

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

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. For further information, please visit the [Safe Food Handling](#) section of our website.

**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:

Ottawa Public Health has recommended that the following delivery models be implemented with physical distancing maintained as much as possible and mask use being highly encouraged.

Delivery Approach	Serve & Go / Grab & Go		Bin Program	Sit Down	
Description of model	Meals or snacks are provided in a central location. Students take food with them to eat in another location.		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.	
	Serve & Go: Individual portions are served directly to students.	Grab & Go: Individual portions <u>are wrapped</u> , and students serve themselves.		Serve & Sit: Individual portions are served directly to students.	Grab & Sit: Individual portions <u>are wrapped</u> , and students serve themselves.

► *further details by service model appear in the shaded sections at the end of this document*

2. Use of Volunteers:

Coordinators must be aware of and follow the school board’s current policy regarding the use of student and/or community volunteers.

3. Health Assessment of Staff | SBP Coordinator:

Any person assisting in SBP daily operations must be aware of and follow the school board’s daily self-screening tool for COVID-19 symptoms and stay home if ill.

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

Ottawa Public Health provides this [tool](#) to help you assess your personal risk level.

4. COVID-19 Vaccination/Testing Requirements

Any person assisting in SBP daily operations must be aware of and follow the school board's current 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: [Reducing the Risks](#)
- Ordering groceries online with curbside pick up at major retailers.
- Ordering groceries online through food wholesalers.

6. Food Preparation & Service:

- Schools are permitted to prepare and process foods as per [OPH Letter of Support](#)
- If food is being served to students, food does not need to be individually portioned and wrapped unless if chopped or cut (see above).
- If students are serving themselves, foods must be kept 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).
- During an ever-changing environment and when increased preparation steps are required, coordinators may prefer to keep menus simple.

7. Bring Your Own Water Bottle

We highly recommend that students use their own labeled water bottle.

8. Cutlery and Dishes

- Program may use either reusable and/or disposable cutlery and dishes.
- Cutlery is not required to be individually wrapped.
- Cutlery should be placed in clean and sanitized containers with the handles pointing up.
- If disposable, cutlery, and dishes must be placed in the garbage after use. They cannot be reused.

- If reusable, cutlery, and dishes must be placed in bus bins for washing and sanitizing.

9. Food Distribution & Service:

- Coordinators must be aware of and follow all school board COVID safety measures.
- Sanitization (or handwashing if hands are visibly soiled) is required before, after, and during (as needed) serving food items to students.
- If food is being served to students, tongs are the preferred method to serve food. Alternatively, a single-use paper towel can be used to serve food to students.
- If students are serving themselves, a hand sanitizing station must be available and highly encourage use before they handle food. All food must be individually wrapped and portioned unless whole fruit.
- Specific details by service model appear in the shaded areas at the end of this document.

10. Personal Protective Equipment (PPE):

Any person assisting in SBP daily operations must be aware of and follow the school board's current policy related to PPE.

Ottawa Public Health also recommends that individuals be aware of and follow their [masking guidelines](#) as well as [recommendations](#) from the provincial government.

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 [Cleaning and Sanitizing](#).

12. Contact Tracing:

Contact tracing is not a requirement; however, individuals who test positive for COVID or who have symptoms of COVID are encouraged to notify their [close contacts](#).

► UPDATED PROTOCOLS FOR SERVE & GO *and* GRAB & GO MODELS

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. Schools can opt for Serve & Go defined as school staff or adult volunteer serving food to students or for Grab & Go defined as students serving themselves.

Required Food Service Safety Measures

- Manage flow to ensure that a student accessing food does not take more than 15 minutes and maintain physical distance as much as possible.
- Serve & Go: Staff/Program Coordinator/Adult Volunteer must sanitize hands before, after, and during (as needed) serving food. Food does not need to be individually pre-packaged and /or portioned and wrapped. Use tongs to hand out items to students, or place items directly into a bag.
- Grab & Go: Students must use hand sanitizer prior to handling foods. All foods must be individually pre-packaged and/or portioned and wrapped. The exception is whole fruit (e.g. bananas, apples, clementines).
- Place cutlery in clean and sanitized containers with the handles pointing up.
- Wipe down all surfaces with approved sanitizing agent before and after service.
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Operational Suggestions:

- 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.
- Create one-way directions to avoid bottlenecks and encourages physical distancing as much as possible.
- Unserved food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Provide hand sanitizing stations and highly encourage use.

► UPDATED PROTOCOLS FOR IN-CLASS BINS PROGRAM

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

Required Food Service Safety Measures

- Use bins and/or coolers to transport food to classrooms. 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).
- Program Coordinator/Staff must sanitize hands before, after, and during (as needed) handling food. Only Program Coordinator/Staff 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 are not permitted to share food items, dishes or cutlery.
- Bins/coolers must be cleaned and sanitized each day before they are refilled.

Operational Suggestions:

- Students should use hand sanitizer (or wash their hands with soap and water if visually soiled) before and after eating.
- Untouched food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Provide hand sanitizing stations and highly encourage use.

► UPDATED PROTOCOLS FOR SIT-DOWN BREAKFAST

Meals are provided and consumed in a central location in a manner that ensures COVID-19 safety measures, established by OPH and your school board.

Required Food Service Safety Measures

- Manage flow to ensure that a student accessing food does not take more than 15 minutes and maintain physical distancing as much as possible.
- Serve & Sit: Staff/Program Coordinator/Adult Volunteer must sanitize hands before, after, and during (as needed) serving food. Food does not need to be individually pre-packaged and /or portioned and wrapped. Use tongs to place food on plates.
- Grab & Sit: Students must sanitize their hands prior to placing food on plates. All foods must be individually pre-packaged and/or portioned and wrapped. The exception is whole fruit (e.g. bananas, apples, clementines).
- Place utensils in clean and sanitized containers with the handles pointing up.
- All disposable cutlery, plates and cups must be placed in the garbage after use. They cannot be reused.
- All reusable cutlery, plates and cups must be placed in bus bins for washing and sanitizing.
- Wipe down all surfaces with approved sanitizing agent before and after service.

Operational Suggestions:

- 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.
- Create one-way directions to avoid bottlenecks and encourages physical distancing as much as possible.
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Unserved food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Provide hand sanitizing stations and highly encourage use.