

New Protocols for Ottawa Network for Education's School Breakfast Program 2020/21 School Year

Ottawa-Carleton District School Board (OCDSB) and Ottawa Catholic School Board (OCSB) Version

The Ottawa Network for Education School Breakfast Program (ONFE SBP), in consultation with Ottawa Public Health (OPH) and the four Ottawa school boards has updated its program delivery and food handling guidelines in order for School Breakfast Programs to operate safely during the COVID-19 pandemic.


► It is important to note that all School Breakfast Programs must continue to follow practices prescribed in *Ontario Regulation 493/17 - Food Premises*. Under provincial legislation, schools with breakfast programs are considered “food premises” and are subject to inspection by OPH food inspectors and any applicable fines; and must follow all new COVID-19 related measures that have been developed by public health officials.

ALL SCHOOLS MUST READ THIS DOCUMENT CAREFULLY and ENTIRELY!
THERE ARE NEW SAFETY AND OPERATIONAL MEASURES REQUIRED FOR ALL PROGRAM MODELS BECAUSE OF COVID-19.

1. Change in Delivery Model Options:

There are 2 Delivery Models approved by Ottawa Public Health for operation within schools during COVID-19.

Only **In-class Bin** or **Serve & Go** delivery models are permissible. The **Sit-down** delivery model is not permitted to operate in the COVID-19 environment.

Delivery Approach	Serve & Go	Bin Program	Sit Down
Description of model	Meals or snacks are provided in a central location. Individual portions are pre-wrapped and served directly to the student.	A bin is provided to each classroom and/or group of children. Bins contain individual, pre-wrapped portions. Non-perishable items may be placed in one bin. Refrigerated items must be in a cooler with ice packs and a thermometer. Meals or snacks are handed out to students.	 Children and youth are served and eat together before or during the school day. Meals served in a "cafeteria" style where students line up to obtain their meals and/or served to all children and youth.

- If your school offered a Sit-down model in 2019-20, we recommend that you switch to a **Serve & Go** model. Please refer to safety measures for **Serve & Go** delivery model described in this document.
- If your school offered an **In-Class Bin** or **Serve & Go** delivery model in 2019-20 and will continue to operate one of these 2 approved models, there are new safety measures that must be followed; these are detailed in this document.

Note: A companion document will be available in late September outlining support for students learning at home.

2. Use of Volunteers:

- Student volunteers are not permitted to support school breakfast and snack program operations during COVID-19.
- The OCDSB and the OCSB school boards do not permit the use of community volunteers.

3. Health Assessment of Staff | SBP Coordinator:

Any staff| SBP Coordinator assisting in SBP daily operations must complete the Self-Assessment screening questionnaire as per your school board’s established policies and procedures and must follow the established directives based on the result of the assessment questionnaire.

4. Food Procurement:

The following methods of food procurement are available for your School Breakfast Program:

- [Ontario Student Nutrition Services \(OSNS\) / Jack Larabie](#) Online food procurement and HACCP (Hazard Analysis Critical Control Point) certified.
- Shopping in-person using the following guidelines as provided by OPH: [Grocery Shopping Tips](#)
- Ordering groceries online with curbside pick up at major retailers.
- Ordering groceries online through food wholesalers.

5. Food Preparation:

- The Ottawa Network for Education recommends that that you simplify your menu to include food that requires no - or very little - preparing and processing for the first 6 weeks of school (*see sample menus provided*). For the following reasons:
 - All food served to students must be individually portioned and wrapped. [There are a few exceptions for whole fruits that do not require wrapping. These include only fruits that can be washed and served whole and not processed (cut). For example, bananas, apples, clementines.]
 - Loss of student and community volunteers to assist with food production
 - Reduced capacity of fellow staff volunteers to assist with food production (at the start of the school year).
 - Allow time for school staff involved in School Breakfast Program time to adjust to new safety procedures
- **However**, Ottawa Public Health has approved that schools can prepare and process food for their school breakfast and snack programs on-site by cutting, chopping, cooking and re-packaging bulk items into smaller portions.
- **When**, your school introduces food processing (cutting, chopping, cooking and re-packaging bulk items into smaller portions), here are the OPH requirements for this activity in schools:
 - If a face shield is used (not required), a mask must still be worn.
 - Gloves are not required to prepare food unless the individual has a cut and/or bandage on their hand.

6. Start a *Bring Your Own Utensil (BYOU)* Program

We highly recommend instating a *Bring Your Own Utensil (BYOU)* program at your school to minimize the:

- waste created by using disposable utensils; and
- time spent wrapping disposable utensils.

