



HACCP Plan for Emergency Meal Service During COVID 19 Outbreak

PURPOSE: To promote and maintain the accountability and integrity of the child nutrition programs, Pleasant Valley School District (PVSD) shall institute food and employee safety procedures to ensure that meals are responsibly prepared and distributed to parents/guardians and students, and that duplicate meals are not distributed during COVID 19.

SCOPE: This procedure applies to anyone who is responsible for food production, storage, distribution, and monitoring of the flow of food.

Hand Washing and Sanitizing:

Wash hands as often as necessary during food preparation and service. This includes before starting work, when changing tasks, and/or when changing gloves and face coverings. Use hand sanitizer in combination with hand washing, or where hand washing is not available. Use hand sanitizer that contains at least 60% alcohol.

Employee Health:

Food Service employees are required to report information about their health as they relate to COVID -19 or diseases that are transmissible through food. Employees must check in each day when arriving to work for temperature checks. If an employee is displaying any COVID 19 symptoms, they are released from work. Employees, who have become infected or have been in contact with someone who has tested positive, will be referred to the PVSD Administrative Services department for guidance.

Personal Cleanliness & Hygienic Practices:

According to this policy, each person who handles or serves food is required to:

- Report to work in clean clothing and closed-toe shoes
- Wear a district provided disposable apron. Remove and dispose before leaving the kitchen
- Wear hair restraints
- Keep fingernails trimmed, filed, and maintained. Employees with acrylic nails must wear gloves at all times while on duty
- Limit jewelry to a plain-banded ring only. Medical alert identification tags are permitted
- Cover cuts or open sores on hands with a waterproof bandages and gloves
- Store personal items in designated locations
- Eat, drink or chew gum in designated areas
- Refrain from use of any tobacco products on school grounds

Glove and Mask Use:

Wear gloves and a mask or cloth face covering at all times when receiving deliveries, during food preparation or service, and during cleaning and sanitizing tasks. Change gloves in between tasks, when returning to work from a break, when gloves become dirty or torn, or any other time when gloves/mask may have become contaminated.

- Use appropriately sized gloves and mask to ensure proper fit
- Ensure gloves and mask are intact, without tears or imperfections
- Dispose of gloves after they have been removed
- Cloth face masks may be reused if washed with soap and hot water after each use
- Disposable gloves and masks will be available in all PVSD kitchens for Food Service staff members



Cleaning and Sanitizing Food Contact Surfaces:

All food contact surfaces are washed, rinsed, and properly sanitized. Food contact surfaces include but are not limited to; cutting boards, cutting blades on can openers, immersion type thermometers and probes, cooking and serving utensils, production tables, distribution tables and high contact surfaces throughout the kitchen.

All cleaning products are provided by Pleasant Valley School District. Unapproved cleaning or chemical supplies should be not be brought to any PVSD kitchen facility. For all approved cleansers, MSDS information is located at the District Office. All employees are provided training on cleaning and sanitizing.

Meal Distribution Safety Practices:

Access to the kitchen is designated only for Food Service employees, site custodian and short term visits by vendors.

- Food Service Staff will provide meals onsite to those students attending school through Modified Traditional Schedule (Cohort A/B schedule) as well as students enrolled in the PVSD Supervisory Program. Students are served meals through the doorway of the kitchen with staff behind protective shield and wearing necessary PPE (masks/gloves). Two kitchens have serving windows where staff will serve meals wearing PPE. Students consume meals at lunch tables provided with proper social distancing markers.
- Grab 'n' Go meals are served bi-weekly for Digital Learning Academy students and Cohort A/B alternating attendance days. Meals are distributed from one location at 700 Temple Ave utilizing drive through service. All staff wear proper PPE while distributing meals.
- All staff will practice social distancing protocol for their safety as well as the health and safety of the students.

Time/Temperature Control for Safety Foods:

Food Service staff members follow state or local health department regulations, as they pertain to food safety. If a recipe contains a combination of meat products, product will be heated to the highest required temperature. Internal cooking temperatures must follow state or local health department and follow California Food Code.

All Grab 'n' Go meals include temperature safe chilled or frozen food items, fruit and vegetable selections, milk, and food safety instructions in both English and Spanish.

Pleasant Valley School District does not take responsibility of food safety after the food has left the school grounds.

Continuing Education / Staff Training:

All Food Service employees are required to complete USDA annual Professional Standards training hours based on their level of employment. PVSD provides training on required annual updates. In addition, Food Safety Systems provides on the job training monthly.

All employees and volunteers involved in food preparation and service must receive basic food safety and chemical use training before starting work.

Recordkeeping:

All food service workers are responsible for recordkeeping duties, including but not limited to temperature logs, production records, and meal counting.

HACCP-Based SOPs



To deter community members from receiving multiple meals, Seamless Summer Meal program sites will not be located less than one half mile from another open site.

As meals are distributed to community members, a Food Service staff member will use the meal check off sheet to record the number of served meals.

Special Diets/ Meal Accommodation:

Students who need a meal accommodation must have a meal accommodation form on file. Families may request accommodations. Upon receiving information of a request, the PVSD Food Service Supervisor will reach out to the family to coordinate meal pick up service.

Work Schedules:

To the extent possible, Food Services will group employees into isolated work pods. Each pod will consist of no more than five employees for Grab 'n' Go service and 2 employee for onsite service. When employees are absent, substitute employees will be called to work in the same locale as much as permissible.

Site Closure:

If an employee tests positive for COVID-19, the site at which they work may need to be closed depending on their contact with other employees. In the event of Administrative Services notifying Food Services of a COVID-19 positive case, a necessary site closure may need to occur. Follow the checklist below to ensure safety procedures are being met.

- Work with Administrative Services to provide information about possible contact between the positive COVID-19 case and other workers (i.e. other employees, warehouse employees, outside vendors, and custodial).
- Ask the staff member to leave the site in an appropriate manner (ie. Items picked up off the floor, food prepared and ready to be transported to other sites)
- Administrative Services will notify other employees in contact with the positive COVID-19 case to stay home for two weeks
- Assess the staff not in contact with the employee and re-assign them to an active site
- Notify principal of the positive case and the site closure
- Notify families via select communication mode of the site closure
- Distribute a flyer to the community to notify them of the closure
- Contact Facilities & Maintenance to ensure proper cleaning and germicide is taken care of for the facility
- Upon closure, contact delivery vendors to cancel orders
- Do a final inventory report of food product at the site
- Once product is assessed, redistribute the product to active kitchens
- Following their two-week quarantine, employees must have proof of a negative test before being allowed to return to work
- Set in place a plan to pre-order produce, bread, paper, frozen, etc. once site is set to re-open



Program Integrity:

In response to the COVID-19 pandemic, Food Services has implemented procedures to promote program integrity during this time. We strive to continue to support and protect access to nutritious meals for families in our communities.

- Monitoring
 - Onsite monitoring is implemented to ensure that sites administer and comply with regulations and policies involving service and safety of meals to their communities.
 - Ensures meal distribution sites are located in areas that are easily accessible to children eligible for meals and provide ample space for social distancing
 - All visits are documented and reviewed to ensure problems are taken care of
- Accountability
 - Integrity procedure is in place to ensure duplicate meals are not distributed and program accountability is maintained
 - Records are available to ensure proper recordkeeping has taken place
 - Records for point of service systems, sign in sheets, temperature logs
- Civil Rights Requirements
 - “And Justice for All” poster developed by the USDA is in place at all sites
 - All meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disabilities
 - All translations are accurate concerning the availability and nutritional benefits of the program