

## **Belfast Central School Cafeteria**

### **COVID-19 Re-Opening Plans and Guidelines**

#### **Standard Operating Procedures for High School and Elementary Cafeterias**

The Belfast Central School will, to the best of its ability, follow all protocols set forth by the Belfast Central School District, Allegany County and New York State Departments of Health, NYSED and follow State and Federal mandates for safety, health and responsible social distancing and adhere to all NY Child Nutrition and USDA requirements for serving all students of our district.

All meals served by the Belfast Cafeteria will follow the USDA Federal Guidelines for the National School Breakfast Program and National School Lunch Program including any waivers received for these Programs

#### **1. Foodservice Staff**

##### **A. Food Service Director**

- Will be the sole contact person for all information relating to cafeteria spaces, staff, and meal services for the district
- Participate in district planning and execution meeting and plans
- Will provide training and Standard Operating Procedures for all Foodservice Staff on procedures, protocols for food prep, serving, cleaning, sanitizing, disease prevention and PPE
- Will provide ongoing communication to all employees on a regular basis
- Ensure all Foodservice employees complete daily health screenings
- Oversee inventory of all PPE and cleaning supplies for Cafeteria

##### **B. Cafeteria Staff**

- Will receive the following trainings prior to the reopening of school
  - COVID awareness
  - Hazard Communications/Right to Know – through Utica National Safe School Trainings
  - Exposure Control and Blood Bourne Pathogens - through Utica National Safe School Trainings
  - Cleaning protocols
  - Handwashing
  - Personal health and hygiene
  - Respiratory etiquette
  - PPE-gloves, face coverings, clothing, and aprons
  - Hand sanitizer
  - Social distancing
  - “Stop the Spread”
- Will maintain social distance of 6 feet to every extent possible
- Wear face coverings inside all district buildings in hallways and when social distancing is not possible

- Use approved cleaning and disinfecting products supplied by district, in the manner recommended by manufacturer and Food Service Director
- Follow CDC guidelines for all cleaning and disinfecting procedures
- Follow proper handwashing protocols
- Participate in daily health screening
- Follow district and department protocols for reporting personal illness
- Follow all Standard Operating Procedures for food prep, serving, cleaning, sanitizing, disease prevention and PPE

## 2. Facilities

- Work with maintenance department to ensure ventilation systems are in proper working order
- Supply all PPE for cafeteria employees i.e. masks, gloves etc.
- Provide training and guidance on the frequency of cleaning and disinfecting procedures prior to start of school year and will review as needed or if changes occur.
  - This will include student tables and seating, kitchen equipment, serving and point of sale areas
- Clean and sanitize high use areas multiple times throughout day
  - door handles, tables, kitchen equipment, cooler/freezer handles, serving lines, point of sale areas
- Wear disposable gloves during all food prep, serving, cleaning and laundry tasks.
  - Gloves will be changed often
- Train employees on laundry protocols
- Cover, to the best extent possible, all equipment including point of sale registers when not in use and at the end of the day
- Keep logbooks on all cleaning procedures and frequency
- Deep cleaning and sanitizing of facilities will be done by Maintenance Department
- Supply signage promoting student handwashing prior to entering cafeteria
- Supply hand sanitizing stations at all cafeteria entrance and exit doors
- Provide posters in food service areas
  - “Stop the Spread”
  - Cleaning protocols
  - Hand washing
  - Personal health & hygiene
  - Respiratory etiquette
  - Hand sanitizing
  - Social distancing
  - PPE
    - Gloves usage, removal, and disposal
    - Face covering fit, usage, and removal
- Access to vending machines will be prohibited by students
- Cafeteria drinking fountains will only be available for touchless bottle and cup filling.
  - Disposable cups will be provided.
- Composting will be suspended until further notice

- Limit visitors to cafeteria to district staff and students
- Limit visitors to kitchen and keep a log of any outside visitors i.e. delivery people and outside Maintenance
- All kitchen, cafeteria and concession stands will be used only during school hours and for district use.
  - There will be no public access to these areas.

### **3. Meal Payments, Money Handling and Account Transactions**

#### **A. Community Eligibility Program**

- Belfast Central participates in the Community Eligibility Program, therefore all students receive free breakfasts and lunches at school.

#### **B. Online Payments**

- The Belfast Cafeteria uses MySchoolBucks, the web-based account deposit system.
- Parents will be strongly encouraged to use this system.
- Information on how to enroll and use it will be sent home in a letter to parents prior to the opening of school.
- Information will also be posted on the cafeteria webpage and Facebook.

