Serving Food
Standard Operating Procedure

Purpose: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

Scope: This procedure applies to foodservice employees who serve food.

Key Words: Cross-Contamination, Service

Instructions:
1. Train foodservice employees on using the procedures in this SOP. Refer to the Personal Hygiene SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy, if applicable. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Serve food on clean surface with clean and sanitized utensils and containers.
6. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
7. Handle food containers by the edge or bottom and utensils by the handles.
8. Store utensils with the handles up or by other means to prevent contamination.
9. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
10. Wipe up spills and serving surfaces between serving lines.
11. Count and record leftovers on the Meal Production Record. Discard cooked leftovers and other foods left in the temperature Danger Zone (41°-135°) for longer than 4 hours.

Monitoring:
A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.
Serving Food, continued
Standard Operating Procedure

Corrective Action:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled trays, utensils or food containers.
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; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

Verification and Record Keeping:
The foodservice manager or other designated person will periodically check the storage and use of utensils during service and will monitor procedures during serving.

DATE IMPLEMENTED: ________________________ BY: ________________________

DATE REVIEWED: ________________________ BY: ________________________

DATE REVISED: ________________________ BY: ________________________
Sack Lunches
Standard Operating Procedure

Purpose: To ensure that sack lunches served to children are safe to eat.

Scope: This policy applies to foodservice employees and teachers/school staff.

Key Words: Handwashing, Food storage

Instructions:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.

Teachers or school staff who order sack lunches must:

1. Place the order at least two weeks before the event and confirm final count three days prior to the event.
2. Select a menu from options provided.
3. Observe appropriate food handling techniques such as:
   a. Wash hands prior to distributing meals.
   b. Maintain cold temperatures of food.
   c. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
4. Return all equipment, if applicable to the school foodservice department within 24 hours of the event.

Monitoring:
The foodservice manager or other designated personnel will observe to ensure that all foodservice employees are following standard operating procedures.

Date Implemented: ____________________ By: ____________________

Date Reviewed: ____________________  By: ____________________

Date Revised: ____________________  By: ____________________
Transportation of Foods to Satellite Locations
Standard Operating Procedure

Purpose: To ensure that food will be transported in a manner that maintains quality and safety.

Scope: Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location.

Key Words: Quality, Food Safety, Temperatures

Instructions:
1. Calibrate thermometers each week or sooner, if dropped or inaccurate.
2. Use calibrated thermometers to take food temperatures.
3. Record temperature and time in Service Temperature Log with employee initials.

Prior to transport, employees at central or regional kitchen should:
1. Take temperature of food during loading. Hot foods should be at or above 135°F and cold food should be at or below 41°F.
2. Record temperatures in log and initial the entry.

Employees at Satellite Location:
1. Take and record food temperatures upon arrival at the satellite location. Employee should initial entry.
2. Record and Discard leftover food.

Monitoring:
The foodservice manager or other designated personnel will:
1. Review logs to ensure the temperatures and corrective actions are being met.
2. Follow up as necessary.

Date Implemented: ____________________  By: ____________________

Date Reviewed: _______________________  By: ____________________

Date Revised: _________________________  By: ____________________
Transporting Food to an Alternate Feeding Location
Standard Operating Procedure

Purpose: Prevent food-borne illness by maintaining food temperatures and prevent or limit risks of contamination to food during transportation.

Scope: This procedure applies to school and food service employees who transport food from a central kitchen to an alternate feeding location.

Key Words: Hot and cold holding, reheating, cooling, transporting food, and cross-contamination.

Instructions:
1. Only use containers or carriers approved by the state or local health department for transporting food.
2. All food handlers should follow proper hygiene and hand washing procedures.
3. Prepare the food carrier before use:
   - Ensure all surfaces of the food carrier are clean.
   - Wash, rinse, and sanitize interior surfaces.
   - Ensure the food carrier will maintain cold food temperatures at 41°F and hot food temperatures at 135°F or above.
   - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
   - Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
4. Store the food in containers suitable for transportation. Containers should be:
   - Rigid and sectioned so foods do not mix
   - Tightly closed to retain the proper food temperature
   - Nonporous to avoid leakage
   - Easy-to-clean or disposable
   - Approved to hold food
5. Place food containers in/on food carriers/racks for transportation to alternate feeding location as quickly as possible.
6. If a different staff member at an alternate feeding location will receive the food, the staff member should follow the Receiving Deliveries SOP when food arrives.
7. Serve food
Transporting Food to an Alternate Feeding Location, continued
(SOP)

Monitoring:

1. Ensure the air temperature of the food carrier is at the temperature suggested by the manufacturer prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Continue heating or chilling the food carrier until it reaches the proper air temperature.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135°F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than four hours.

Date Implemented: ____________________  By: ____________________

Date Reviewed: ______________________  By: ____________________

Date Revised: ________________________  By: ____________________
Food Safety in Emergency Situations-Electric Power Disruption
Standard Operating Procedure

Policy: To ensure student and staff safety in the event there is an electric power disruption.

