

HACCP-Based SOPs

Meal Service and Self-Service during illnesses

PURPOSE: To prevent spread of illness by ensuring that all foods are served in a sanitary manner and follow the Federal/State Food Code.

SCOPE: This procedure applies to foodservice employees and cleaning procedures.

KEY WORDS: Contamination, Self-Service

INSTRUCTIONS:

Normal Meal Service – (Green Light)

Students have the option of serving themselves limited items during meal service (Monticello Elementary, Wayne County Middle). High School will serve themselves continually.

1. Students will serve themselves using utensils on the steam table and/or pre-cupped portions.
2. Any utensils used will be replaced with clean utensils between each student group and each time pans are changed or replaced on the line or more often as necessary.
3. The serving line, point of service and key pads will be wiped down and sanitized between each student group that comes through the line or more often as necessary.

During increase in illnesses – (Yellow Light)

Students will be limited to what they can serve themselves (Monticello Elementary, Wayne County Middle). High School will continue to serve themselves, but will have more pre-cupped items and less utensils students will handle.

1. Disposable eating utensils and foam trays will be used with all students.
2. Foodservice staff will serve or pre-plate items for the students at all schools except for the High School.
3. Items will be available pre-cupped for food items that are not temperature sensitive.
4. Students handling utensils will be limited as much as possible.
5. When utensils must be used, they will continue to be replaced with clean utensils between each student group and each time pans are changed or replaced on the line or more often as necessary.
6. The serving line, point of service and key pads will be wiped down and sanitized between each student group that comes through the line or more often as necessary.
7. Only pre-packaged items are available to be placed in the share carts for other students to pick up.

During high rates of illnesses – (Red Light)

Students will pick up pre-cupped, pre-plated or be served by staff.

1. Foodservice staff will wear masks.
2. Disposable eating utensils and foam trays will be used with all students.
3. Foodservice staff will serve or pre-plate items for the students at all schools.
4. Items will be available pre-cupped for food items that are not temperature sensitive.
5. No salad bars will be available.
6. Any utensils handled by students will be avoided as much as possible.
7. The serving line, point of service and key pads will be wiped down and sanitized between each student group that comes through the line or more often as necessary.
8. Share carts will not be used.

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Meal Service and Self-Service during illnesses, continued:

MONITORING:

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedure in this SOP.
2. Replace improperly handled utensils and food items.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils when Handling Ready-To-Eat Foods; Holding Hot and Cold Potentially Hazardous Foods; Serving Food; Preventing Contamination at Food Bars SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Food Cooking/Holding Temperature Log. The foodservice manager will monitor for procedures on the Food Safety Checklist daily. A copy of the Food Safety Checklist must be turned into SFA monthly. **Foodservice manager will note on the Food Safety Checklist changes in service that was made during that month due to High Rates of Illness.** Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Food Cooking/Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 3 years.

DATE IMPLEMENTED: February 13, 2020 BY: Kathryn Tucker MS RD LD

DATE REVIEWED: _____ BY: _____

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