

ARE YOU READY FOR THE NEW NORMAL?

Checklist

- Who are the stakeholders that need to be a part of this plan? Can you meet with them?
- When must we have our back to school plan ready?
- Will we be making multiple feeding plans over the course of next school year as changes occur?
- Ask Who, What, When, Where and How for prep, delivery and service.

Section 1: Current Regulations and Waivers

Tip: Log into your state CN website regularly to see current approved programs and waivers.

- What are the current guidelines for Fall from USDA for feeding? State? (students in school or out of school)
- What meal program or programs will I use? Is it different from what I originally applied to do? Can I apply for multiple programs before Fall just in case?
- Will my meal programs be the same throughout the year or will they change?
- Are these current waivers extended beyond September or SSO/SFSP?
- If all or some students are out of school, can I use both SSO and regular NSLP?
- What if some or all students are dismissed before lunch?
- Are there waivers that affect my service? When do they start? Expire? Apply to what program?
- Have the waivers been approved by my state? For my district?
- Can I be fully compliant with this service method?
- Do all my service options meet the requirements in the published AR manual?
- What health department regulations relate to my different service style? Mobile? Take out?

Section 2: Distributor's Food Concerns

Tip: Talk to your distributor now about what you need in the Fall.

- What foods or packaging availability issues do they have?
- Where are there supply chain issues that will affect my foods?
- How much lead time do I need to give my distributor? For which market segments?
- When will they deliver my first order and what is my regular delivery day/time?
- What new items will I be using that they may not have planned to provide or are not bid?
- What bid or historic items will I NOT be using that they have planned to provide?
- Will my service type change over time? What food will change? IW? Prepped? Scratch?
- Can I get quotes or bids on items I may not have originally planned to use but will use initially? Can I get long-term quotes for different items?
- Do they have items they need to get out of stock and are priced well?
- How bound am I to my bid items? To the bid estimates?
- How can I provide an accurate forecast? Historic? Spring SSO?
- Are there changes to the commodity distribution of brown box? DOD? Processing?
- What is going on with commodity distribution and processing?
- Are there new/different commodity products available?
- Can I change any of my commodity processing? Change to IW option?

Section 3: Choose the Location

Tip: Plan for transitions and not a single type of service for the entire year.

Tip: Discuss all the possibilities with all those involved.

- How am I feeding: Congregate or non-congregate?
- What locations can be considered to feed the kids?
- How long will I feed them in any one method?
- Will I have to transition to a different style and when will that time be?
- What are the implications for prep, delivery and service for each?

Non-congregate Feeding:

Tip: How can you feed a classroom of students together, it does not need to be in a classroom.

- Classroom packaged delivery, Classroom delivery, Classroom mobile service, classroom students come to mobile service, classroom students come to cafeteria/return, combo delivery/pick up, send meals home
- How similar could this be to Breakfast in the Classroom? What would have to adjust?
- What options work for which ages?
- How many of these options can be used at once? Each wing? Each school?

- How long will each of these scenarios take to serve all students?
- Can you change a schedule to provide enough time for classroom service?
- How does this work in a high school? Are there enough classrooms? Schedules? Multiple service points?
- Will there be rolling dismissals? Dismissal before lunch? Who eats?
- Can you still send food home? On a bus? How will it be distributed? Claimed?
- Do we have all the equipment and supplies?
- How many people are needed for the service options? Delivery? Prep?
- Do we have classrooms or locations for all?
- How will I meet food handling requirements?
- How will you deal with carrying food? Spills?
- How will I ensure accuracy in meal counting and claiming? Overt identification?
- What about allergies?

Congregate Feeding:

Tip: Can you set up in waves? Six-foot social distance, then getting closer until normal?

- Cafeteria, Auditorium, Gym, Hallways, Open Space, Outside
- What options work for which ages?
- How many locations can I use at one time to maintain social distance?
- What time changes for lunch service if there can not be lines and students spread out?
- Do you have space for social distancing or will you have to create physical barriers?
- How do you avoid lines? What is the cause of the line? How can I spread out the line?
- Are there alternative serving options like family style or waiter style or picnic style?
- What would you need to serve outside? Seating? Equipment? Foul weather plan?
- Can you still allow self-serve options? What impact will that have?
- What are the points where students touch food, equipment, paper goods, tables, etc?

