

## Child Nutrition

RSCSD will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

RSCSD has identified Chris Abbruzzese as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our cafeteria manager.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

Students in attendance at school:

- For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.
- The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.
- The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.
- Cafeteria tables have been removed and replaced with desks that are socially distance appropriately.
- Breakfast: BOCES K-12- Limited menu, cold/shelf stable options
  - Elementary breakfast will be delivered to classrooms.
  - Students walk through the serving line or kiosk set-up near entry point before 1st period to pick up their grab and go breakfast meal to bring it back to the classroom.
  - This prevents instructional staff from having to handle money and record meals served.
  - When appropriate, classes could pre-order breakfasts and a staff person could pick meals up on behalf of students to have ready for them in the classroom

- Lunch: BOCES K-12 Modified menu, 4-5 choices, students walk through service line
  - Students place their lunch order as soon as possible in the day.
    - Google Forms or a paper form will work.
  - Students come through serving line as cohorts, line is wiped down between classes
  - Students can eat in the cafeteria or classroom
  - Options will include 5 daily item choices; 1. a hot packaged item i.e. a burger wrapped in foil, or chilli in a cup with lid, 2. deli sandwich, 3. PBJ, 4. salad, 5. party plate.
    - Special attention and accommodations made for nut free classes
  - Students will indicate to server what side items are desired- no self service
  - A la carte items limited or unavailable- prepay only
  
- Lunch: BOCES K-12 Limited Menu, 3-4 choices, meals distributed by classroom/cohort
  - Students place their lunch order as soon as possible in the day.
    - Google Forms or a paper form will work.
  - A school staff member will pick up meals from the cafeteria to bring to the classroom
  - Options will include cold sandwiches, salads, party plates
    - Special attention and accommodations made for nut free classes, special diets and allergies.
  - Meals are entered onto student account by the cafeteria based on ordered food
  - A la carte items not available.
  - If not universally free, prepayments required, online prepayments (myschoolbucks) preferred.
  
- Students learning remotely:
  - Hybrid- Meals for Remote Learning- Grab and Go:
    - Students will sign-up/pre-order and pick up meals for days they will not be in school on their way out of the building.
    - 1 or 2 choices- ready to eat or ready to heat.
  
- Fully Virtual- Meals for Remote Learning- Grab and Go:
  - Grab and Go breakfast and lunches available.
  - 1 or 2 choices- ready to eat or ready to heat.
  - Distribution to homes via bus routes and/or pick up locations in HOME Districts of students or at a specific OHM BOCES site.

- New Standard Operating Procedures (SOPs) will be established and shared among food service and support staff. SOPs will include:
  - Additional cleaning and sanitizing requirements
  - Proper mask and face shield usage by staff; all food service staff will wear face masks while in the building, all food service staff will also wear face shields when interacting with students and non-food service staff
  - Meal Service Protocols- Students will no longer self-select items; all items will need to be pre-ordered, or requested by students with food service staff placing items on trays
  
- District/School Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
  - Allergies and special diets will be accommodated with allergen safe meal options. When entire cohorts need to remain allergen free, entire cohorts will be offered allergen free choices. Standard cross contamination and allergy protocols will be followed.
  
- District/School Plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
  - Hygiene
    - Proper hand hygiene plays a crucial role in containing the spread of COVID-19. OHM BOCES will take the following steps to promote appropriate hygiene practices.
    - Provide information and training on proper hand washing techniques to all employees and students.
    - Allow time for hand washing throughout the course of the day, specifically before and after meals
    - Supply and provide access to hand sanitizer throughout the campus. Hand sanitizer will contain 60% or more alcohol, and be available before the meal service lines
    - Sharing of food and beverages will be discouraged using signage and training of students and staff
    - Share tables and refrigerator will be eliminated
  
- RSCSD protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
  - Cleaning and Disinfection
    - Service lines will be cleaned and disinfected by Food Service Staff between cohorts
    - Common eating areas if utilized, should be cleaned and disinfected by additional staff between cohorts
    - OHM BOCES will utilize products identified as effective against COVID-19 and that are registered with the EPA.

- RSCSD compliance with Child Nutrition Program requirements.
  - Child Nutrition Program requirements will be followed for all meals served. While the offer versus serve waiver will be utilized, we will continue to offer students as many choices for all meal components as possible. Menus will be planned by the food service administration team and reviewed by the Director and School Dietitian both registered dietitians. Menus will also be analyzed on a macro and micro nutrient level using menu planning software.
  
- School Food Service will utilize the established OHM BOCES communication plan for employees, visitors, students and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
  - Traditional media outlets
  
- Considerations for Reopening Plans. The following considerations should be taken into account when developing the reopening plan. These best practices are intended to highlight additional actions that the SFA may take to communicate with and ensure families understand the processes to ensure access to meals as needed:
  - Follow SFA policies to communicate about school meal service, eligibility, options, and changes in operations;
  - During the public health emergency, meal benefits have been available to many students that may not usually have access to free meals. As school returns, it will be important to communicate to families that all meals may not be available at no cost to all children;
  - Use a variety of communication methods (e.g., website, social media, emails, robocalls, newsletters) and ensure communications are translated into the languages spoken by families in the district;
  - Identify a specific contact person(s) to receive and respond to communications from families. The contact's information should be included in all written materials that are provided to families and to school staff;
  - Assess areas where additional or clearer information may be needed to enhance communication Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Questions related to this guidance may be directed to [reopeningguidance@nysed.gov](mailto:reopeningguidance@nysed.gov) 56 about the program. Provide links to directly access documents and answers to frequently asked questions. Ensure that information is presented in a user-friendly format including language translations where appropriate;
  - Develop program-specific information that details program activities that affect families such as:
    - availability of meals
    - payment methods
    - use of vending machines
    - a la

carte sales o outside food brought into the building, and o restrictions on visitors during the meal service.