Scope: This policy affects all foodservice personnel.

Instructions:
All employees in the foodservice department must:

1. Follow established procedures related to handling food safely.
2. Be aware of implications when the following issues arise:
   a. Menu changes
   b. Staff notification systems – phone trees, etc.
   c. Transportation of food to satellite units – transport and return
   d. Food disposal procedures
      • When food is wholesome but service will not occur
      • When food is no longer wholesome because of improper holding temperatures
3. Maintain temperature of food by opening refrigerators and freezers only when necessary.
4. Have an emergency meal or shelf stable food on hand.
5. Monitor freezer and cooler temperatures every 15 minutes.
6. Notify facilities and school administration immediately if power is known to be out for an extended period of time.
7. Use food that has entered the danger zone (41°F - 135°F) within 4 hours or discard.
8. Do not refreeze thawed food.
9. Once power is restored, check freezers and refrigerators to make sure they are operating. Check temperature after 30 minutes to verify power is restored.

Monitoring:
The foodservice manager or other designated personnel will:

1. Instruct staff and review those procedures on regular basis, at least once a year.
2. Provide specific directions regarding safe food handling for all emergency situations.
3. Observe all employees to ensure procedures are being followed.
4. Follow up, as necessary, with employees and food safety professionals.
5. Evaluate and update procedures as appropriate.
Responding to a Foodborne Illness Complaint
Standard Operating Procedure

Purpose: To respond to a complaint of a foodborne illness promptly and to show concern for the individual making the complaint.

Scope: All school foodservice personnel.

Instructions:
When a complaint is received related to a foodborne illness, employees will:

1. Indicate concern for the individual and let that person know that the complaint will be referred to the school foodservice manager.
2. Contact the school foodservice manager if she/he is onsite.
3. Write down information about the complaint if the school foodservice manager is not on site.

The school foodservice managers will:
1. Talk with the individual making the complaint.
2. Remove all food from service related to the suspected illness and store it in the refrigerator – label it “DO NOT EAT” and date it.
3. Notify the building administrator and district administrative staff, if appropriate. Provide pertinent information needed to answer questions.
4. Record the manufacturer codes and dates listed on the box and save original packaging if possible.

In the case of a serious outbreak, the school district administrator will:
1. Call the school district nurse to be on the scene to assess and document:
   • Symptoms.
   • Names and phone numbers and address of students and staff affected.
   • Physician’s names and phone numbers.
2. Work with the media should they become involved. Document Incident using the Foodborne Illness Incident Report.
Foodborne Illness Incident Report

Date occurred: ___________________ School: ___________________
Time/meal: ___________________

Child’s name: ____________________
Parent or guardian’s name: ____________________
Address: _________________________
Telephone number: _________________
Physician contact information: _______________
Health Dept. contact name & date: ___________

Suspected Food Item(s) & Manufacturer’s Product Information:

__________________________________________________________________________

Description of preparation

__________________________________________________________________________

Summary of incident:

__________________________________________________________________________

Symptoms:

__________________________________________________________________________

Recall of activities

__________________________________________________________________________

Bag, label, date, and indicate current storage location of food:

__________________________________________________________________________

Supervisor Signature: ___________________ Date: ___________________
Results of Investigation:

Corrective Action:
Responding to a Physical Hazard Complaint
Standard Operating Procedure

Purpose: To respond to a complaint of a physical hazard found in food promptly and show concern for the individual making the complaint.

Scope: Food Service employees who serve food and have contact with customers.

Key Words: Foreign Object, Physical Hazard

Procedures: Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. Take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object in its original container and the box/bag from which it came, if known along with case label.
5. Record the manufacturer codes, and dates listed on the box.
6. Report the incident to the unit supervisor/district director, so appropriate follow-up can be done.
7. Report the incident to the foodservice vendor.

The foodservice manager or other designated personnel will:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved.
2. Follow up as necessary.
HACCP Food Preparation Action Plan

Meals and products provided by vendors are categorized into two HACCP Processes: Process #1, No Cook and Process #2, Same Day. Vended meal products delivered to the sites are not considered to be in Process #3, Complex.

Menu Items by Process:

**Process #1- No Cook:** The menu items in this category do not go through the danger zone in either direction.

- **Frozen Thaw & Serve** foods such as: Juice Cups, Fruit Cups, Gelatin Cups, Muffins, Breakfast To Go, PB&J Cut-out, Lunchmeat Sandwiches and Subs, Breadsticks, Margarine, Tortillas

- **Fresh Fruits and Vegetables** stored chilled, pre-cut such as: Tossed Salad Greens, Shredded Lettuce, Whole Baby Carrots, Celery Sticks, Broccoli, Cauliflower and fruits that may be stored chilled such as Apples, Oranges, Pears

- **Fresh Fruits** stored at room temperature such as: Bananas, Apples, Oranges, Pears

- **Ready-to-Eat** foods such as: Bread, Buns, Rolls, PC Packed Condiments such as Catsup, Mustard, Relish, Barbecue Sauce, Salad Dressing, Mayonnaise, Jellies, Syrup and Pre-packed Snacks, Cookies, Pretzels, Rice Krispie Treats

