

Back to School Planning: School Foodservice

On June 22, 2020, the Wisconsin Department of Public Instruction (DPI) released back to school guidance titled "[Education Forward](#)". Within this guidance, there is a link to the "[Interim COVID-19 Cafeteria and Food Service Guidance](#)".

DPI laid out four different approaches to bringing students back into the classroom this coming fall. They are noted below.

[Four-Day Week](#)

- Each student level (elementary, middle, and high school) reports to school, outdoor learning spaces, or community-based organizations four full days a week.
- Students are provided with virtual learning materials—digital, analog, or hybrid formats—to support learning on those days when they do not report to school for in-person learning.
- Students continue to receive any additional learning support beyond general education learning support.

Best practices

- School buildings are closed on the fifth day for deep cleaning, one-on-one virtual or small-group instruction, connecting with families, teacher planning, or professional learning.

[Two-Day Rotation](#)

- All students report to school, or outdoor learning spaces, two full days per week (Monday/Tuesday or Thursday/Friday).
- Students are provided with virtual learning materials —digital, analog, or hybrid formats—to support learning at home or in a community-based organization on those days when they do not report to school for in-person learning.
- Students continue to receive any additional learning support beyond general education learning support.

Best practices

- School buildings are closed on the fifth day for deep cleaning, one-on-one virtual or small-group instruction, connecting with families, teacher planning, or professional learning.

[A/B Week Rotation](#)

- Half of the student population reports to school, or outdoor learning spaces, four full days per week for in-person learning while the other half of the school population participates in virtual learning at home or community-based centers. The two student groups alternate between in-person and virtual learning weekly. All grades are included.
- Students are provided with virtual learning materials—digital, analog, or hybrid formats—to support learning on those days when they do not report to school for in-person learning.
- Students continue to receive any additional learning support beyond general education learning support.

Best practices

- School buildings are closed on the fifth day for deep cleaning, one-on-one virtual or small-group instruction, connecting with families, teacher planning, or professional learning.

[Elementary Face-to-Face and Secondary Virtual Learning](#)

- Elementary students return to school first, before other grade levels. Elementary students attend four full days per week and are distributed across multiple sites (e.g., elementary and middle school buildings).
- Secondary students continue to engage in virtual learning at home or in community-based centers.
- Students are provided with virtual learning materials—digital, analog, or hybrid formats—to support learning on those days when they do not report to school for in-person learning.
- Students continue to receive any additional learning support beyond general education learning support.

Best practices

- School buildings are closed on the fifth day for deep cleaning, one-on-one virtual or small group instruction, connecting with families, teacher planning, or professional learning.

Based on these approaches and the nationwide waivers received from USDA (see below), the School Nutrition Team (SNT) developed interim guidance based on these models and the waivers available.

USDA Nationwide Waivers for SY 2020-21

- [Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – EXTENSION #2](#)
- [Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program \(CACFP\) – EXTENSION #2](#)
- [Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION #2](#)
- [Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – EXTENSION #4](#)
- [Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in the National School Lunch Program for School Year 2020-2021](#)

USDA Statewide Waivers to be Requested by the Department of Public Instruction for SY 2020-21

- Potable water
- NSLP and Child and Adult Care Food Program (CACFP) enrichment or educational activity requirement in afterschool care programs
- FFVP waivers
 - Non-congregate
 - Alternate site distribution
 - Parent/guardian pick up
- K-8 meal pattern for K-12 e-learning/virtual meals
- SMP waivers
 - Non-congregate
 - parent/guardian pick up
- CACFP At-Risk afterschool meal and snack attendance requirement
- CACFP sponsor onsite monitoring requirement

Additional Considerations

- Create pre-order template
- Attend future DPI SNT Stakeholder Calls

Review-Prepare-Implement-Assess

We are hoping that you will take some time to **review** this document, as well as other DPI and CDC guidance. As you learn about how your school/district plans to go back to school, you should **prepare** a plan on how your school foodservice operation will function based on what learning models will be used. As school re-opens, **implement** your plan for feeding students. As things evolve and change (because you know they will), **assess** your plan to see how it is working and make revisions as you deem necessary.

Four-Day Week

All students back in the school buildings 4 days of the week.

