**Elementary Lunch in the Classroom**

**Standard Operating Procedure**

Students eat in the classroom. Food Service employees maintain social distancing during meal preparation, meal service or meal delivery.

**Needs:**

* Insulated totes or bags
* Maintain waiver for OVS – bag lunches (maybe you offer fresh fruit daily and vegetables 3x a week or offer both daily – whatever works best)
* Carts
* Classroom list (map)
* Develop meal counting procedures for meals served outside of the cafeteria. Procedures will depend on eligibility determinations – CEP, Provision 2, or Free/Reduced/Paid status.
* Sanitizer spray
* Towels
* Mask/ gloves
* Teachers take meal orders in the classroom (at what time or day before??) and send order to the kitchen via email, Google Docs, etc.
	+ Lunches will only be made for students that have turned in a lunch form; no extra meals will be made unless it is an emergency.

**Food Preparation**

Put on hair restraint, apron, mask, wash hands and put on gloves prior to assembling and distributing meals. Change out any soiled gloves, mask, or apron during the course of the day.

Meal preparation and packaging will depend on the menu.

Shelf stable breakfast sent with lunch to be consumed at the home the following morning.

**Delivery**

OPTION A: Food Service staff prepares and packs lunch into coolers or insulated bags to be transported to each classroom by Food Service staff at least XXX minutes before lunch begins.

OPTION B: The **DELIVERY TEAM** picks up insulated totes from designated stations XXX before lunch begins. Stations are positioned near your classroom.

**Distribution of Meals**

Teachers, Food Service staff, volunteers, or students distribute meals and milk to students at their desks, and then record which, or how many, students eat lunch.

Students must take a bagged lunch to be considered reimbursable. Milk is optional. Even if a student only wants milk, they need to take the bagged lunch.

**Timing**

Students eat during lunch (at least 20 minutes)

**Meal Count**

Count how many students took the required food items and record the number on [**the Meal Count form**](https://storage.googleapis.com/lunchbox-prod-v1/downloads/Simple_Meal_Count_Average_Daily_Participation_Worksheet.xls). Meal counts must be completed before the Food Service employee leaves for the day.

Complete Menu Production Record for the day.

**Clean up**

Students clear trash and wipe down desks. Lunch trash can be placed in the hallway to be collected by custodial staff.

All waste and leftover items must go back out of the classroom at the end of lunch. Cleanup supplies, as well as centrally located waste bins, are provided daily.

Food Service staff return xxxx to pick up insulated totes or bags. Totes/bags and delivery carts are returned back to the kitchen to be cleaned and sanitized daily.