening at home. Employees with a body temperature of 100.0°F or higher will be sent home immediately.
- **All CNS employees are required to wear gloves and mask.**
- **All employees must follow Reopening Procedures including Amended Section for COVID Prevention Program**
  - See page 23

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# **HACCP-Based SOPs**

## **Meal Service during Social Distancing**

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines for keeping district staff and students safe in cafeterias, dining areas and other settings, like classrooms, where meals may be served during school.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

Teachers and other school employees will follow appropriate procedures established by the child nutrition department for any service or eating in the classroom. The child nutrition lead/supervisor will be notified in advance when there are any scenarios that may preclude or interrupt meal service. Anticipated changes in meal counts due to student illnesses or other situations will also be communicated in a timely manner.

**GENERAL RECOMMENDATION:** School campuses should be closed during lunch periods and students not allowed to leave school during this time. This practice would minimize potential exposure outside of the school environment and the subsequent spread to other students after lunch.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Practice Proper Handwashing and Personal Hygiene (See Washing Hands SOP)
  - Wash your hands with soap and water frequently and where appropriate use hand sanitizer, however, **hand sanitizer NEVER replaces routine handwashing.**
  - This becomes especially important after touching frequently touched surfaces like handles, door knobs, writing tools, keyboards, touch pads, and biometric readers.
- Wear and remove face masks (and/or face shields) properly during the day (See Use of Mask SOP). Dispose of used masks or wash and dry as needed. Face shields should be washed, rinsed and sanitized as they become soiled or no less than at the end of each shift.
- As much as possible, avoid touching your face. If this does occur, hands should be washed, and gloves replaced.
- A sneeze or cough should be done into a tissue or the inside of the elbow. If wearing a mask, sneeze or cough into mask, and then change the mask for a clean one.  
**NOTE: Hands must be properly washed before putting on a clean mask.**
- Clean and disinfect frequently touched surfaces as much as possible.

## Meal Service in the Cafeteria and/or Multi-Purpose Rooms

### Hand Washing and/or Sanitizing

- Hand washing and/or hand sanitizer locations should be provided and maintained prior to or, preferably just inside the entrance to the school cafeteria or multi-purpose room dining areas.
- Everyone who enters the dining area is required to wash hands and/or apply hand sanitizer before entering the serving line or eating.
- Cafeteria entrance and exit doors should remain OPEN to prevent students and staff from repeatedly touching the same door knobs and/or handles before reaching the serving line or returning to the classroom.
- All staff responsible for monitoring students during meal service must be trained on proper hand washing and/or the use of hand sanitizers for students and practice these procedures themselves.

### Appropriate Social Distancing While in the Dining Areas

- Staggered dismissal to the lunchrooms by classroom to cafeteria for meal pick up should be in place to avoid any large gatherings of students entering the cafeteria at one time.
- Utilize assigned physically distanced seating in the cafeteria to ensure that all students are clear on where to safely sit when in the cafeteria.
- Students who are siblings and/or share the same household can be safely allowed to sit together while eating if they are in the same class or cohort group.
- Any students with concerning health conditions should be seated in a designated area to reduce their exposure to others while eating.
- There shall be separate entrances and exits for the dining areas to reduce congestion and to make it easier to monitor the numbers of people that are allowed in each area.
- Any areas where lines are necessary should flow in a single direction and floor markings or signage should be considered to encourage proper distancing. These areas may include, but are not limited to, entrances and exits, serving lines, disposal of trash and the return of trays to the dish room.
- Restrict occupancy of all dining areas to no more than 50 percent or less of normal occupancy.

### Serving Line

- **Salad bars and/or self-service areas shall not be used.** These usually contain multiple touch points that may prove impossible to keep cleaned properly during the serving times.
- Entrée, fruit, and vegetable will be pre-plated as the student comes through the line.
- At lunch, students will have choice of milk. This will be handed out at the point-of-sale (POS) area or approved alternate to allow for offer vs. serve (OVS). **Please note under OVS that student is NOT required to take a milk.**
- At checkout, students will utilize the biometric reader or tell the employee their ID number.
- After the student utilizes biometric reader, student must place the finger used on the reader in the hand sanitizer dish next to the reader.
- Staff is to wipe down biometric reader between meal services.
- To the greatest extent possible, staff will wipe down service area between each meal service.

## Meal Consumption in the Classroom after Cafeteria Pick up by Students

### Accessible Hand Washing and/or Hand Sanitizer

- Hand washing and/or hand sanitizer locations should be provided and maintained prior to or, preferably just inside the entrance to the school cafeteria or multi-purpose room dining areas.
- Everyone who enters the dining area is required to wash hands and/or apply hand sanitizer before entering the serving line or eating.
- Cafeteria entrance and exit doors should remain OPEN to prevent students and staff from repeatedly touching the same door knobs and/or handles before reaching the serving line or returning to the classroom.
- All staff responsible with monitoring students during meal service must be trained on proper hand washing and/or the use of hand sanitizers for students and practice these procedures themselves.