- **Refrigerated Ready-To-Eat** foods such as Milk and Dairy Products

- **Frozen Ready-To-Eat** Fruit Juicy Treats
Process #2 – Same Day Service: The menu items in this category take one complete trip through the danger zone (going up during cooking)

- **Frozen Heat & Serve Entrees** such as Breakfast Entrees, BBQ Beef, Chicken Strips, Nuggets, Tenders & Filets, Hot Dogs, Bagel Dogs, Corn Dogs, Pizza, Pasta Dishes, Meatballs w/ Sauce, Meatloaf w/ Gravy, Salisbury Steak w/ Gravy, Taco Meat, Cheese Sauce, Hamburgers / Cheeseburgers, Fish Filet and Nibblers, Soups, Chili, and Combined Ingredient Dishes

- **Frozen Heat & Serve** foods such as Potato Rounds, Hash Browns, Oven Fries, Mashed Potatoes, Frozen Vegetables, Fruits served warm

- **Refrigerated Pre-Packed, Heat & Serve** foods as above but thawed and refrigerated

Vendor Information:

Foodservice Vendor:

Milk Company:

Bread Company:

Other Vendors:
# Form in Which Food Is Purchased and Stored

## Dry Storage

**Dry Goods**
- Breads, Buns, Rolls
- Pre-packaged Snacks
- Cookies
- Bananas

**Condiments**
- Catsup
- Mustard
- Relish
- BBQ and Taco Sauce
- Salad Dressings
- Mayonnaise
- Syrups
- Jellies

## Refrigerator Storage

**Fresh Cut Vegetables**
- Tossed Salad Green
- Shredded Lettuce
- Baby Carrots
- Celery Sticks
- Cauliflower
- Broccoli
- Pickles (after opening)

**Fresh Fruits**
- Apples
- Oranges
- Pears
- Peaches
- Plums

**Dairy**
- Milk
- Cheese

## Frozen Storage

**Frozen Entrees**
- Chicken Entrees
- Ground Beef Entrees
- Pasta Entrees
- Hot Dog Entrees
- Breakfast Entrees
- Pizza Entrees
- Turkey Entrees

**Frozen Bakery**
- Muffins
- Tortillas
- Breadsticks
- Asst. Bread

**Frozen Fruits and Vegetables**
- Asst. Vegetables
- Asst. Juice Cups
- Asst. Fruit Cups
- Asst. Gelatin Cups
- Asst. Juice Bars

**Misc.**
- Margarine
HACCP Recipe Flow Chart

Process #1 Foods:
- Frozen Thaw & Serve
- Fresh Refrigerated Fruits and Vegetables
- Fresh Fruits, Dry Storage
- Ready -to-Eat, Dry Storage
- Frozen Ready-to-Eat

* Critical Control Point (CCP) - The last point at which bacteria can be destroyed in this process
HACCP Recipe Flow Chart

**Process #2 Foods:**
- Frozen Heat & Serve
- Frozen Heat & Serve Entrees
- Refrigerated Heat & Serve

* Critical Control Point (CCP) - The last point at which bacteria can be destroyed in this process

```
RECEIVING

FREEZER STORAGE
(0-32°F)

PREPARATION
(Racking)

COOKING*
(165°F)

HOT HOLD
(> 135°F)

SERVE

DISCARD

REFRIGERATOR STORAGE
(32-38°F)

TRANSPORT

HOT HOLD
(> 135°F)

SERVE

DISCARD
```
Food Safety and HACCP Program Verification

Policy: The district school foodservice department and each individual kitchen (production and service) will have an on-going process in place for verification that the HACCP plan is functioning as planned.

Procedures: A member or members of the HACCP team will:

1. Observe employees performing tasks, especially at critical control points (CCPs).
2. Establish appropriate verification inspection schedules.
3. Check CCP records.
4. Review critical limits to verify that they are adequate to control hazards.
5. Check monitoring records.
6. Check corrective action records to review deviations and their resolution.
7. Check process or finished product.
8. Check equipment calibration records.
9. Check accuracy of equipment that continuously monitors temperatures, such as freezers and refrigerators.
10. Periodically review the entire HACCP plan periodically.
11. Review hazard analysis and related CCPs.
12. Review written record of verification inspections.
13. Validate HACCP plan through on-site review and verification of the flow diagrams and CCPs.
FOOD SAFETY CHECKLIST

Directions: Use this checklist **routinely- at least twice per year.** Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