Considerations

Where will meals be served in the school building?

Students can go to the cafeteria by classroom to receive their meals or meals could be delivered to the classroom on carts (if feasible). If your SFA has decided to feed students in the cafeteria, consider how to distance them safely. A mask may be required while students stand in line to get their meals. It is recommended that students have the ability to wash their hands before a meal. Consider the mobile/portable hand washing stations for food servers and as classrooms file out of the room to collect meals.

The meal time windows may be adjusted for serving meals in a different structure as it may take longer for some groups of students to go through the line, etc.

Consider meal pick up location for virtual or e-learning students.

How will meals be served virtually?

With the availability of the USDA Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program – EXTENSION #2, USDA Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – EXTENSION #2, and the USDA Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION #2 students can take meals home with them for the days they are not in the building. Students may be transporting these meals in their backpacks, so consider spill-proof or leak-resistant options. Alternatively, the meals for e-learning or virtual days can also be delivered (though not a requirement), or they can be picked up by parents or guardians.

USDA has also published a nationwide waiver removing the requirement of offer versus serve at the high school level.

How do we ensure students with food allergies are safe?

If the plan is that students will be eating in the classroom and there are students within a classroom that have food allergies, send information home to households regarding food allergies and what food items are not allowed in the classroom (cold lunch and snacks) to ensure the safety of the student(s) with allergies. Work with your school nursing staff. Consider having food allergy information at the Point of Service (POS), indicating which students have food allergies.

How do we serve meals to students with special dietary needs?

Regardless if meals are served in the school building or sent home, special dietary needs of students must be met. SFAs are strongly encouraged to communicate with parents regarding how they plan to accommodate the needs of students with documented special dietary needs, including allergies.

What about the 5th day? How will students get their meals?

With the availability of the USDA Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program – EXTENSION #2, USDA Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – EXTENSION #2, and the USDA Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION #2, students can take meals for the 5th day home with them. Students may be transporting these meals in their backpacks, so consider spill-proof or leak-resistant options. Alternatively, the meals for the 5th day can also be delivered, or they can be picked up by parents or guardians.

In addition, school nutrition professionals will still be needed for deeper cleaning of the kitchen and serving areas. Cleaning at the end of each shift and re-sanitizing the surfaces the next preparation/serving day is recommended in case particles settle on surfaces.

What meals can be served to the student for the 5th day?

All meals your school would typically serve according to your SFA online contract.

What about the Fresh Fruit and Vegetable Program (FFVP)?

Statewide waivers will be requested for the following:

- Parent/guardian pick-up for the FFVP
- Alternate service location for the FFVP
- Non-congregate FFVP service

What about the Afterschool Snack Program? My SFA isn't going to have afterschool enrichment activities due to COVID-19.

A statewide waiver has been sent to USDA requesting to waive the enrichment activity in the Afterschool Snack Program.

How do you keep students socially distanced? What if our students are eating in the cafeteria?

Classrooms should be set up for social distancing. If some students need to eat in the cafeteria, students should be spaced apart to meet social distancing requirements. Open campus is strongly discouraged. The less students are mobile, the less opportunity for exposure and potential passing of the virus.

Consider putting tape on the floor as floor markings that are six feet apart to show where students need to stand as they wait to go through the line in the cafeteria. Additionally, there are companies that have come up with innovative ways to keep the students socially-distanced in the cafeteria. Consider doing some further research.

How should we serve or package meals?

Unitize or individually-package meals (with the full daily minimum requirement for each component) for ease. You can still have choices but it is recommended to limit the number of options available. Self service options should be eliminated. However, you and your staff can be creative on how you serve the same items in different ways. Check with food and supply vendors to see what is available. Check storage areas available at each school to see if you have adequate space if you choose to utilize disposables. Check with smallware vendors for tray covers or special lunch boxes that can be washed, sanitized, and reused.

A statewide waiver is being considered for a single meal pattern for all grade groups for virtual or e-learning students.

How should we serve condiments?

Condiments should be available in individual, portion control (PC) units and served by a gloved server, rather than grabbed by students. SFAs do have the option of including condiments with virtual or e-learning meals.

Where do the "And Justice for All" posters need to be located?