#### **C. Cash or Check**

- All cash or checks must be sealed in an envelope with the student's first and last name, Student Id number, grade, and amount of money.
  - At the elementary, all envelopes will be collected by the teacher and sent to the cafeteria prior to the start of lunch.
  - High school students should turn in sealed envelopes when going through the meal line.
  - If possible, envelopes should be turned in during breakfast or prior to the start of lunch.
- Parents will be encouraged to send in payments weekly or monthly and include all students in the family in one payment with the breakdown of accounts on the envelope.
- Cashiers will wear disposable gloves when handling all money and envelopes

#### **D. Account Transactions**

- Cashiers will use a touch screen to enter each student's meal transaction.
- BCS will be suspending students typing in their student number to record transactions until further notice.

### **4. Mealtime Protocols**

#### **A. Student Meals**

- All students in grades K-6 will eat breakfast and lunch in their classroom.
- All students in grades 7-12 will eat breakfast in their home room and will eat lunch in designated, socially distant rooms in the building (ex. Cafeteria, auditorium, classrooms).
- Students will go to the cafeteria to pick up lunches in staggered cohort groups.
  - The cafeteria line will be wiped down between cohort groups.
  - Students in line will be socially distanced with floor markers as guidance

#### **B. Students eating in Cafeteria**

- All cafeteria tables will be socially distanced according to New York Department of Health Guidelines
- Cafeteria seating will be at 50% capacity as per New York Department of Health guidelines
- Students will go to the cafeteria to pick up lunches in staggered cohort groups.
  - The cafeteria line will be wiped down between cohort groups.
  - Students in line will be socially distanced with floor markers as guidance
- Disposable trays and pre-wrapped disposable cutlery will be used for breakfast and lunch
- All items will be provided to students by cafeteria server including napkins, silverware, tray with food, milk etc.
  - No items will be self-serve
- Cashiers will use a touch screen to enter each student's meal transaction.
- All food items will be purchased when student goes through meal line, including all a la carte items (additional milk, second servings, ice cream, snacks, etc.)
- Students will sit in designated seats/areas by class, family, or cohorts
- Students will sit no closer than every other seat as designated by signs on seats
- There will be no sharing of food.
- There will be no share table and all uneaten food will be disposed of unless it is a prepacked meal from home and then items will be returned to student lunch pail.
- Students should remain in seats unless directed or with permission from monitors.
- Additional trash receptacles will be added.
- Students will be dismissed by monitors to avoid congregation in doors and walkways.

#### **C. Students eating in Classrooms**

- Meals will be served in the same manner if students were eating in the cafeteria
- All cafeterias will have separate entrance and exits to control traffic flow
- Students in line will be socially distanced with floor markers as guidance
- Disposable trays and pre-wrapped disposable cutlery will be used in all cafeterias for breakfast and lunch
- All items will be provided to students by cafeteria server including napkins, silverware, tray with food, milk etc.
  - No items will be self-serve
- All food items will be purchased when student goes through meal line, including all a la carte items (additional milk, second servings, ice cream, snacks, etc.)
- Cashiers will use a touch screen to enter each student's meal transaction.
- After receiving a tray, students will leave the cafeteria using exit door and return directly to their designated classroom.
- All garbage will be secured in a designated trash can and bag will be tied off.
  - Trash cans in classrooms will have multiple bags and will be immediately picked up by maintenance and taken to dumpster after each meal.
- Handwashing and sanitizing will be promoted before and after each meal.

#### **D. Meals for Remote Consumption**

- Meals will be prepared and packed in school kitchen.
- Three days of meals will be delivered to every student on BCS's remote learning day (Mondays).
  - Meals will be provided for each remote learning day for each student.

- All food will be packaged with heating/cooling instructions.
- Names of student receiving meal will be required for all meals received.
- Students with allergies will receive meals appropriate to their care plan.
- All staff will follow social distancing protocols and wear PPE when handing out meals.

**E. Students with Allergies and High Risk/Vulnerable Students**

- Parents of students with food allergies should contact both the school nurse and the Food Service Director to discuss appropriate meal plans and needs.
- Parents of high risk or vulnerable students should contact the school nurse and the Food Service Director to discuss appropriate meal plans and needs.
- Individual care and meal plans will be established on a case by case basis to accommodate any allergy or vulnerable student.

**F. Communication with Parents and Students**

- The Food Service Director will send home a letter to all households prior to the start of the school year with details of the following
  - Cleaning protocols
  - Health and safety protocols for students and staff including handwashing, sanitizing, and PPE
  - How to notify and guidelines for allergies and high risk/vulnerable students
  - Meal payments and MySchoolBucks information
  - Menus
  - A la carte
- Parents will be provided with the Food Service Director's contact information including phone number, and email address

The Belfast Cafeteria will amend these guidelines as needed based on by County, State, or Federal mandates and regulations.