### PERSONAL HYGIENE

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Employees wear clean and proper attire including shoes.</strong></td>
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<td><strong>Effective hair restraints are properly worn.</strong></td>
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<tr>
<td><strong>Fingernails are short, unpolished, and clean (no artificial nails).</strong></td>
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<td><strong>Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets.</strong></td>
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<tr>
<td><strong>Hands are washed properly, frequently, and at appropriate times.</strong></td>
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<tr>
<td><strong>Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.</strong></td>
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<tr>
<td><strong>Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.</strong></td>
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<tr>
<td><strong>Employees use disposable tissues when coughing or sneezing and then immediately wash hands.</strong></td>
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<td><strong>Employees appear in good health.</strong></td>
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<td><strong>Hand sinks are unobstructed, operational, and clean.</strong></td>
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<tr>
<td><strong>Hand sinks are stocked with soap, disposable towels, and warm water.</strong></td>
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<tr>
<td><strong>A handwashing reminder sign is posted.</strong></td>
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<tr>
<td><strong>Employee restrooms are operational and clean.</strong></td>
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</tbody>
</table>

### FOOD PREPARATION

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
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<tbody>
<tr>
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<tr>
<td><strong>All food stored or prepared in facility is from approved sources.</strong></td>
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<tr>
<td><strong>Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.</strong></td>
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<tr>
<td><strong>Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.</strong></td>
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<tr>
<td><strong>Thawed food is not refrozen.</strong></td>
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<tr>
<td><strong>Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.</strong></td>
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<tr>
<td><strong>Food is tasted using the proper procedure.</strong></td>
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</tbody>
</table>
- Procedures are in place to prevent cross-contamination.  

- Food is handled with suitable utensils, such as single use gloves or tongs.  

- Food is prepared in small batches to limit the time it is in the temperature danger zone.  

- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.  

- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.  

- The internal temperature of food being cooked is monitored and documented.  

<table>
<thead>
<tr>
<th>HOT HOLDING</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
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</thead>
<tbody>
<tr>
<td>Food is heated to the required safe internal temperature before placing in hot holding.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Temperature of hot food being held is at or above 135 °F.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Food is protected from contamination.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLD HOLDING</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerators are kept clean and organized.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Temperature of cold food being held is at or below 41 °F.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is protected from contamination.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFRIGERATOR, FREEZER, AND MILK COOLER</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermometers are available and accurate.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Temperature is appropriate for pieces of equipment.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Food is stored 6 inches off floor or in walk-in cooling equipment.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Refrigerator and freezer units are clean and neat.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Proper chilling procedures are used.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>All food is properly wrapped, labeled, and dated.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The FIFO (First In, First Out) method of inventory management is used.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning of each shift.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
## FOOD STORAGE AND DRY STORAGE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperatures of dry storage area is between 50°F and 70°F or State public health department requirement.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>All food and paper supplies are stored 6 to 8 inches off the floor.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>All food is labeled with name and received date.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Open bags of food are stored in containers with tight fitting lids and labeled with common name.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>The FIFO (First In, First Out) method of inventory management is used.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Food is protected from contamination.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>All food surfaces are clean.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Chemicals are clearly labeled and stored away from food and food-related supplies.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>There is a regular cleaning schedule for all food surfaces.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Food is stored in original container or a food grade container.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
</tbody>
</table>

## CLEANING AND SANITIZING

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water is clean and free of grease and food particles.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Water temperatures are correct for wash and rinse.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Trays and utensils are allowed to air dry.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Wiping cloths are stored in sanitizing solution while in use.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
</tbody>
</table>

## UTENSILS AND EQUIPMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work surfaces and utensils are clean.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Work surfaces are cleaned and sanitized between uses.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Thermometers are cleaned and sanitized after each use.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Thermometers are calibrated on a routine basis.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Drawers and racks are clean.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
</tbody>
</table>

## LARGE EQUIPMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxes, containers, and recyclables are removed from site.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Loading dock and area around dumpsters are clean and odor-free.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Exhaust hood and filters are clean.</td>
<td>⬜️</td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>GARBAGE STORAGE AND DISPOSAL</td>
<td>Yes</td>
<td>No</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-------------------</td>
</tr>
<tr>
<td>Kitchen garbage cans are clean and kept covered.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Garbage cans are emptied as necessary.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Boxes and containers are removed from site.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Loading dock and area around dumpster are clean.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Dumpsters are clean.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PEST CONTROL</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside doors have screens, are well-sealed, and are equipped with a self-closing device.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>No evidence of pests is present.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>There is a regular schedule of pest control by a licensed pest control operator.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS


The definitions cited in Chapter 1 of the latest edition of the FDA Food Code should be used to supplement this Glossary. In some cases, this Glossary condenses those definitions for the purposes of this particular document.

**ACCEPTABLE LEVEL** means the presence of a food safety hazard at levels low enough not to cause an illness or injury.

**APPROVED SOURCE** means an acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

**ACTIVE MANAGERIAL CONTROL** means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors.

**BACTERIA** means single-cell microorganisms without distinct nuclei or organized cell structures.

**CCP** means Critical Control Point.

**CONTAMINATION** means the unintended presence in food of potentially harmful substances, including microorganisms, chemicals, and physical objects.