- More families may now qualify for benefits than prior to the public health emergency due to changes in the economy. Before school starts, remind families that they can submit a new application for free or reduced-price meals right now and at any time during the school year;
- Provide multiple opportunities for families to complete meal benefit applications;
- Assess if new technology may be needed in order to provide online household applications, obtain electronic signatures or transfer protected student identifying information;
- Provide meal benefit applications with summer meals;
- Make applications available online and at the front office of each school site; and
- Provide phone and in-person support to assist families in applying. Safety and Sanitation
- Update standard operating procedures for sanitation of school kitchens, cafeterias, food warehouses, and central production kitchens;
- Identify any additional equipment or supplies such as thermometers, alcohol wipes or other equipment that may be needed to keep food, students, and staff safe;
- Consider the special feeding needs of students with severe disabilities whose safety and sanitation needs at mealtimes may differ from those of their peers;
- Install barriers at the point of sale/point of pickup (see the Facilities Guidance section);
- Have adequate supplies of face masks, soap, hand sanitizer, and tissues in food service areas (see the Health and Safety section);
- Routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads;
- Use timers for cleaning reminders;
- Wear single-use gloves when handling or delivering all foods;
- Wear a disposable apron when handling or delivering foods;
- Allow only program staff, custodial staff, and approved volunteers to enter program areas. Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools  
Questions related to this guidance may be directed to [reopeningguidance@nysed.gov](mailto:reopeningguidance@nysed.gov)
- Food Service Staffing
  - Evaluate staffing and make any needed adjustments;
  - Ensure staff are trained on district policies and protocols on health and safety;
  - Review, and retrain staff as needed on standard operating procedures for food service;
  - Consider cross-training program staff to perform essential activities in the event of key absences or emergency situations. Contact Vendors and Suppliers
  - The unexpected closures may have impacted food supply chains or availability of certain services and it will be important to account for any of these changes prior to the start of operations;

- Work with food service vendors to determine the safest way to handle deliveries;
- Have supplies on hand for in person and grab and go meal delivery. USDA Waivers approved for the National School Lunch Program and School Breakfast Program, July 1, 2020 – June 30, 2021
- Notify the NYSED Office of Child Nutrition of the SFA’s plan to use any of the following waivers necessary for operations:
  - o Non-Congregate Feeding
  - o Meal Service Time Flexibility
  - o Bulk meals require both non-congregate and meal service time waivers
  - o Parent/Guardian Meal Pick Up
  - o Meal Pattern Flexibility
  - o “Offer Versus Serve” Flexibility for Senior High Schools. Contact your NYSED Child Nutrition Program Representative to ensure operations are within waiver allowances. Meal Service
- Revise district, charter, and site food safety plans to include standard operating procedures for meal service in classroom, additional meal service procedures in the cafeteria, social distancing and PPE during meal prep and delivery, and receiving and storage;
- Ensure meals meet meal pattern requirements;
- Production records must be completed for each meal;
- Develop meal counting procedures for meals served outside of the cafeteria. Procedures will depend on Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools Questions related to this guidance may be directed to [reopeningguidance@nysed.gov](mailto:reopeningguidance@nysed.gov) 58 eligibility determinations – CEP, Provision 2, or Free/Reduced/Paid status;
- Consider how to handle transactions that normally would occur in a cafeteria line – how payments will be collected, receipts issued, and money secured;
- Documented requests for children with special dietary needs (e.g., food allergies) must be accommodated; • Strongly encourage the use of the online school payment system;
- Rather than payment submitted by each child in the cafeteria line, consider cash or check payment collected and sent to the cafeteria by classroom teachers. Meals Consumed Onsite
- Assess where meals will be served (classroom, cafeteria, other);
- Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments;
- Discourage food sharing between students;
- Coordinate with custodians to establish sanitation procedures;
- Clean and disinfect tables, chairs and other frequently touched hard surfaces between groups of students;
- Consider increasing access points for providing meal service;
- Provide physical distancing guides in food service areas such as:
  - tape on floors

- signage
  - increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables
- Plan for one class at a time to go through the cafeteria line and return to the classroom if meals will be eaten in the classroom;
- Use pre-portioned condiments that cashiers & servers place on each tray;
- Place meals on a counter or tray line for quick pick up;
- Consider “Grab and Go” kiosks in hallways or gymnasiums;
- Consider whether teachers can take meal orders in classrooms and send orders to the kitchen via email, Google Docs, SharePoint, etc;
- Consider student meal pick up at building entrances or security checkpoints;
- Coordinate with school personnel in order to meet the feeding safety needs of students with disabilities;
- When students eat in classrooms:
  - train teachers on food allergies, including symptoms of allergic reactions to food.
  - train all non-food service staff on any meal service-related activities they will be responsible for.
  - obtain or develop posters or other aids to assist non-food service staff to implement meal service.
- Meals Consumed Offsite (with collection of waivers)
  - RSCSD will deliver meals directly to student residences.