



It has been a challenging time for everyone during this period of uncertainty and continuous change because of Covid-19. As a result, My Green Lunch has made additional changes to our already **stringent kitchen cleaning and sanitizing procedures**, both in our facility as well as to our on-site distribution process for the 2020 – 2021 School year.

We are fortunate to have a large **4,000 square foot nut-free commercial kitchen with 20-foot ceilings** that allow for a **greater amount of social distancing** than most catering companies. This coupled with our current cleaning and sanitizing procedures, as well as our safe sealed packaging, make us overly compliant with the CDC and local health department recommendations for meal preparation programs.

Over the past few months we have streamlined our procedures and had the opportunity for **intense staff training on these procedures** while running our **My Green Lunch Pantry Program** and in providing over **6,900+ free meals** to those in our community with the help of a [GoFundMe](#) account we set up in [raising \\$35,000 for our Emergency Meal Program: Loaves & Fishes](#) (4,000 meals), [Santa Clara Office of Education](#) (2,400 meals), [AACI](#) (425 Meals), [Santa Clara Sheriff's](#): (75 Meals), [Santa Clara Valley Medical](#) ICU/MICU: (50 Meals).

Kitchen Procedures and Protocols Per Santa Clara County & Alameda County Health Department:

- ⇒ All staff goes through a health check including a questionnaire and temperature check prior to entering the kitchen space.
- ⇒ Every time an employee enters the kitchen, they wash their hands for 20 seconds.
- ⇒ All staff wear hair nets, chef coats, aprons, masks, and gloves while in the entire facility.
 - Reusable masks are provided to every employee, as well as disposable onetime use masks are available in case an employee leaves their mask at home.
 - Gloves are changed whenever they leave and re-enter the kitchen or touch non-food related equipment.
- ⇒ All Kitchen surfaces are cleaned and sanitized multiple times a day, especially between the sealing machine and critical touch points such as doorknobs and walk-in refrigeration handles.
- ⇒ Social distancing marks are labeled throughout the kitchen, office, and break room to help guide the My Green Lunch Staff.
- ⇒ Our packaging is sealed with our sealing system and heated to a minimum of 165 degrees.
- ⇒ The office space is sanitized at least twice daily.
- ⇒ All Warmers and Coolers are sanitized daily, when returned to the kitchen.
- ⇒ All Drivers wear masks when they enter facility and gloves when loading and unloading the food into the warmers for the schools and at the school site.
- ⇒ Drivers carry hand sanitizer in their vans for washing hands between deliveries and change gloves between school sites.
- ⇒ All cold food is thoroughly washed and sanitized prior to being cut and cupped and put into individual, compostable packaging.
- ⇒ All food suppliers are required to provide a temperature check, wear masks and gloves prior to entering facility.

⇒ Health Department Signage- Compliance and Procedures posted all over kitchen both inside and outside - including all entrances and exits.

On-Site Procedures and Protocols:

- ⇒ All Meals will be sealed with stickers identifying entrée type and all cold food is packaged for easy distribution and minimal contact .
- ⇒ Once on site, the driver will unload the electric food Hot Box (Cambro) and take the one from the day prior to return to the kitchen for sanitization.

As always if you have any questions or need any assistance, we are always here to assist you.

Your My Green Lunch Team,

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