**CONTROL MEASURE** means any action or activity that can be used to prevent, eliminate or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

**CORRECTIVE ACTION** means an activity that is taken by a person whenever a critical limit is not met.

**CRITICAL CONTROL POINT (CCP)** means an operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

**CRITICAL LIMIT** means one or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

**CROSS-CONTAMINATION** means the transfer of harmful substances or disease-causing microorganisms to food by hands, food-contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross-contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.

**DEVIATION** means the failure to meet a required critical limit for a critical control point.
DANGER ZONE means the temperature range between 5°C (41°F) and 57°C (135°F) that favors the growth of pathogenic microorganisms.

EXCLUDE means to prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.

FOOD means raw, cooked, or processed edible substance, ice, beverage, chewing gum, or ingredient used or intended for use or for sale in whole or in part for human consumption.

FOOD ESTABLISHMENT means an operation at the retail or food service level, i.e., that serves or offers food directly to the consumer and that, in some cases, includes a production, storage, or distributing operation that supplies the direct-to-consumer operation. Refer to Chapter 1, Defining Retail Food and Food Service Industries, for examples.

FOOD PREPARATION PROCESS means a series of operational steps conducted to produce a food ready to be consumed.

FOODBORNE ILLNESS means sickness resulting from the consumption of foods or beverages contaminated with disease-causing microorganisms, chemicals, or other harmful substances.

FOODBORNE OUTBREAK means the occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

HACCP means Hazard Analysis and Critical Control Point.

HACCP PLAN means, for the purposes of this document, a written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

HACCP SYSTEM means the result of implementing the HACCP principles in an operation that has foundational comprehensive, prerequisite programs in place. A HACCP system includes the HACCP plan and all prerequisite programs.

HAZARD means a biological, physical, or chemical property that may cause a food to be unsafe for human consumption.

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) means a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

INTERNAL TEMPERATURE means the temperature of the internal portion of a food product.

MEAT means the flesh of animals used as food including the dressed flesh of cattle, swine, sheep, or goats and other edible animals, except fish, poultry, and wild game animals.
MICROORGANISM means a form of life that can be seen only with a microscope; including bacteria, viruses, yeast, and single-celled animals.

MOLLUSCAN SHELLFISH means any edible species of raw fresh or frozen oysters, clams, mussels, and scallops or edible portions thereof, except when the scallop product consists only of the shucked adductor muscle.

MONITORING means the act of observing and making measurements to help determine if critical limits are being met and maintained.

OPERATIONAL STEP means an activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc.

PARASITE means an organism that lives on or in another, usually larger, host organism in a way that harms or is of no advantage to the host.

PATHOGEN means a microorganism (bacteria, parasites, viruses, or fungi) that causes disease in humans.

PERSONAL HYGIENE means individual cleanliness and habits.

POTENTIALLY HAZARDOUS FOOD: means a food that is natural or synthetic and that requires temperature control because it is capable of supporting:
- the rapid and progressive growth of infectious or toxigenic microorganisms,
- the growth and toxin production of Clostridium botulinum, or
- in raw shell eggs, the growth of Salmonella Enteritidis; and

Includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat-treated or consists of raw seed sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic microorganisms as described above.

PREREQUISITE PROGRAMS means procedures, including Standard Operating Procedures (SOPs) that address basic operational and sanitation conditions in an establishment.

PROCEDURAL STEP means an individual activity in applying this Manual to a food establishment’s operations.

PROCESS APPROACH means a method of categorizing food operations into one of three categories:
- Process 1: Food preparation with no cook step wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or
• Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

READY-TO-EAT (RTE) FOOD means:
• raw animal foods that have been properly cooked;
• fish intended for raw consumption that has been frozen to destroy parasites;
• raw fruits and vegetables that are washed;
• fruits and vegetables that are cooked for hot holding;
• plant food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present, are removed;
• substances derived from plants such as spices, seasonings, and sugar; a bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;
• dry, fermented sausages, such as dry salami or pepperoni;
• salt-cured meat and poultry products, such as prosciutto ham, country-cured ham, and Parma ham; and
• dried meat and poultry products, such as jerky or beef sticks; and low acid foods that have been thermally processed and packaged in hermetically sealed containers.

RECORD means a documentation of monitoring observations and verification activities.

REGULATORY AUTHORITY means a federal, state, local, or tribal enforcement body or authorized representative having jurisdiction over the food establishment.

RESTRICT means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, and unwrapped single-service or single-use articles.

RISK means an estimate of the likely occurrence of a hazard.

RISK FACTOR means one of the broad categories of contributing factors to foodborne illness outbreaks, as identified in the Centers for Disease Control and Prevention (CDC) Surveillance Report for 1993-1997, that directly relates to foodborne safety concerns within retail and food service establishments. The factors are Food from Unsafe Sources, Inadequate Cooking Temperatures, Improper Holding Temperatures, Contaminated Equipment, and Poor Personal Hygiene.

SEVERITY means the seriousness of the effect(s) of a hazard.

SOP means Standard Operating Procedure.

STANDARD OPERATING PROCEDURE (SOP) means a written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.
TEMPERATURE MEASURING DEVICE means a thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

VALIDATION means that element of verification focused on collecting and evaluating scientific and technical information to determine if the HACCP plan, when properly implemented, will effectively control the hazards.