### Precautions and Practices in the Classroom

- Consuming individual meals in classrooms instead of in the cafeteria areas will create the need for more diligent attention to safety of students and teachers with food allergies.
- All unique or special dietary requirements must still be adhered to in the classroom.
- Every precaution must be taken to ensure the health and safety of individuals with food allergies during any meal service in the classroom. Any staff overseeing students eating should be trained in food allergen safety and prevention of cross contact with potential allergens.
- Controls to reduce the risks of cross-contact with food allergens in the classroom must be implemented before any service can take place.
- Procedures such as proper hand washing with soap and water after food allergen contact, proper cleaning and disinfection of surfaces after food allergen contact, along with a very strict policy regarding “No Food Sharing” must be implemented before any service can take place.
- Staggered dismissal to the lunchrooms by classroom to cafeteria for meal pick up should be in place to avoid any large gatherings of students entering the cafeteria at one time.
- Procedures for removing trash from classroom this may include the use portable trash receptacles moving from one classroom to the other.

### Serving line

- **Salad bars and/or self-service areas shall not be used.** These usually contain multiple touch points that may prove impossible to keep cleaned properly during the serving times.
- Entrée, fruit, and vegetable will be pre-plated as the student comes through the line.
- At lunch, students will have choice of milk. This will be handed out at the point-of-sale (POS) area or approved alternate to allow for offer vs. serve (OVS). **Please note under OVS that student is NOT required to take a milk.**
- At check out-students will utilize the biometric reader or tell the employee their ID number.
- After the student utilizes biometric reader, student must place the finger used on the reader in the hand sanitizer dish next to the reader.
- Staff is to wipe down biometric reader between meal services.
- To the greatest extent possible, staff will wipe down service area between each meal service.

## Delivery Meal Service

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

**SCOPE:** This procedure will present the “Delivery” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may be serving or delivering food. Delivery service will distribute breakfast and lunch for multiple days. Meal delivery will be as follows:

- Monday Delivery
  - Monday Breakfast & Lunch and Tuesday Breakfast & Lunch
- Wednesday Delivery
  - Wednesday Breakfast & Lunch, Thursday Breakfast & Lunch, Friday Breakfast & Lunch

**INSTRUCTIONS:** All employees in school foodservice must:

- Wear mask at all times.
- Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands SOP*.
  - If sink is not available, hand sanitizer shall be kept onsite.
- Use gloves for handling all ready-to-eat foods.
- Prepare and store all foods according to standard operating procedures for holding hot or cold foods.

Before taking meals to the designated delivery location:

- Verify that all service equipment (such as carts, coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized and are clean in appearance. A dirty cart will instill little confidence in the safety of the meals for your customers as they drive up.
- Before handling service containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination of the containers.
- When placing milk or other beverages in coolers, a best practice would be to layer ice and beverage so that ice is surrounding the product as much as possible.
- **Load your carts with tables, coolers, crates of bagged milk, signage, point of sale (POS) computer, and Wi-Fi hotspot. Also, pack extra food service gloves, hand sanitizer, paper and pen (in case of computer failure).**
- Transport food to the designated location.

**NOTE:** When possible, bring food to the delivery location in batches so that food may be held at the proper temperature for as long as possible. Anticipate lines and wait times for customers. You do not want to serve food that is not close to proper temperature.

At the delivery service location:

- Verify all carts/tables are stable to avoid any unexpected movement, like rolling away.
- Post assigned signage and the “And Justice” poster for all families to see.
- Put on food service gloves and wear these throughout the serving time. If gloves get torn or dirty, remove them carefully, trying not to touch the outside surface of the glove, and put on a fresh pair. Also, gloves should be replaced if you make direct hand

- contact with anyone, put your hands in your pockets, touch your face, or touch a cell phone.
- Serve meals and make sure each student is properly entered into the POS as they receive their meals.
- Maintain social distancing to the greatest extent possible.
- **Students must be present. If student is not present, parent/guardian must show student ID or other form of identification so that student can be properly accounted for in POS system.**

At the end of service:

- Close out POS system.
- Take all food service equipment back to the kitchen.
- Discard food that entered temperature danger zone (41° -135°).
- Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
- Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
- Wash hands thoroughly once the job is done.

The site lead and/or supervisor will:

- Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
- Inspect and ensure that staff are properly trained for cleaning all service equipment.
- Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
- Follow up as necessary.

## Drive up Meal Service

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

**SCOPE:** This procedure will present the “drive up” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food. Drive up meal service will distribute breakfast and lunch for multiple days. Meal delivery will be as follows:

- Monday Delivery
  - Monday Breakfast & Lunch and Tuesday Breakfast & Lunch
- Wednesday Delivery
  - Wednesday Breakfast & Lunch, Thursday Breakfast & Lunch, Friday Breakfast & Lunch

**INSTRUCTIONS:** All employees in school foodservice must:

- Wear mask at all times.
- Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands SOP*.
  - If sink is not available, hand sanitizer shall be kept onsite.
- Use gloves for handling all ready-to-eat foods.
- Prepare and store all foods according to standard operating procedures for holding hot or cold foods.