We are waiting on USDA guidance related to "And Justice for All" posters. This question has been sent on to the National Office Division of Civil Rights.

Can we have an a la carte line?

Discuss a la carte and extras with school administration to determine the best course of action. Not having a la carte sales may have a big impact on the financial bottom line of the nonprofit school foodservice account. If implementing, consider pre-packaging or unitizing a la carte items or extras to ensure food safety. Additionally, determine money collection strategies for any a la carte purchases.

If SFAs have ideas or best practices on how to incorporate a la carte items or extras during COVID-19, please consider sharing with us by sending your ideas to dpifns@dpi.wi.gov.

What does the POS look like?

If students are going to the cafeteria to pick up their meals, the POS can be the same as usual, with a staff member putting in a PIN number, swiping a card, marking a bar code sheet, or sanitizing the key pad after every student. If

feasible, schools/districts may want to consider touchless, scanning devices for POS. Another option would be manual check-off lists with manual entry after service is complete. However, this option can be time consuming and is susceptible to human error. Another idea is to have the student bar code sheet in a plastic protector sheet that is marked at the POS, using a dry-erase marker, and scanned later.

If students are served meals in the classroom, consider a pre-order system with a check-off list to help with POS. Also consider the need for additional pin pads, laptops, and/or licenses for POS software to have at each service site. Develop documents to use as check-off/tally sheets for each meal/classroom/grade where meals have not previously been served. Use separate documentation for each meal service and do not use attendance documents.

Provide training in Civil Rights, POS (emphasizing that students are counted as they receive their meals), and Offer vs. Serve (if using) for all teachers and aides newly participating in counting and claiming procedures or meal service.

POS for delivered or picked-up meals is another consideration. Because meals are served through non-congregate NSLP and SBP, meals are counted and claimed by eligibility. Your SFA may want to use a Google Form to create a pre-ordering system, which will assist with POS for meals that are picked up or delivered. Plans must be in place for maintaining accountability and program integrity. More information about how the SNT will collect plans from SFAS will come out soon.

How will money collection take place?

If your school has online payment available, that would be recommended. If a student comes with cash in hand, that could be collected when the meals are served. Have parents/students put money in envelopes for quicker/safer collection if serving in the classroom. Make sure there is hand sanitizer available for whomever is collecting money.

How do we get USDA Free and Reduced-Price Household Meal applications to families if we don't have a Back to School night?

The Free and Reduced-Price Meal Application packet can be mailed or emailed to all households. It could also be part of online registration, if applicable at your SFA. It is suggested to run Direct Certification early and often so households are notified they do not need to complete an application; that will limit transfer of documents.

In addition, your SFA may want to consider using the free online application available through the School Nutrition Accountability Software (SNACS). Contact DPISNACSSupport@dpi.wi.gov if interested in learning more about this option.

How do we ensure there is potable water available for students?

Public drinking water supplies are safe to drink, however the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19 and other germs. Therefore, with concerns over germ spreading at water fountains and water coolers, schools/districts will likely not have this option available. For best practice, have students bring in their own water bottles from home filled with water each day. A statewide waiver request of the potable water requirement will be sent to USDA.

How do I staff for a four day week when some students are eating in the classroom, others are eating in the cafeteria?

The answer depends on where you will be serving and which learning model your school/district chooses. Serving in classrooms may require additional staff. Allowing students to pick up meals by classroom from the cafeteria may or may not require additional staff, depending on how you decide to serve your meals (disposables or non-disposables).

If additional staff is needed, consider contacting laid-off catering or restaurant staff.

Staff may need to be retrained depending on the menu and meal distribution. For instance, a worker who used to prepare the bulk salad bar items, may now be packing containers of vegetables or packing sack lunches.

Additionally, some staff may not be able to perform certain functions due to being in a high risk category, so you may need to find other tasks for them to complete away from students, like packing meals instead of serving meals or POS.

Consider having two staffing groups where one group is responsible for taking care of classroom meals and the other group is responsible for cafeteria meals.

With the possibility of an outbreak, how do I get prepared to serve meals to students when the school is closed unexpectedly?