VERIFICATION means, for the purpose of this document, ensuring that monitoring and other functions of a HACCP plan are being properly implemented.

VIRUS means a submicroscopic parasite consisting of nucleic acid (DNA or RNA) surrounded by a protein coat, and sometimes also encased in a lipid and glycoprotein envelope. Viruses are completely dependent on a living host cell to survive and multiply, and therefore can not multiply in or on food.
Annex

Employee health information

a) Form 1-A CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE INTERVIEW
b) Form 1-B CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE REPORTING AGREEMENT
c) Form 1-C CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE MEDICAL REFERRAL

The documents provided in this Annex are intended to facilitate adoption of the Food Code and the application of its provisions as they relate to conditional employees' and food employees' health.

Forms 1-A through 1-C are designed to assist those responsible for managing employees in order to prevent foodborne disease. The Food Code specifies that the permit holder is responsible for requiring conditional employees or food employees to report certain symptoms, diagnoses, and past illnesses, as they relate to diseases transmitted through food by infected workers. The conditional employee or food employee is personally responsible for reporting this information to the person in charge.
Conditional Employee and Food Employee Interview

Preventing Transmission of Diseases through Food by Infected Food Employees or Conditional Employees with Emphasis on illness due to Norovirus, *Salmonella Typhi*, *Shigella* spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or hepatitis A Virus

The purpose of this interview is to inform conditional employees and food employees to advise the person in charge of past and current conditions described so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

Conditional employee name (print)

Food employee name (print)

Address

Telephone

Daytime: __________________ Evening: __________________ 

Date __________________

Are you suffering from any of the following symptoms? (Circle one) If YES, Date of Onset

Diarrhea? YES / NO __________________

Vomiting? YES / NO __________________

Jaundice? YES / NO __________________

Sore throat with fever? YES / NO __________________

Or

Infected cut or wound that is open and draining, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cut, wound, or lesion not properly covered? YES / NO __________________

(Examples: boils and infected wounds, however small)

In the Past:

Have you ever been diagnosed as being ill with typhoid fever (*Salmonella Typhi*) YES / NO __________________

If you have, what was the date of the diagnosis? __________________

If within the past 3 months, did you take antibiotics for S. Typhi? YES / NO __________________

If so, how many days did you take the antibiotics? __________________

If you took antibiotics, did you finish the prescription? YES / NO __________________

History of Exposure:

1. Have you been suspected of causing or have you been exposed to a confirmed foodborne disease outbreak recently? YES / NO __________________

   If YES, date of outbreak: __________________

   a. If YES, what was the cause of the illness and did it meet the following criteria?

   Cause: __________________

   i. Norovirus (last exposure within the past 48 hours) Date of illness outbreak __________________

   ii. *E. coli* O157:H7 infection (last exposure within the past 3 days) Date of illness outbreak __________________

   iii. Hepatitis A virus (last exposure within the past 30 days) Date of illness outbreak __________________

   iv. Typhoid fever (last exposure within the past 14 days) Date of illness outbreak __________________

   v. Shigellosis (last exposure within the past 3 days) Date of illness outbreak __________________
FORM 1-A (continued)

b. If YES, did you:
   i. Consume food implicated in the outbreak? ____________________________
   ii. Work in a food establishment that was the source of the outbreak? ____________________________
   iii. Consume food at an event that was prepared by person who is ill? ____________________________

2. Did you attend an event or work in a setting, recently where there was a confirmed disease outbreak? YES / NO

   If so, what was the cause of the confirmed disease outbreak? ____________________________

   If the cause was one of the following five pathogens, did exposure to the pathogen meet the following criteria?

   a. Norovirus (last exposure within the past 48 hours) YES / NO
   b. E. coli O157:H7 (or other EHEC/STEC (last exposure within the past 3 days) YES / NO
   c. Shigella spp. (last exposure within the past 3 days) YES / NO
   d. S. Typhi (last exposure within the past 14 days) YES / NO
   e. hepatitis A virus (last exposure within the past 30 days) YES / NO

   Do you live in the same household as a person diagnosed with Norovirus, Shigellosis, typhoid fever, hepatitis A, or illness due to E. coli O157:H7 or other EHEC/STEC? YES / NO Date of onset of illness ____________

3. Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of Norovirus, typhoid fever, Shigellosis, EHEC/STEC infection, or hepatitis A? YES / NO Date of onset of illness ____________

Name, Address, and Telephone Number of your Health Practitioner or doctor:
Name ________________________________
Address ________________________________
Telephone – Daytime: __________________ Evening: __________________

Signature of Conditional Employee ________________________________ Date ____________

Signature of Food Employee ________________________________ Date ____________

Signature of Permit Holder or Representative ________________________________ Date ____________
Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, Salmonella Typhi, Shigella spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing Escherichia coli (STEC), or hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (Salmonella Typhi), shigellosis (Shigella spp. infection), Escherichia coli O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) ____________________________  Date ____________
Signature of Conditional Employee ____________________________  Date ____________