Before taking meals to the designated drive up location:

- Verify that all service equipment (such as carts, coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized and are clean in appearance. A dirty cart will instill little confidence in the safety of the meals for your customers as they drive up.
- Before handling service containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination of the containers.
- When placing milk or other beverages in coolers a best practice would be to layer ice and beverage so that ice is surrounding the product as much as possible.
- **Load your carts with tables, coolers, crates of bagged milk, signage, point of sale (POS) computer, and Wi-Fi hotspot. Also, pack extra food service gloves, hand sanitizer, paper and pen (in case of computer failure).**
- Transport food to the designated location.

**NOTE:** When possible, bring food to the drive up location in batches so that food may be held at the proper temperature for as long as possible. Anticipate lines and wait times for customers. You do not want to serve food that is not close to proper temperature.

At the drive up service location:

- Verify all carts/tables are stable to avoid any unexpected movement like rolling away
- Post assigned signage and the “And Justice” poster for all families to see.
- Put on food service gloves and wear these throughout the serving time. If gloves get torn or dirty, remove them carefully, trying not to touch the outside surface of the glove,



and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with anyone, put your hands in your pockets, touch your face, or touch a cell phone.

- Serve meals and make sure each student is properly entered into the POS as they receive their meals.

When vehicle arrives:

- Students and/or parents/guardians will get out of vehicle to get meals.
  - **Students must be present. If student is not present, parent/guardian must show student ID or other form of identification so that student can be properly accounted for in POS system.**
- Students will utilize the biometric reader or tell the employee their ID number.
  - After the student utilizes biometric reader, student must place the finger used on the reader in the hand sanitizer dish next to the reader.
- Meal(s) will be placed on table to allow for social distancing
- **You are not allowed to put meals in a vehicle**
- **If you touch a vehicle/person, gloves must be immediately changed**
- When switching gloves, sanitizer is required on hands before putting on new gloves

At the end of service:

- Close out POS system.
- Take all food service equipment back to the kitchen.
- Discard food that entered temperature danger zone.
- Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
- Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
- Wash hands thoroughly once the job is done.

The site lead and/or supervisor will:

- Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
- Inspect and ensure that staff are properly trained for cleaning all service equipment.
- Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
- Follow up as necessary.

## **Cafeteria Staff Quarantined but School Open**

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines in the event of cafeteria closure due to potential COVID-19 contamination.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

Teachers and other school employees will follow appropriate procedures established by the child nutrition department for any service or eating in the classroom. The child nutrition lead/supervisor will be notified in advance when there are any scenarios that may preclude or interrupt meal service. Anticipated changes in meal counts due to student illnesses or other situations will also be communicated in a timely manner.

**GENERAL RECOMMENDATION:** In the event of cafeteria closure due to quarantine, meals should be served in an alternative location designated by site administration. This practice would minimize potential exposure outside of the school environment and the subsequent spread to other students after meal service.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Nutrition Lead or designated representative will immediately notify the director upon announcement of closure of school cafeteria and/or a quarantine of site nutrition services staff.
- The director or designated representative will contact school site to determine the meals needed and the quantity of meals.
- Frozen and/or shelf stable meals will be loaded in a truck along with tables, laptop(s), paper, pens, sanitizer, gloves, and masks and delivered to site.
- Central Kitchen (CK) will assign staff to handout meals designated area at impacted site.
- Students will utilize biometric reader or tell staff their full name and/or ID number to be entered in Point of Sale System (POS)
- The Nutrition Services Operations Supervisor or designated representative will work with site custodial staff to verify when cafeteria and serving areas are safe to resume service.
- Assigned CK staff will follow Delivery Meal Service SOP.
- All meals will be transported from the CK or designated school daily until it has been deemed safe to reenter cafeteria and serving areas.
- Upon approval to resume operations at school site kitchen, designated staff will sanitize all surfaces in kitchen and serving areas.
- Food will be prepared and served out of school site kitchen once given clearance to resume operations.

## **School Closed but Cafeteria Staff Not Quarantined**

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines in the event of cafeteria closure due to potential COVID-19 contamination.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

**GENERAL RECOMMENDATION:** In the event of a school site closure due to COVID-19, Cafeteria Staff will report to the Central Kitchen (CK) during their scheduled work hours. Staff will either be reassigned to another location during closure or work the duration of the closure at the CK.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Nutrition Lead or designated representative will immediately notify the director upon announcement of closure of school site.
- The director or designated representative will contact school site to determine if site nutrition staff and kitchen have been exposed.
- If exposure to staff occurred, the CNS Director or designated representative will contact Human Relations (HR) to determine appropriate plan of action.
- If exposure did not occur, staff from the closed school site will report to the CK and/or designated school to serve meals
- The Nutrition Services Operations Supervisor or designated representative will work with site custodial staff to verify cafeteria and designated service areas have been disinfected during school closure.
- A CNS Supervisor will contact neighboring school(s) to determine need for additional food and employees to accommodate students from closed school.
- CNS Office Staff will create an “All Call” to site that is closed to notify them of alternative meal locations.
- Meals served to students of closed school will follow Drive up Meal Service SOP. Students from closed school are NOT to enter cafeteria of alternative meal location.