Additional Non-FS Labor

- Who has helped with meal service in the past? Who will have to help now?
- Teachers, aides, bus drivers, students, volunteers, parents?
- Who will pay for them? Who will hire them? Who will train them?
- Are there enough of them to help each group of students?

Section 4: Plan the Menu

Tip: Thoroughly plan a menu with foods that can easily transition in different services.

- Have I written my menu yet so I can place my order well in advance?
- How many different service options will I have? What foods work in all the options?
- How long will I serve a certain way?
- Can I get these foods on an ongoing basis?
- Does this menu meet the requirements? Plan to meet all the requirements.
- Are there enough options of the foods I menu to be served in different styles if needed? IW, precooked, raw, wrapped, packaged, bulk, multiple distributors, USDA commodity, processed
- How can I use the same ingredients even if my service style changes? e.g. taco meat
- Can I create a cycle that adjusts over time? Starts short with take-out foods, expands to scratch?
- Have I planned delivery days, thawing, order days, high-participation days into the cycle?
- Is your menu fiscally sound? (it determines food, labor, paper, equipment and participation)
- Do you have a budget to work within per meal? Can you stick to it?
- Can you keep inventory items consistent? Are they bid items?
- What are your high participation foods, historically? Can you offer them?
- What were keys to participation before? Choices? Can you apply those in this meal service?
- What is the “expectation” that you had created for your food? Will this help or hinder?
- Is this menu safe and tasty enough to get paid meal participation? How can I make it so?

Section 5: Significant Service Considerations

Tip: *Labor was the number one issue before. Plan for it to be worse now.*

- What other service considerations are there that will have an impact on service?

Food Safety:

- How do I ensure we are following food safety guidelines?
- Do I follow HACCP? How is my HACCP plan executed?
- Do I know exactly how to track for illness?
- What is the perception of my food safety compliance?
- What will I do with any self-service items?
- How do I address high touch surfaces like pin pads or other shared equipment?

- Have I looked at my locations for handwashing, physical separation, cleanliness?
- How will I ensure temperature compliance with hot and cold foods?
- What might be missing to ensure food safety in my new serving location or style?
- Do I have PPE? Are my cleaning products well-marked and appropriate?

Additional Equipment:

- Is your existing equipment sufficient for your new service? Delivery? Prep?
- Are there alternatives for equipment that you do not have?
- Is the equipment you are using needed for a short time or will this be a longer-use item?
- If I buy something big like a mobile cart, can I use it later?
- Is there money or grants available for equipment? Can you rent?

Containers / Garbage:

- What packaged, single-use items are you currently planning to use?
- Are they on bid? Quote? Have you talked to someone about procuring them?
- What is the cost of packaging? Is IW more cost-effective? Do I have all the parts?
- How will you collect the waste? Food and paper waste?
- Who will buy needed additional waste containers? Will your waste pickup be sufficient?
- Can you still share or food bank tables? Will that be accepted?
- Are students discarding full containers of food?

Labor:

Tip: Walk through every service style and realistically put in time estimates and compare to current staffing levels. Identify shortages and overages in prep, delivery and service.

- Will you have sufficient labor when you return?
- Will your employees return? Will they feel safe to return?
- Will they be able to interact with people or have to be reassigned to different positions?
- Can you accommodate separate prep staff and service staff? Where? How?
- Does the service style emphasize need for more staff at prep, delivery or service?
- Can the staff physically move the mobile equipment themselves?
- How will you ensure a safe work environment? What are the HR rules? Is there a delay if people must be tested? Quarantine? When can they return? To their job or another?

- Do you have PPE? Social distancing options during their work day?
- How will you deal with absenteeism and sickness?
- What is the difference between staffing congregate and non-congregate meals?
- How is food service staff being used for prep? Delivery? Service?
- How does the time required in service compare to the original schedule?
- Who else might you need to help with service if temporary?
- How do you train non-food service or new staff? In food safety? In regulations? Paperwork?
- What administrators must you work with to develop a plan?
- What bargaining unit issues are there?
- Do you have the ability to change positions, hours, locations of staff?
- Where can you find additional staff? HR focus? Chamber of Commerce? Unemployment?
- What if you need more staff for temporary feeding style? Volunteers? Subs? Others?
- What is the cost of labor in each style?