Food Employee Name (please print) ____________________________  Date ____________
Signature of Food Employee ____________________________  Date ____________
Signature of Permit Holder or Representative ____________________________  Date ____________
The **Food Code** specifies, under **Part 2-2 Employee Health Subpart 2-201 Disease or Medical Condition**, that Conditional Employees and Food Employees obtain medical clearance from a health practitioner licensed to practice medicine, unless the Food Employees have complied with the provisions specified as an alternative to providing medical documentation, whenever the individual:

1. Is chronically suffering from a symptom such as diarrhea; or
2. Has a **current illness** involving Norovirus, typhoid fever (**Salmonella Typhi**), shigellosis (**Shigella** spp.), **E. coli** O157:H7 infection (or other EHEC/STEC), or hepatitis A virus (hepatitis A), or
3. Reports **past illness** involving typhoid fever (**S. Typhi**) within the past three months (while salmonellosis is fairly common in U.S., typhoid fever, caused by infection with **S. Typhi**, is rare).

**Conditional employee being referred:** (Name, please print)

**Food Employee being referred:** (Name, please print)

4. Is the employee assigned to a food establishment that serves a population that meets the Food Code definition of a **highly susceptible population** such as a day care center with preschool age children, a hospital kitchen with immunocompromised persons, or an assisted living facility or nursing home with older adults?

   YES ☐    NO ☐

**Reason for Medical Referral:** The reason for this referral is checked below:

☐ Is chronically suffering from vomiting or diarrhea; or (specify)

☐ Diagnosed or suspected Norovirus, typhoid fever, shigellosis, **E. coli** O157:H7 (or other EHEC/STEC) infection, or hepatitis A. (Specify)

☐ Reported past illness from typhoid fever within the past 3 months. (Date of illness)

☐ Other medical condition of concern per the following description:

**Health Practitioner's Conclusion:** (Circle the appropriate one; refer to reverse side of form)

☐ Food employee is free of **Norovirus** infection, typhoid fever (**S. Typhi** infection), **Shigella** spp. infection, **E. coli** O157:H7 (or other EHEC/STEC infection), or **hepatitis A** virus infection, and may work as a food employee without restrictions.

☐ Food employee is an asymptomatic shedding of **E. coli** O157:H7 (or other EHEC/STEC), **Shigella** spp., or Norovirus, and is restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles in food establishments that do not serve highly susceptible populations.

☐ Food employee is not ill but continues as an asymptomatic shedding of **E. coli** O157:H7 (or other EHEC/STEC), **Shigella** spp. and should be excluded from food establishments that serve highly susceptible populations such as those who are preschool age, immunocompromised, or older adults and in a facility that provides preschool custodial care, health care, or assisted living.

☐ Food employee is an asymptomatic shedding of **hepatitis A** virus and should be excluded from working in a food establishment until medically cleared.

☐ Food employee is an asymptomatic shedding of **Norovirus** and should be excluded from working in a food establishment until medically cleared, or for at least 24 hours from the date of the diagnosis.

☐ Food employee is suffering from Norovirus, typhoid fever, shigellosis, **E. coli** O157:H7 (or other EHEC/STEC infection), or **hepatitis A** and should be excluded from working in a food establishment.
FORM 1-C (continued)

COMMENTS: (In accordance with Title I of the Americans with Disabilities Act (ADA) and to provide only the information necessary to assist the food establishment operator in preventing foodborne disease transmission, please confine comments to explaining your conclusion and estimating when the employee may be reinstated.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Health Practitioner ___________________________ Date ____________
Oasis Charter Public School

2022-2023 Meal Charge Policy

Application for Free and Reduced Price Meals

Our school participates in the National School Lunch Program, and offers free meals to all students. All families are encouraged to submit a meal application by the first week of school – one application per household is needed. Families can at any time submit a new application if there is a change in the household income or family household number. Applications can be accessed in the front office or downloaded from our website at www.oasischarterschool.org

Meal Charge Policy

Oasis Charter Public School does not charge full paid or reduced-price students for meals. Families are still alerted of their eligibility, but are aware that they will not need to pay if their child wants meals.

Student Pricing

Students will not be charged for meals.

Per California Education Code Section 49557.5:

- Students will not be denied meals for any reason
- Students will be served reimbursable meals, not an alternative meal
- No student will be overtly identified as receiving free or reduced-price meal benefits

Dietary Needs

- Any students with food allergies must complete the dietary needs form accompanied by a physician’s note, each school year. This form can be obtained through the office.

Notification of the Meal Charge Policy

The meal charge policy will be provided in writing to all families at the start of each school year and to families transferring to the school midyear. The meal charge policy will also be provided to all school or district-level staff responsible for policy enforcement.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.
Oasis Charter Public School Wellness Policy

Preamble

Oasis Charter Public School (hereeto referred to as the SFA) is committed to the optimal development of every student. The SFA believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.\(^1\,^2\,^3\,^4\,^5\,^6\,^7\) Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.\(^8\,^9\,^10\) In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities — do better academically.\(^11\,^12\,^13\,^14\)

This policy outlines the SFA’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the SFA have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the SFA in creating continuity between school and other settings for students and staff to practice lifelong healthy...
habits; and
• The SFA establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the SFA.