## All School Sites Closed

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines in the event of cafeteria closure due to potential COVID-19 contamination.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

**GENERAL RECOMMENDATION:** In the event of a district closure due to COVID-19, Nutrition Service Staff will report to their sites for food preparation. This applies to all sites that did not have their cafeteria and designated eating areas closed due to exposure. If cafeteria/not staff is closed due to exposure, Staff will either be reassigned to another location during closure or work the duration of the closure at the CK.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Nutrition Service Staff will report to their designated sites for food preparation.
- If cafeteria and serving area has been closed due to potential exposure, CNS staff will report to the Central Kitchen (CK) or designated location until it is deemed safe to return to their site cafeteria.
- If exposure to CNS staff occurred, the CNS Director or designated representative will contact Human Relations (HR) to determine appropriate plan of action.
- Employees will perform deep cleaning and sanitation of their site cafeteria and serving areas
- CNS staff will prep food for subsequent days and freeze selected items as directed by CNS Training Supervisor.
- Employees at below sites (subject to change) will prepare meals to be served to Vista Unified Students. Sites that will be serving include: **Foothill Oak Elementary, Grapevine Elementary, Mary Lou Clack Center, Rancho Buena Vista High School, Roosevelt Middle School, and Vista Adult Transition Center.**
- Meals should be prepared at selected sites and distributed following **Drive up Meal Service SOP.**
- CNS Office Staff will create an “All Call” to notify families of alternative meal locations during closure.

## **Central Kitchen Closed**

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines in the event of cafeteria closure due to potential COVID-19 contamination.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

**GENERAL RECOMMENDATION:** In the event of Central Kitchen (CK) closure due to COVID-19, all sites will modify their menu. Staff from multiple sites will be relocated to Vista Magnet Middle School which will act as the temporary CK, CK2. Once CK has been reopened, CK2 staff will move to the CK.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Nutrition Director or designated representative will send email notification to all CNS Leads notifying of CK closure.
- Nutrition Services Training Supervisor or representative will email all Leads and Dunk Tank modified menu and/or chef’s choice menu
- Nutrition Services Operations Supervisor or representative will notify vendors of temporary location change for receiving of goods
- Director or representative will notify all groups that WaveCrest Café currently vends to of closure (i.e. Boys & Girls Club)
- The Nutrition Services Operations Supervisor or designated representative will work with custodial staff to verify CK and offices have been disinfected.
- Upon confirmation that CK and offices are safe to reenter, staff from schools will be temporarily reassigned to CK. Please note that staffing will not be 100% and modified menu will continue until original CK staff returns.
- Temporary staff will prepare meals for all contract sites and receive orders

## Washing Hands

**PURPOSE:** To prevent foodborne illness by contaminated hands..

**SCOPE:** This procedure applies to anyone who handles, prepares, and serve foods.

### **INSTRUCTIONS:**

- Train foodservice employees on using the procedures in this SOP.
- Follow State or local health department requirements.
- Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
- Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
- Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
- Keep handwashing sinks accessible anytime employees are present.
- Wash hands:
  - Before starting work
  - During food preparation
  - When moving from one food preparation area to another
  - Before putting on or changing gloves or mask
  - After using the toilet
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - After eating, drinking, or chewing gum or tobacco
  - After handling raw meats, poultry, or fish
  - After any clean up activity such as sweeping, mopping, or wiping counters
  - After touching dirty dishes, equipment, or utensils
  - After handling trash
  - After handling money
  - After any time the hands may become contaminated
- Follow proper handwashing procedures as indicated below:
  - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
    - Need a timer? Sing “Happy Birthday” from beginning to end.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - Turn off water using paper towels.
  - Use paper towel to open door when exiting a restroom.

## Use of Masks

**PURPOSE:** To prevent foodborne illness through airborne transmission of pathogens and to reduce the potential of community spread of bacteria and virus.

**SCOPE:** This procedure applies to all nutrition staff who handle, prepare, and/or serve food. This also applies to any other district personnel involved in transport or serving food.

### **INSTRUCTIONS:**

- Follow proper handwashing procedures as indicated in Washing Hands SOP
- Thoroughly look over the mask and be sure that it is clean and free of any rips, tears or holes. Also, make sure you are putting the correct side of the mask against your face and that it is not upside down.
- There are 3 common types of masks being used and each one is put on your face differently. In each case avoid touching the mask surface as much as possible while putting it on. These types of masks are:
  - Masks with loops: Grasp the ear loops only and place around each ear.
  - Masks with ties: Grasp the ties only. Bring the mask to nose level. Secure the mask to your face with a bow knot on the back of the head.
  - Masks with straps: Grasp the straps and pull over your head and secure it comfortably. Many masks with straps have adjustments for comfort.
- All masks must cover both your mouth and nose.
  - There should be no gaps between the mask and your face
- Avoid touching the mask while it is on the face.
- If the mask becomes soiled or contaminated, remove the mask and either discard or place in a designated area for washing.
- NEVER reuse disposable paper or single use masks.
- If you touch the mask, remove your gloves and wash your hands. After washing your hands, put new gloves on.

