



SCHOOL NUTRITION CHECKLIST

This checklist provides a starting point for Florida school nutrition teams planning meal service in the 2020-2021 school year. It details most aspects for any new school year and includes additional COVID-19 considerations. By going through the list, school nutrition professionals in Florida can better prepare for the changes and adaptation the coming year will bring.

MEAL SERVICE

- ☐ Provide hand sanitizer at meal service
- ☐ Individually wrapped condiments
- ☐ Add additional trash cans
- ☐ Discontinue salad bars
- ☐ Pause self-service for now
- ☐ Pause share tables
- ☐ Mark off physical barriers
- ☐ Sanitize between mealtimes
- ☐ Smaller groups of students
- ☐ Have social distancing at tables
- ☐ Stagger mealtimes
- ☐ Use tape to mark 6' for students

FOOD

- ☐ Collaborate with distributors regarding availability
- ☐ Connect with local suppliers
- ☐ Maintain inventory of shelf-stable food
- ☐ Modify annual bid items
- ☐ Modify annual bid quantities
- ☐ Plan for increased food waste

SCHEDULING

- ☐ Extra time for meal assembly
- ☐ Extra time for meal distribution
- ☐ Extra time for meal prep
- ☐ Extra time for sanitization
- ☐ Extra time to deliver meals
- ☐ Consider high risk staff that might be omitted or might need alternative tasks
- ☐ Address staff who may be unable to work due to other reasons (illness/childcare)

STAFFING

- ☐ Cross-training (train on essential duties in case of key absences)
- ☐ Dietetic interns
- ☐ Health check-ins
- ☐ Multiple work teams
- ☐ Promote employee wellness
- ☐ Recruit other school employees
- ☐ Recruit unemployed restaurant workers
- ☐ Training for Back to School
- ☐ Training for COVID-19 protocol
- ☐ Update list of staff available for in-person, remote, and on-call work
- ☐ Update sick policy, if applicable
- ☐ Volunteers

SERVICE MODELS - AREAS

- ☐ Bus routes
- ☐ Cafeteria/gyms
- ☐ Classrooms
- ☐ Curbside
- ☐ Drive-thru
- ☐ Food truck
- ☐ Grab n' go
- ☐ Home delivery
- ☐ Kiosks
- ☐ Other authorized meal sites (public libraries, parks, community centers)
- ☐ Outdoors
- ☐ Shorter, more frequent meal periods
- ☐ Weekend & holiday meals
- ☐ Create a back-up plan if the kitchen shuts down



MENUS

- ☐ 1-2 entrees per day –prevent menu fatigue
- ☐ Start with a 1-2 week cycle
- ☐ Provide bento box-style meals
- ☐ Continue to offer multicultural and vegetarian options when possible
- ☐ Limit a la carte
- ☐ Plan for special diets/food allergies
- ☐ Promote Farm to School
- ☐ Serve student favorites
- ☐ Utilize USDS & surplus foods & inventory



POINT OF SALE

- ☐ Alternate POS stations
- ☐ Cashless operation
- ☐ Hand sanitizer available at POS
- ☐ Physical Barriers
- ☐ Touchless pin pad/scanner solutions



FOOD ALLERGIES

- ☐ Ensure meals comply with USDA nutrition guidelines
- ☐ Have documented requests to accommodate children with special dietary needs
- ☐ Train staff to handle food allergies
- ☐ Establish a food allergy emergency plan for the different meal service types



FOOD WASTE

- ☐ Offer versus serve
- ☐ Pre-order system
- ☐ Slop buckets/Compost
- ☐ Utilize School Café
- ☐ Redistribute to the community



COMMUNICATIONS

- ☐ Custodial
 - ___ Extra trash cans
 - ___ Trash pick-up schedule & locations
 - ___ Revise cleaning schedule
- ☐ Families
 - ___ Meal applications
 - ___ Meal service options
 - ___ Special diets protocols
- ☐ Students
 - ___ Meal service options
 - ___ Nutrition education
 - ___ Classroom Meal Ambassadors
- ☐ Teachers
 - ___ Food allergies in the classroom
 - ___ Meal service options
 - ___ Meal Counts and Recording
- ☐ Banners
- ☐ Email
- ☐ E-newsletters
- ☐ Media releases
- ☐ Print materials
- ☐ Robocalls
- ☐ Social media
- ☐ Text messages
- ☐ Website



ADDITIONAL SERVICES

- ☐ Scheduled carpet cleaning
- ☐ Additional pest control management
- ☐ _____
- ☐ _____
- ☐ _____

FOOD PREPARATION

- ☐ Adjust shifts to minimize number of staff in the kitchen at one time
- ☐ Have PPE & sanitation products easily accessible throughout the kitchen
- ☐ Work through social distance workflow
- ☐ Use tape to mark 6' workstations
- ☐ Locate wrapping/containers for cold items
- ☐ Locate wrapping/containers for hot items

ACCOUNTABILITY

- ☐ Adapt BIC procedures for lunch
- ☐ Adapt BIC procedures for take-home
- ☐ Apply for CEP
- ☐ Download paperwork to keep on file
- ☐ Maintain a current list of supplies and foods in inventory
- ☐ Maintain Meal Production Records & Daily Meal Counts
- ☐ Establish procedures to count reimbursable meals (roster, checklist, etc.) regardless of where they are saved
- ☐ Receipt of written consent from family for home delivery to meals
- ☐ Training and oversight for teachers or other staff who may be newly responsible for meal counts

EQUIPMENT & SUPPLIES

- ☐ Clear plastic countertop shields
- ☐ Disposable aprons
- ☐ Disposable disinfectant wipes
- ☐ Disposable gloves
- ☐ Disposable trays
- ☐ Disposable utensils
- ☐ Face coverings
- ☐ Food packaging supplies
- ☐ Hand sanitizer
- ☐ Hand soap
- ☐ Hands-free water bottle fill stations
- ☐ Insulated bags/coolers
- ☐ Items for self packaging
- ☐ Masking tape
- ☐ Meal bags/boxes
- ☐ Meal count solutions for meals in classroom
- ☐ Mobile serving carts
- ☐ Additional trash cans
- ☐ Mobile warmers & coolers
- ☐ Paper towels
- ☐ Physical barriers/partitions
- ☐ Portable POS
- ☐ Promote prepaid meals/update meal change policy
- ☐ Reusable water bottles
- ☐ Social distancing decals
- ☐ Tape to section off seating for spacing
- ☐ Stickers to designate special diets
- ☐ Surface sanitizer
- ☐ Thermometers
- ☐ Tissues
- ☐ Transport boxes/bags
- ☐ Utility carts/wagons
- ☐ Water solutions for students



Florida Department of Agriculture and Consumer Services