

REVISED COVID-19 Safety Protocols and Delivery Models for Ottawa Network for Education's School Breakfast Program 2021/22 School Year

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

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 for student nutrition 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!
THE FOLLOWING SAFETY AND OPERATIONAL MEASURES ARE REQUIRED FOR ALL
PROGRAM MODELS TO REDUCE THE SPREAD OF COVID-19 IN SCHOOLS.**

1. 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 may be served in a "cafeteria style" where students line up to obtain their meals and/or served to all children and youth.

- Schools may adopt a hybrid of the two approved models to manage flow and/or handle larger student populations.
- Schools may consider distributing “Serve and Go” food outdoors if weather permits. However, consumption of food must occur in the classroom or designated eating area, as per school protocols.

2. Use of Volunteers:

- **STUDENT VOLUNTEERS:** The school board has determined that student volunteers in elementary and secondary schools **are not** permitted to support school breakfast and snack program operations until further notice. Any change to this directive will be determined by the school board and communicated to schools.
- **COMMUNITY OR PARENTAL VOLUNTEERS:** The school board has determined that community and parental volunteers are not permitted to support school breakfast and snack program operations until further notice. Any change to this directive will be determined by the school board and communicated to schools.

3. Health Assessment of Staff | SBP Coordinator:

Any person assisting in SBP daily operations must complete a COVID-19 screening questionnaire as per their school board’s established policies and procedures and must follow the established directives based on the result of the assessment questionnaire.

By this, it is understood that any person that does not satisfy the conditions of the COVID-19 screening assessment to enter the school, are prohibited from SBP operations until the school board policy permits their safe return to in-person duties.

4. COVID-19 Vaccination/Testing Requirements

Any staff| SBP Coordinator assisting in SBP daily operations must follow their school board's current and any future COVID vaccination policy.

5. 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.

6. Food Preparation:

- Keep menus simple to minimize manipulation.
- 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); however, these fruits should be stored and transported in a container until served. For example, bananas, apples, clementines.]
- All foods should be kept separate until point of service unless foods are being combined for the purpose of daily meal service. For example, non-wrapped food items can be placed together into one bag for same day service (e.g., a muffin with a fruit).
- Schools are permitted to prepare and process low-risk foods for their school breakfast and snack programs **on-site** by cutting, chopping, cooking and re-packaging bulk items into smaller portions. *Reminder: if items like fruit are chopped or cut, they require individualized packaging as only whole fruits can be offered without individual packing.*
 - Gloves are not required to prepare food unless the individual has a cut and/or bandage on their hand.

7. *Bring Your Own Utensils and Water Bottle*

We highly recommend that students use their own spoon, fork and a labeled water bottle to minimize waste from disposable items.

8. 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.

9. 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.
- Tongs are the preferred method used to serve food to prevent any unnecessary food handling. Alternatively, a single-use paper towel can be used to serve food to students.
- 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.

10. 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.

11. 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.

12. Contact Tracing:

- **Serve & Go Model** - CONTACT TRACING LIST IS NOT REQUIRED - OPH has determined that as long as a student takes less than 15 minutes to access food, wears a mask and keeps a physical distance of 2 metres, a daily Contact Tracing list is not required for this food distribution model.
- **In-Class Bins Model** - CONTACT TRACING LIST IS 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

- Manage flow to ensure that a student accessing food does not take more than 15 minutes, wears a mask and keeps a physical distance of 2 metres.
- 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 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 (e.g., 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 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 (e.g., apples).