7. Use of Disposable Utensils

If you choose to use disposable utensils you must follow these new steps to ensure the utensils are not contaminated before student use:

- All disposable utensils must be individually wrapped (i.e. wrapping each spoon in a paper towel or napkin like you see in restaurants).
- All disposable utensils must be placed in the garbage after use. They cannot be reused.

8. Food Distribution/Serving:

- Follow all physical distancing measures and PPE measures established by your school board.
- Students must be served their meal/snack by an adult (staff member | SBP Coordinator). Students are not permitted to serve other students.
- Handwashing or sanitizing is required before serving food items to students.
- Masks must be worn when serving students.
- Tongs are the preferred method used to serve food to prevent any unnecessary food handling.
- Students cannot touch food items during distribution. Students cannot serve themselves or others from a bin or table.
- Gloves are not required to serve food unless the individual has a cut and/or bandage on their hand.

9. Personal Protective Equipment (PPE):

- School boards/schools are responsible for providing all required COVID-19 related PPE for staff | SBP Coordinator working in the School Breakfast Program, as per their school board policy.

10. Cleaning and Sanitizing:

- School Breakfast Programs must follow all school board established cleaning and sanitizing procedures, as well as all provincial legislation related to safe food handling.

11. Contact Tracing:

- **Serve & Go Model** - CONTACT TRACING LIST REQUIRED - OPH has determined that each student's name must be recorded as they collect their food for contact tracing purposes; this list is compiled daily.
- **In-Class Bins Model** - CONTACT TRACING LIST NOT REQUIRED - all students regardless of whether or not they are served food from the bin are considered to be a breakfast program participant. The daily class attendance lists would consist of the contact tracing list; therefore, no additional contact tracing list is required for this food distribution model.

► UPDATED PROTOCOLS FOR SERVE & GO MODEL

Meals or snacks are provided in a location and in a manner that ensures COVID-19 safety measures, established by OPH and your school board, can be achieved.

Required Food Service Safety Measures

- Maintain a daily list of students that participate in the breakfast program. When a student arrives to pick up food, please write down the student's name. This is required by OPH for contact tracing purposes.
- Staff / Program Coordinator must sanitize hands before serving food.
- Students are not permitted to take their own items.
- All food items must be individually pre-packaged and /or portioned and wrapped; EXCEPT for whole fruit such as: apples, bananas, clementines, etc.)
- Use tongs to hand out items to students, or place items directly into a bag.
- All cutlery must be wrapped.
- Inform students to eat in the classroom and/or with cohort.
- Wipe down all surfaces with approved sanitizing agent before and after service.

Operational Suggestions:

- Implement simple to start menus requiring minimal food processing/ preparation at the start of the school year until staff have had enough time to adapt to new COVID-19 measures.
- Create and post weekly menus to communicate food options before students form a queue.
- Use signage to clearly instruct students where to find their meals.
- Establish a few zones where students can pick up food with their cohorts to minimize movement in school and formation of queues.
- Clearly demarcate floor where queues will form to ensure adherence to physical distancing.
- Create one-way directions to avoid bottlenecks.
- Stagger times, if necessary, to ensure physical distancing.
- Place a stop sign where hand sanitizer will be offered to students prior to them picking up a pre-packaged meal/snack/item.
- Unserved food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (ex. apples).

► UPDATED PROTOCOLS FOR IN-CLASS BINS PROGRAM

Bins are provided to each classroom and contain all the meals or snacks for a class/cohort interested in participating in the program.

Required Food Service Safety Measures

- Use bins and/or coolers. Do not share bins/coolers between classrooms. Non-perishable items may be placed in one bin. Refrigerated items must be in a cooler with ice packs and a thermometer.
- Individual items must be individually pre-packaged and/or portioned and wrapped prior to placing in bins/coolers except for whole fruit (e.g. bananas, apples, clementines).
- All cutlery must be wrapped.
- Bins/coolers are delivered to classrooms by staff/ Program Coordinator.
- Staff/ Program Coordinator must sanitize hands before handling food. Only staff/ Program Coordinator can distribute food items to students. Students may NOT serve themselves or others from bins/coolers.
- Use tongs to hand out items that are not already individually wrapped.
- Students must wash their hands or use hand sanitizer before and after eating.
- Students must eat according to school board protocols (e.g. with their class/cohort).
- Students are not permitted to share food items, dishes or cutlery.
- Bins/coolers must be cleaned and sanitized each day before they are refilled.
- Teacher is to ensure they have recorded class attendance for contact tracing purposes.

Operational Suggestions:

- Implement simple to start menus requiring minimal food processing/ preparation at the start of the school year until staff have had enough time to adapt to new COVID-19 measures.
- Untouched food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (ex. apples).