### **REMOVING A FACE MASK:**

- Follow proper procedures for washing hands with soap & water for a minimum of 20 seconds before touching face & removing the mask.
- Remove the mask carefully – Avoid touching the front or inside of the mask when removing.
- Remove your mask based on the type you have:
  - Masks with loops: Grasp both ear loops at the same time and gently remove mask from your face.
  - Masks with ties: Untie the bow knots beginning with the bottom then untie the top bow and gently pull the mask away from your face.
  - Masks with straps: These masks may be unique in how each one is removed. Commonly these masks would recommend that you first loosen and remove the bottom strap, then loosen the top strap and remove the mask from your face.
- If the mask is washable place in a designated container and wash daily before the next use. Masks may also be hand washed using detergent and then dried either by hanging or in a dryer.
  - Washable masks must be completely dry after washing before being used again.
- Replace single-use masks if they become dirty, damp, wet or hard to breathe through. These “single use” masks should not be reused.
- After mask is removed follow proper procedures for washing hands with soap & water

for a minimum of 20 seconds

### **Meal Accommodations**

**PURPOSE:** To ensure the equal access of all VUSD students to nutritious meals, maintain accountability for audit purposes, and prioritize the safety of all students.

**SCOPE:** These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

#### **INSTRUCTIONS:**

- When the district receives notification of a student's medical condition necessitating meal accommodation, the notified party shall notify Child Nutrition Services North Avenue Office.
- Registered Dietitian (RD) will review documentation to ensure compliance with CDE and USDA standards. RD will follow up with family regarding any questions pertaining to accommodations paperwork.
- Students with medical conditions requiring meal accommodations must be served a modified meal approved by the district Registered Dietitian, who will ensure the appropriate documentation is on file to make the accommodation and remain in compliance with the CDE and the USDA.
- Once paperwork has been approved, RD will notify site lead of accommodations and put pop-up note on Point of Sale software system.
- In the preparation of meals for regular meal service, modified meals shall be included in the preparation, but prepared in a separate area from the regular meals in the case of meals modified allergies, carefully and hygienically packaged, clearly labeled, and stored separately from the regular meals in a pre-designated modified meal area for safety and ease of location.
- When family representative (student or parent) comes to pick up modified meal, a foodservice employee will verify the identity of the family representative and retrieve the modified meal prepared for the accommodated student
- The meal will be delivered to the family representative in the manner outlined in the procedures contained in these guidelines.

**NOTE:** When preparing or serving modified meals, foodservice staff must take precautions above and beyond those outlined in the procedures contained in these guidelines. Many of the students requiring accommodation are classified as high-risk individuals due to pre-existing conditions such as asthma and diabetes. These enhanced precautions include changing gloves and washing hands between each task and ingredient in the modified meal preparation, packaging meals in brand new packaging that was wrapped immediately prior to use, and working with freshly washed and sanitized tools, equipment, and surfaces.



## Receiving Product

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing and enhanced sanitation, subsequently upholding the safety of foodservice employees, students, delivery personnel, and vendors.

**SCOPE:** These procedures apply to foodservice and warehouse employees who receive deliveries and to any non-food service staff who may be delivering product.

### **INSTRUCTIONS:**

- During the receiving of goods at the time of delivery, all interaction between district and outside personnel shall be as limited as possible.
- Masks and/or face shields and gloves are to be worn by all involved parties, and a minimum distance of 6 feet shall be maintained at all times among all parties.
- Take extra care in handling boxes, cartons, or containers since gloves may make handling more challenging than bare hands.
- Delivered and received product shall be placed on or near an appropriate conveyance (i.e. cart, forklift, dolly, hand truck, pallet jack) by the delivering party to be transported to its final location by the receiving party to limit contact between parties and with the product itself.
- Assume all boxes, containers, and cartons entering the kitchen or warehouse are contaminated. When lifting products, do not allow box, container, or carton to come in contact with any part of your body other than your gloved hands (i.e. chest, face, bare arms) as contamination may transfer. If product is too heavy for you to lift comfortably in this manner, ask a coworker for help.
- NEVER place boxes, cartons, or containers of received product on surfaces where food is prepared or served, or on top of other food or food packages.
- Once products have been checked for accuracy, inspected for quality, and received, receiving party shall put the received product away in the freezer, refrigerator, dry storage, chemical storage, or other storage area as appropriate for each product and in the manner specific to the site, or designate another foodservice employee to do so. Be sure to store received product away from product already in all storage areas.
- When possible, allow non-perishable products in cardboard packaging to sit undisturbed and isolated for 24 hours, as research has shown COVID-19 can survive for up to this long.
- Products should be stored in the areas correlating to their state upon receipt (i.e. frozen goods in the freezer, refrigerated goods in the refrigerator, room temperature goods in dry storage, chemical storage, or other specified storage area as appropriate), in First In, First Out (FIFO) order.
- Thoroughly sanitize all conveyances and surfaces that came into contact with any received box, carton, or container using disinfectant cleanser effective against SARS-CoV-2.
- Remove gloves and discard immediately following the receiving process and wash hands with soap and hot water for at least 20 seconds, then put on a new pair of clean gloves.

**NOTE:** If any person involved in the receiving exchange displays any symptoms of illness, supervisory staff are to be notified immediately.

## **Daily Interactions**

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing, subsequently upholding the safety of foodservice employees, students, delivery staff, and vendors.