As of right now, meals can be served through non-congregate NSLP and SBP waivers by either parent or guardian pick-up or school delivery. There is also a meal time waiver which allows meals to be picked-up or delivered outside normal meal times. Because meals are served through NSLP and SBP, SFAs must have a program integrity and accountability plan ensuring that meals are counted and claimed based on student eligibility. A single meal pattern waiver will be sent on to USDA for all meals that are served to virtual or e-learning students.

Encourage staff to report symptoms early or known exposure as this is critical to the operational strategy. Discuss the possibility of Group A and Group B scheduling in case someone gets sick.

If one of my schools or the whole district needs to close due to an outbreak, am I still responsible for receiving my USDA Foods order?

Yes. The USDA Foods Team will be hosting calls to talk through what needs to be done regarding USDA Foods orders during this time. More information will be coming out soon.

What can we do to get food to students who need it on weekends?

Because we are operating under the NSLP rather than the Seamless Summer Option or Summer Food Service Program, weekend meals cannot be counted and claimed. Your school/school district can consider a weekend backpack program, have food pantry information available for families in need, consider using CARES funding, or creating a meal fund relief program (supported by your community) to help pay for meals.

What can my staff do to help maintain a safe environment?

Ensure training for staff is completed at the school level. Individuals should wash their hands after removing their gloves or after directly handling used food service items. Key times to wash hands include:

- Before and after work shifts
- Before and after work breaks
- After using the restroom
- Before and after eating, drinking or preparing food
- Before putting on and after taking off disposable gloves when preparing food
- After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
- After blowing your nose, coughing, or sneezing
- After putting on, touching, or removing cloth face coverings

Determine a schedule to wash cloth reusable face coverings.

Institute measures to physically separate and increase distance between employees, volunteers, other coworkers, students, and their families, such as:

- Plan menus, production, and food preparation schedules to allow employees to maintain the recommended social distance of six feet apart while working when possible.
- Use tape/floor markings to designate six-foot workstations (boxes or stripes on the floor) in the kitchen, food service, and food delivery points where interactions with students or their families occur, if possible.
- Implement a plan for curbside pickup of meals or contactless delivery service (if possible) to minimize contacts with students and their families, when possible.
- Place posters that encourage staying home when sick, cough and sneeze etiquette, and good hand hygiene in the school, at entrances, and where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees, volunteers and customers.
- Provide disposable disinfectant wipes, cleaners, or sprays that are effective against COVID-19. Train staff how to check the concentration of a sanitizing solution and how often it needs to be changed.

- Train employees to clean, sanitize, and disinfect frequently touched surfaces often, including food service work areas in kitchens, cafeterias, door handles, tables, and countertops, entrances, employee break rooms, rest areas, outside distribution areas and other common areas. If the surfaces are visibly dirty, clean them prior to disinfecting.
- Follow all applicable local, state, and federal regulations and public health agency guidelines.

Two-Day Rotation

Students are split into two groups and groups will be in the school building either Monday/Tuesday or Thursday/Friday with a sanitation day on Wednesday.

Considerations

Where will meals be served in the school building?

Students can go to the cafeteria by classroom to receive their meals or meals could be delivered to the classroom on carts (if feasible). If your SFA has decided to feed students in the cafeteria, consider how to distance them safely. A mask may be required while students stand in line to get their meal. It is recommended that students have the ability to wash their hands before a meal. Consider the mobile/portable hand washing stations for food servers and as classrooms file out of the room to collect meals.

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What meals can be served to students on their e-learning or virtual learning days?

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What about the Fresh Fruit and Vegetable Program (FFVP)?

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Classrooms should be set up for social distancing. If some students need to eat in the cafeteria, students should be spaced apart to meet social distancing requirements. Open campus is strongly discouraged. The less students are mobile, the less opportunity for exposure and potential passing of the virus.

Consider putting tape on the floor as floor markings that are six feet apart to show where students need to stand as they wait to go through the line in the cafeteria. Additionally, there are companies that have come up with innovative ways to keep the students socially-distanced in the cafeteria. Consider doing some further research.

How should we serve or package meals?

Unitize or individually-package meals (with the full daily minimum requirement for each component) for ease. You can still have choices but it is recommended to limit the number of options available. Self service options should be eliminated. However, you and your staff can be creative on how you serve the same items in different ways. Check with food and supply vendors to see what is available. Check storage areas available at each school to see if you have adequate space if you choose to utilize disposables. Check with smallware vendors for tray covers or special lunch boxes that can be washed, sanitized, and reused.