I. School Wellness Committee

Committee Role and Membership

The SFA will convene a representative school wellness committee (heretofore referred to as the SWC or work within an existing school health committee) that meets at least twice per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this SFA-level wellness policy (heretofore referred as “wellness policy”).

The SWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., superintendent, principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the SWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
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<tbody>
<tr>
<td>Melissa Hermosillo</td>
<td>Community Liaison</td>
<td>Wellness Coordinator</td>
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<tr>
<td>Erika Del Real</td>
<td>Operations Manager</td>
<td>Food Service Director</td>
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https://docs.google.com/document/d/1hBqe7pJULHgbdTu8lj_e5glQlkmBMQoA-4s_J8sMjw/edit#
II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

The SFA will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found at: www.oasischarterschool.org

Recordkeeping

The SFA will retain records to document compliance with the requirements of the wellness policy at the school office. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit SWC membership from the required stakeholder groups; and (2) These groups’ participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of the triennial assessment* of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of wellness policy.

Triennial Progress Assessments

At least once every three years, the SFA will evaluate compliance with the wellness policy to assess the implementation of the policy and include:
• The extent to which schools under the jurisdiction of the SFA are in compliance with the wellness policy;
• A description of the progress made in attaining the goals of the SFA's wellness policy.

The SWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.

Revisions and Updating the Policy

The SWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as SFA priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications

The SFA is committed to being responsive to community input, which begins with awareness of the wellness policy. The SFA will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that SFA. The SFA will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The SFA will use electronic mechanisms, such as email or displaying notices on the SFA’s website, as well as non electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The SFA will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the SFA and individual schools are communicating other important school information with parents.

The SFA will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The SFA will also use these mechanisms to inform the community about the availability of the annual and triennial reports.
III. Nutrition

School Meals

Our school SFA is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans fat per serving (nutrition label or manufacturer’s specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the SFA participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional programs the school may elect. All schools within the SFA are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The SFA offers reimbursable school meals that meet USDA nutrition standards.)

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The SFA will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages
The SFA is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks.

**Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The SFA will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents.
3. Rewards and incentives. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

**Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The SFA will make available to parents and teachers a list of healthy fundraising ideas.

**Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The SFA will promote healthy food and beverage choices for all students throughout the
school campus, as well as encourage participation in school meal programs.

Nutrition Education

The SFA aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Include nutrition education training for teachers and other staff.

Food and Beverage Marketing in Schools

The SFA is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The SFA strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on SFA property that contains messages inconsistent with the health information the SFA is imparting through nutrition education and health promotion efforts. It is the intent of the SFA to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the SFA’s wellness policy.

IV. Physical Activity

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment for any reason.

To the extent practicable, the SFA will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The SFA will conduct necessary inspections and repairs.

Physical Education

The SFA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards.
for physical education.

All students will be provided equal opportunity to participate in physical education classes. The SFA will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or SFA must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Each school will maintain and enforce its own indoor recess guidelines.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

V. Other Activities that Promote Student Wellness

The SFA will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The SFA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development,

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Glossary

Extended School Day - time during before and after school activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day - midnight the night before to 30 minutes after the end of the instructional day.
Triennial – recurring every three years.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD 3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OCR%20P-Complaint Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax:
   (833) 256-1665 or (202) 690-7442; or
3. email:
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

Staff Report

Strategies and Recommendations on Setting School-wide Direction

Fernando Elizondo Ed.D and Natalie Zayas Ed.D

This staff report is the continuation of the process of setting direction to Oasis in the 2022-2023 school year.

In May, the Board began the process in setting school-wide direction by reviewing needs assessments as completed by two (2) consultants and Oasis School teachers.

- Barbara Mandelbaum: consultant
- Robert Costa: Consultant: Updating Board policies and website
- Oasis Charter school teachers

The needs assessments were discussed and reviewed with the Board taking action by establishing the following three (3) areas as the highest priority with corresponding directives.

Ongoing operational and educational program
   Ongoing and operational needs:
   Configuring 2022 summer school
   Organizing 6th grade promotional ceremonies
   Organizing and providing Kef celebration
   End of year activities
   Prepping for the 2022-23 school year

Strategic needs identified by the Governing Board
   Increase enrollment for the 2022-23 school year
   Filling the four vacant positions: ED, Curriculum Coordinator,
   Recruit office staff and refine the delivery of services
   Increase test schools

Other needs were prioritized;
   Address compliance needs
   Review Human Resources Department
   Review delivery systems that support classroom instruction

At the August 6th Board Retreat, the Board generated addition directives in continuing to set school-wide direction. See below
Date of action taken by Governing Board
August 30, 2022