**SCOPE:** These procedures apply to foodservice employees who interact with other employees, students, or the public and to any non-food service staff who may be in or around the foodservice or delivery areas.

### **INSTRUCTIONS:**

- All district employees, visitors, and students shall refrain from engaging in unnecessary physical contact with any individual.
- The maintenance of a minimum 6-foot distance between individuals when possible and the wearing of masks/face coverings are required by law, violations of which could result in fines, closures, and other legal repercussions.
- Examples of unnecessary physical contact include but are not limited to:
  - Hugs
  - Touches
  - Kisses
  - Handshakes
  - High fives
  - Hand-holding
  - Horseplay
- Signs, stickers, tape, and other physical distancing guides on floors, tables, or walls shall be observed and followed.
- District employees, visitors, and students shall allow at least 6 feet of space when passing each other. In tight spaces, the person wishing to enter the area must wait until the person exiting can entirely vacate the space with a minimum 6-foot passing clearance.
- District employees shall not decline to serve students, employees, or visitors if they are observed to violate any of the above guidelines. Still, they shall remind students, employees, or visitors of the above guidelines respectfully and professionally.

**NOTE:** If any person involved in daily foodservice operational duties or in foodservice areas displays any symptoms of illness, supervisory staff must be notified immediately. The following of these guidelines will be enforced during work hours and is strongly encouraged during non-work hours.

## Temperature Checks with Thermometers

**PURPOSE:** To accurately screen employees who are reporting to sites for an elevated temperature, which may be a symptom of COVID-19, and to outline proper protocol if an elevated temperature is recorded.

**SCOPE:** These procedures apply to all foodservice employees, support staff, and visitors who report in person to any district site.

### **INSTRUCTIONS:**

- All site leads will be issued a digital non-contact infrared thermometer.
- Make sure you are wearing gloves, and that you and the employee whose temperature you are taking are wearing face coverings.
- Pull the trigger of the thermometer to turn it on. If it does not turn on, see “Troubleshooting” below.
- Make sure the screen on the rear of the thermometer is set to “Body” on the left side of the screen. If it says “Room” or “Surface Temp”, press the “MODE” button on the side of the thermometer until the screen says “Body”.
- Aim the sensor on the front of the thermometer 2 inches away from the bare forehead of the employee. Make sure there is no hair, clothing, or debris covering their skin.
- Pull the trigger, release, and read the temperature displayed on the rear screen.
- If the employee’s temperature is 100° or higher, have them rest, seated, in a cool indoor location (not a walk-in refrigerator or freezer) for five minutes, then take their temperature again. If they are still registering 100° or higher, notify a supervisor and send them home.
- If their temperature is below 100° the first or second time you take it, they are free to enter and begin their workday.
- Store the thermometer in a secure location. Sanitize before and after each use.
- Limit the amount of people handling the thermometer to one designated person, if possible. The thermometer may be used for no purpose other than to take employee temperatures before they enter the building.

### **TROUBLESHOOTING:**

- If the thermometer does not turn on, make sure there are batteries in it. If there are batteries in it, make sure they are facing the correct direction (the battery on the – side should be flat end up; the battery on the + side should have the end with the raised bump facing up).
- If the batteries are in correctly, contact a supervisor to bring you replacement batteries or a new thermometer.

**NOTE:** This procedure is based on the use of a Berrcom Non-contact Infrared Thermometer, Model JXB-178.

## **Modified Meal Preparation, Packaging, and Storage**

**PURPOSE:** To safely and efficiently prepare, package, and store large batches of meals for modified school meal service necessitated by school closures.

**SCOPE:** These procedures apply to all foodservice employees and support staff engaged in the preparation, packaging, and storage of meals and their components intended for students and staff participating in the School Breakfast Program, National School Lunch Program, and Child and Adult Care Food Program (Supper) through this district, including vended meals.

### **INSTRUCTIONS:**

- Determine number of meals needed for each meal group (Breakfast, Lunch, Supper) for the upcoming period of meal service at least two weeks ahead of time of service.
- Reference the menu and recipes provided by the Registered Dietitian at least two weeks ahead of time of service and create a list of fresh, frozen, and shelf-stable products that need to be ordered to fulfill the entire menu. This includes ingredients, food, beverages, packaging materials, condiments, and any other tools or products necessary.
- Check current inventory to determine what is already in stock and what needs to be ordered. For all types of perishable fresh, frozen, and shelf-stable goods, check the quantity, in addition to expiration dates and/or overall quality of the product on hand to make sure it will still be usable by the time the meal will be served.
- Order the required products on the list from the appropriate produce, dairy, snack, frozen goods, dry goods, paper goods, or other vendors, including the Central Kitchen. Be mindful of each vendor's ordering deadlines, as well as the length of time between placing the order and the arrival of the product. It is important not to order too early, as product may go bad before use, or too late, as meals may not be assembled in time. If you do not have ordering capabilities, submit the list to your supervisor.
- Prepare and package meals according to the menu and recipes as ingredients arrive. Follow procedures for meal cooking and other preparation methods used during a prior school year.
- Alternate packaging procedures may be necessary on a case-by-case basis (i.e. individual packages of fruit and vegetables that are on the salad bar in prior school years).
- For meals that are frozen, adhere to the following guidelines:
  - Do not put hot food, in bulk or individually packaged, directly into the freezer. Make sure food is properly cooled in stages (hot, refrigerated, frozen) according to specific HACCP steps and temperatures before freezing.
  - Do not re-freeze thawed meals.
  - Keep frozen meals stored frozen (at or below 0° F). Employ the use of ice blankets, freezer blankets, coolers, refrigerated trucks, freezer trucks, site refrigerators, and site freezers for temperature-controlled transport and brief storage of meals as needed, never more than 2 hours. Relocate frozen meals as quickly as possible so they spend minimal time outside of the freezer.
  - Do not freeze fresh milk. If meals include milk on the menu, ask a supervisor if fresh milk will be packaged and stored separately or if shelf-stable milk will be packaged and stored with the meals or separately.