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Provide training in Civil Rights, Offer vs. Serve (if using) for all teachers and aides newly participating in counting and claiming procedures or meal service, and POS emphasizing that students are counted as they receive their meals.

POS for delivered or picked-up meals is another consideration. Because meals are served through non-congregate NSLP and SBP, meals are counted and claimed by eligibility. Your SFA may want to use a Google Form to create a pre-ordering system, which will assist with POS for meals that are picked up or delivered. Plans must be in place for maintaining accountability and program integrity. More information about how the SNT will collect plans from SFAS will come out soon.

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How do I staff for a two day rotation?

The answer depends on where you will be serving and which learning model your school/district chooses. Serving in classrooms may require additional staff. Allowing students to pick up meals by classroom from the cafeteria may or may not require additional staff, depending on how you decide to serve your meals (disposables or non-disposables).

If additional staff is needed, consider contacting laid-off catering or restaurant staff.

Staff may need to be retrained depending on the menu and meal distribution. For instance, a worker who used to prepare the bulk salad bar items, may now be packing containers of vegetables or packing sack lunches.

Additionally, some staff may not be able to perform certain functions due to being in a high risk category, so you may need to find other tasks for them to complete away from students, like packing meals instead of serving meals or POS.

Consider having two staffing groups where one group does line service for those in the building and the other group takes care of meal prep for the virtual or e-learning students.

With the possibility of an outbreak, how do I get prepared to serve meals to students when the school is closed unexpectedly?

As of right now, meals can be served through non-congregate NSLP and SBP waivers by either parent or guardian pick-up or school delivery. There is also a meal time waiver which allows meals to be picked-up or delivered outside normal meal times. Because meals are served through NSLP and SBP, SFAs must have a program integrity

and accountability plan ensuring that meals are counted and claimed based on student eligibility. A single meal pattern waiver will be sent on to USDA for all meals that are served to virtual or e-learning students.

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What can my staff do to help maintain a safe environment?

Ensure training for staff is completed at the school level. Individuals should wash their hands after removing their gloves or after directly handling used food service items. Key times to wash hands include:

- Before and after work shifts
- Before and after work breaks
- After using the restroom
- Before and after eating, drinking or preparing food
- Before putting on and after taking off disposable gloves when preparing food
- After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
- After blowing your nose, coughing, or sneezing
- After putting on, touching, or removing cloth face coverings

Determine a schedule to wash cloth reusable face coverings.

- Institute measures to physically separate and increase distance between employees, volunteers, other coworkers, students, and their families, such as:
- Plan menus, production, and food preparation schedules to allow employees to maintain the recommended social distance of six feet apart while working when possible.
- Use tape/floor markings to designate six-foot workstations (boxes or stripes on the floor) in the kitchen, food service, and food delivery points where interactions with students or their families occur, if possible.
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- Provide tissues and no-touch disposal receptacles for use by employees, volunteers and customers.
- Provide disposable disinfectant wipes, cleaners, or sprays that are effective against COVID-19. Train staff how to check the concentration of a sanitizing solution and how often it needs to be changed.
- Train employees to clean, sanitize, and disinfect frequently touched surfaces often, including food service work areas in kitchens, cafeterias, door handles, tables, and countertops, entrances, employee break rooms, rest areas, outside distribution areas and other common areas. If the surfaces are visibly dirty, clean them prior to disinfecting.
- Follow all applicable local, state, and federal regulations and public health agency guidelines.

A/B Week Rotation

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Considerations

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The meal time windows may be adjusted for serving meals in a different structure as it may take longer for some groups of students to go through the line, etc.

Consider meal pick-up location for virtual or e-learning meals.

How will meals be served virtually?

With the availability of the USDA Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program – EXTENSION #2, USDA Nationwide Waiver to Allow Non-congregate Feeding in the Child Nutrition Programs – EXTENSION #2, and the USDA Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – EXTENSION #2 students can take multiple meals home with them for the days they are not in the building. Students may be transporting these meals in their backpacks, so consider spill-proof or leak-resistant options. Alternatively, the meals for e-learning or virtual days can also be delivered (though not a requirement), or they can be picked up by parents or guardians.

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All meals your school would typically serve according to your SFA online contract.

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Consider putting tape on the floor as floor markings that are six feet apart to show where students need to stand as they wait to go through the line in the cafeteria. Additionally, there are companies that have come up with innovative ways to keep the students socially-distanced in the cafeteria. Consider doing some further research.

How should we serve or package meals?

Unitize or individually-package meals (with the full daily minimum requirement for each component) for ease. You can still have choices but it is recommended to limit the number of options available. Self service options should be eliminated. However, you and your staff can be creative on how you serve the same items in different ways. Check with food and supply vendors to see what is available. Check storage areas available at each school to see if you have adequate space if you choose to utilize disposables. Check with smallware vendors for tray covers or special lunch boxes that can be washed, sanitized, and reused.

A statewide waiver is being considered for a single meal pattern for all grade groups for virtual or e-learning students.

How should we serve condiments?

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Where do the "And Justice for All" posters need to be located?

We are waiting on USDA guidance related to "And Justice for All" posters. This question has been sent on to the National Office Division of Civil Rights.

Can we have an a la carte line?

Discuss a la carte and extras with school administration to determine the best course of action. Not having a la carte sales may have a big impact on the bottom line of the nonprofit school foodservice account. If implementing, consider pre-packaging or unitizing a la carte items or extras to ensure food safety. Additionally, determine money collection strategies for any a la carte purchases.

If SFAs have ideas or best practices on how to incorporate a la carte items or extras during COVID-19, please consider sharing with us by sending your ideas to dpifns@dpi.wi.gov.

What does the POS look like?

If students are going to the cafeteria to pick up their meals, the POS can be the same as usual, with a staff member putting in a PIN number, swiping a card, marking a bar code sheet, or sanitizing the key pad after every student. If feasible, schools/districts may want to consider touchless, scanning devices for POS. Another option would be manual check-off lists with manual entry after service is complete. However, this option can be time consuming and is susceptible to human error.

If students are served meals in the classroom, consider a pre-order system with a check-off list to help with POS. Also consider the need for additional pin pads, laptops, and/or licenses for POS software to have at each service site. Develop documents to use as check-off/tally sheets for each meal/classroom/grade where meals have not previously been served. Use separate documentation for each meal service and do not use attendance documents.

Provide training in Civil Rights, Offer vs. Serve (if using) for all teachers and aides newly participating in counting and claiming procedures or meal service, and POS emphasizing that students are counted as they receive their meals.

POS for delivered or picked-up meals is another consideration. Because meals are served through non-congregate NSLP and SBP, meals are counted and claimed by eligibility. Your SFA may want to use a Google Form to create a pre-ordering system, which will assist with POS for meals that are picked up or delivered. Plans must be in place for maintaining accountability and program integrity. More information about how the SNT will collect plans from SFAS will come out soon.

How will money collection take place?

If your school has online payment available, that would be recommended. If a student comes with cash in hand, that could be collected when the meals are served. Have parents/students put money in envelopes for quicker/safer collection if serving in the classroom. Make sure there is hand sanitizer available for whomever is collecting money.

How do we get USDA Free and Reduced-Price Household Meal applications to families if we don't have a Back to School night?

The Free and Reduced-Price Meal Application packet can be mailed or emailed to all households. It could also be part of online registration, if applicable at your SFA. It is suggested to run Direct Certification early and often so households are notified they do not need to complete an application; that will limit transfer of documents.

In addition, your SFA may want to consider using the free online application available through the School Nutrition Accountability Software (SNACS). Contact DPISNACSSupport@dpi.wi.gov if interested in learning more about this option.

How do we ensure there is potable water available for students?

Public drinking water supplies are safe to drink, however the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19 and other germs.

Therefore, with concerns over germ spreading at water fountains and water coolers, schools/districts will likely not have this option available. For best practice, have students bring in their own water bottles from home filled with water each day. A statewide waiver request of the potable water requirement will be sent to USDA.

How do I staff for an A/B Week rotation?

The answer depends on where you will be serving and which learning model your school/district chooses. Serving in classrooms may require additional staff. Allowing students to pick up meals by classroom from the cafeteria may or may not require additional staff, depending on how you decide to serve your meals (disposables or non-disposables).