**NOTE:** Carefully monitor food safety and sanitation during meal preparation, packaging, and storage, paying special attention to proper temperatures of food and cooling

equipment, cross-contamination prevention, and other HACCP procedures. Always use the First In, First Out (FIFO) method to ensure the meals that were made first are being used first. If frozen or refrigerated meals or components reach a temperature in the Danger Zone (40°-140° F) for any amount of time, notify a supervisor and send the unusable meals back to CK, separated from usable meals and clearly labeled “DISCARD” with today’s date and meal count on the label. Follow these same steps for any product that has any perceptible sign of reduced quality, such as leaks, mold, decay, a change in color, shape, or texture, or a foul smell.

## Cafeteria Staff Quarantined During Their Shift

**PURPOSE:** To prevent the spread of communicable diseases, such as COVID-19 during periods requiring social distancing for safety. This procedure is meant to provide “Best Practice” guidelines in the event of cafeteria closure due to potential COVID-19 contamination.

This procedure is designed to provide child nutrition staff and others with proper practices that are based on what is currently understood regarding COVID-19. It should be acknowledged that individual sites may have unique situations that may require modifications of these procedures.

Note that there are at present no procedures that will totally remove the possibility of exposure to COVID-19 while the virus remains widespread.

**SCOPE:** All staff involved in preparation, set up, service and/or clean up responsibilities will work together to ensure that all meals served are safe to eat and that appropriate food safety measures are followed.

Teachers and other school employees will follow appropriate procedures established by the child nutrition department for any service or eating in the classroom. To the greatest extent possible, the child nutrition lead/supervisor will be notified in advance when there are any scenarios that may preclude or interrupt meal service. Anticipated changes in meal counts due to student illnesses or other situations will also be communicated in a timely manner.

**GENERAL RECOMMENDATION:** In the event of cafeteria staff must leave during their shift to quarantine, administration will bring in staff from other locations. Staff from other locations will finish current staff’s duties for the day and report to CNS Administration for further instruction.

### **INSTRUCTIONS:**

Preliminary safety procedures for all staff include:

- Director, or designated representative will go to site where staff are to be quarantined to ensure a smooth transition
  - Nutrition Lead will be notified of quarantine
    - Lead will inform temporary Lead of duties that still need to be completed for the day, (i.e. prepping, ordering, meal service)
- Temporary Lead and temporary staff will complete daily tasks needed to complete the day
- Temporary staff will sanitize all surfaces in kitchen and serving areas.
- Operations Supervisor, or designated representative, will coordinate long term staff for site location and notify that staff of move
- Quarantined staff will remain quarantined until given release date from Human Relations
- Food will be prepared and served out of school site kitchen once given clearance to resume operations.

## **Amended Section for COVID Prevention Program**

### Communication to Employees for COVID-19 Prevention Plan Amendment 12/18/20

These Emergency Temporary Standards (ETS) apply to all employers, employees, and to all places of employment with three exceptions:

- Workplaces where there is only one employee who does not have contact with other people
- Employees who are working from home
- Employees who are covered by the Aerosol Transmissible Diseases regulation.

1. VUSD Communication on COVID-19 prevention procedures. Periodic updates are made based on changes outlined by the County Department of Public Health or VUSD School Board actions. These updates are provided through the [VUSD Employee Handbook](#), VUSD Monthly Staff Newsletters, or Letters To VUSD Staff.

a. How to Report COVID-19 symptoms, exposures, and hazards to VUSD without fear of reprisal - Please contact your administrator/supervisor to report symptoms, exposures, and hazards. You will be contacted by a representative from the Human Relations Department. The information you provide is confidential and a notification letter will be sent to you by email and US Postal Mail with your dates of self isolation or quarantine.

b. If you find any COVID-19 hazards in the workplace, please contact an administrator/supervisor immediately. All reports will be addressed through the cleaning and disinfection protocols outlined in the site's reopening plan and through the discipline process if necessary.

c. Information about accommodating those employees at higher risk

d. Employees can obtain free testing for COVID-19 at the Linda Rhoades Recreation Center located at 600 N Sante Fe, Vista, CA 92084. You may also test at other [COVID 19 Testing Sites](#) or contact your own primary care provider.

e. Notice of potential exposure to COVID-19 - if you are exposed to COVID-19 in the workplace, you will be notified by phone, email, and US Mail providing you with the dates that you are quarantined and providing information about benefits and leave, Worker's Compensation and cleaning and disinfection protocols. This information is also included in every site's reopening plan (Section 5). [Protocols for Custodians](#)

f. You can participate in periodic inspections of the workplace to ensure compliance with the Emergency Temporary Standards (ETS). Reach out to your administrator/supervisor to participate or contact HR.