If additional staff is needed, consider contacting laid-off catering or restaurant staff.

Staff may need to be retrained depending on the menu and meal distribution. For instance, a worker who used to prepare the bulk salad bar items, may now be packing containers of vegetables or packing sack lunches.

Additionally, some staff may not be able to perform certain functions due to being in a high risk category, so you may need to find other tasks for them to complete away from students, like packing meals instead of serving meals or POS.

Consider having two staffing groups where one group does line service for those in the building and the other group takes care of meal prep for the virtual or e-learning students.

With the possibility of an outbreak, how do I get prepared to serve meals to students when the school is closed unexpectedly?

As of right now, meals can be served through non-congregate NSLP and SBP waivers by either parent or guardian pick-up or school delivery. There is also a meal time waiver which allows meals to be picked-up or delivered outside normal meal times. Because meals are served through NSLP and SBP, SFAs must have a program integrity and accountability plan ensuring that meals are counted and claimed based on student eligibility. A single meal pattern waiver will be sent on to USDA for all meals that are served to virtual or e-learning students.

Encourage staff to report symptoms early or known exposure as this is critical to the operational strategy. Discuss the possibility of Group A and Group B scheduling in case someone gets sick.

If one of my schools or the whole district needs to close due to an outbreak, am I still responsible for receiving my USDA Foods order?

Yes. The USDA Foods Team will be hosting calls to talk through what needs to be done regarding USDA Foods orders during this time. More information will be coming out soon.

What can we do to get food to students who need it on weekends?

Because we are operating under the NSLP rather than the Seamless Summer Option or Summer Food Service Program, weekend meals cannot be counted and claimed. Your school/school district can consider a weekend backpack program, have food pantry information available for families in need, consider using CARES funding, or creating a meal fund relief program (supported by your community) to help pay for meals.

What can my staff do to help maintain a safe environment?

Ensure training for staff is completed at the school level. Individuals should wash their hands after removing their gloves or after directly handling used food service items. Key times to wash hands include:

- Before and after work shifts
- Before and after work breaks
- After using the restroom
- Before and after eating, drinking or preparing food
- Before putting on and after taking off disposable gloves when preparing food
- After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
- After blowing your nose, coughing, or sneezing
- After putting on, touching, or removing cloth face coverings

Determine a schedule to wash cloth reusable face coverings.

Institute measures to physically separate and increase distance between employees, volunteers, other coworkers, students, and their families, such as:

- Plan menus, production, and food preparation schedules to allow employees to maintain the recommended social distance of six feet apart while working when possible.
- Use tape/floor markings to designate six-foot workstations (boxes or stripes on the floor) in the kitchen, food service, and food delivery points where interactions with students or their families occur, if possible.
- Implement a plan for curbside pickup of meals or contactless delivery service (if possible) to minimize contacts with students and their families, when possible.
- Place posters that encourage staying home when sick, cough and sneeze etiquette, and good hand hygiene in the school, at entrances, and where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees, volunteers and customers.
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- Follow all applicable local, state, and federal regulations and public health agency guidelines.

Elementary Face-to-Face and High School Virtual

Elementary students return to school first, before other grade levels. Elementary students attend four full days per week and are distributed across multiple sites (e.g., elementary and middle school buildings). Secondary students continue to engage in virtual learning at home or in community-based centers.

Considerations

Where will meals be served in the school building?

Elementary students may be spread out amongst all school buildings, including the high school building since these students are virtual or e-learning. Take into consideration where meal prep will be taking place and if you have the ability to consolidate services. Consider meal pick up location for virtual or e-learning students.

Students can go to the cafeteria by classroom to receive their meals or meals could be delivered to the classroom on carts (if feasible). If your SFA has decided to feed students in the cafeteria, consider how to distance them safely. A mask may be required while students stand in line to get their meal. It is recommended that students have the ability to wash their hands before a meal. Consider the mobile/portable hand washing stations for food servers and as classrooms file out of the room to collect meals.

The meal time windows may be adjusted for serving meals in a different structure as it may take longer for some groups of students to go through the line, etc.

How will meals be served virtually?

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