2. Identify, Evaluate, and Correct COVID-19 Hazards

a. Employees will complete a [COVID-19 Screening Form](#) each day before they report to the site or department. Other screening measures may include... Employees who report symptoms, exposure to a COVID positive person or a positive test for

themselves are expected to self isolate or quarantine. If they receive notification at the worksite, they are sent home immediately to self isolate or quarantine. HR will send official notification with a return to work date included.

- b. State and local guidance and orders on hazard prevention, including industry specific guidance on Cal/OSHA's website or at Covid-19.ca.gov, will be reviewed.
- c. The site/department/district will review existing practices for controlling COVID-19.
- d. Conducting site-specific evaluations of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public. The inspections of the workplace will also help to ensure compliance with the ETS and check for hazards.
- e. The site/district will implement procedures to correct identified hazards.
- f. Allowing employees or employee's authorized representatives to participate in hazard identification and evaluation. [COVID-19 Hazards Reporting](#)

3. Physical Distancing

Section 6 of all School Site's COVID-19 Prevention Plans

4. Face Coverings

Section 4 of School Site's COVID-19 Prevention Plans

5. Using Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE) as required to reduce transmission risk

- a. Engineering Controls consists of providing cleanable solid partitions that reduce transmissions between fixed work locations where it is not possible to physically distance. (plexiglass barriers, plastic drapes) Maximize outside air to the extent feasible.
- b. Administrative Controls include effective cleaning procedures of commonly touched surfaces, informing employees and employee's authorized representatives of cleaning and disinfection protocols, planned frequency and scope of cleaning, minimization of sharing of tools, equipment, and vehicles, protocols for cleaning an area where a COVID-19 case has been during the "high risk period", and providing, encouraging, and allowing time to frequently wash hands and providing hand sanitizer.
- c. Personal Protective Equipment (PPE) - Evaluate the need for PPE, provide necessary PPE for classifications of employee groups, and provide accommodation meetings for employees at increased risk. Prohibit sharing of PPE.

6. Procedures to Investigate and Respond to COVID-19 Cases in the Workplace - VUSD is contact tracing all notifications provided by sites/departments related to symptoms, exposure, and positive COVID-19 test of employees, students, or visitors. HR and Student Services are working together to investigate and provide notification to anyone potentially exposed. When a positive case is identified, the District:



- a. Determines when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms.
- b. Determines which employees, students, or others may have been exposed to COVID-19.
- c. Notifies individuals of any potential exposure within one business day
- d. Offers testing to potentially exposed employees at no cost and during work hours. Employees will be provided testing information for free testing at the Linda Rhoades Recreational Center. Testing is confidential.
- e. Investigates the exposure, whether workplace conditions could have contributed to the risk of exposure and what corrections would reduce exposure.

Employers must exclude employees from working at the worksite if (1) test positive for COVID-19, or (2) have had COVID-19 exposure.

7. COVID-19 cases and exposed employees are excluded from the workplace until they are no longer an infection risk. The criteria for a COVID-19 case returning to work is as follows:

- a. For employees with symptoms, all of the these conditions must be met:
  - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
  - ii. COVID-19 symptoms have improved; and
  - iii. At least 10 days have passed since COVID-19 symptoms first appeared
- b. For employees without symptoms, at least 10 days have passed since the COVID-19 case's first positive test.
- c. Employees who have been exposed to a COVID-19 case can return to the workplace 14 days after the last known COVID-19 exposure.

8. Recordkeeping and Reporting Requirements

- a. Follow all state and local health department reporting requirements
- b. Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14 day period. Providing the following information:
  - i. The total number of COVID-19 cases.
  - ii. For each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case.

- iii. Any other information requested by the local health department.
- c. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- d. Reporting serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- e. Maintaining records which include inspection records, documentation of hazard corrections, and training records.
- f. Make a written COVID-19 Prevention Program available upon request to employees and employee's authorized representatives.
- g. Record and Track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law with personal identification information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work Related Injuries and Illnesses or other information as allowed by law.
- h. **Visitor/Contractor Log In Sheets** will be maintained by the site to monitor those coming on campus and the locations of their visits. Each site will provide a map that visitors/contractors will use to record areas they have been on site for use in contact tracing if necessary. [Visitor/Contractor Log](#)
- i. **Student Destination Log Sheets** - will be maintained by classroom teachers. This log in sheet will be used to record information for each student who leaves the classroom. This document will help identify where individuals are and if they could have potentially been exposed to a COVID-19 case. (see below)
- j. **Classroom Visitor Log In Sheets** - will be maintained by classroom teachers. This log will record visitors time in and out of classrooms and who the visitor was in contact with during that time. This log can be combined with the [Student Destination/Visitor Log](#).