

Fort Bend ISD Child Nutrition Department COVID-19 Operational Procedures

For the safety of staff and our community, all CND staff must observe the following procedures:

Although Fort Bend and Harris counties are currently under Stay-at-Home orders, FBISD Child Nutrition staff is considered "essential personnel."

This also includes other FBISD staff and departments that provide free services to students, as well as community businesses that are conducted on a pick-up-and-go basis only.

SOCIAL DISTANCING

Keep a safe distance between you and others

All employees **must** be 6 feet apart from one another at all times, in preparation, assembly and distribution of meals.

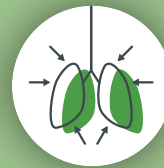
For the safety of staff and our community, all CND staff must observe the following procedures:

STAY AT HOME

Employees with any symptoms of COVID-19 **must** not report to work. Even if you don't think your symptoms are related to COVID-19, you **must** not report to work, and **must** have clearance from your healthcare provider before returning to work. Symptoms include: Fever of 100 or higher, cough, sore throat, runny nose, body aches, fatigue (weakness/no energy), headache, and shortness of breath.



Fever



Shortness of breath



Coughing

SPACE

Managers **must** designate separate work spaces including using separate work tables or cafeteria tables, if needed. Workers should only work on different tables or opposite ends of tables.

SANITATION

Managers **must** verify that all surfaces, equipment, bathrooms, doorknobs, computers, and telephones have been properly sanitized with appropriate chemicals. All employees **must** follow proper handwashing and glove changing protocols at all times.

PREPARATION

Managers should organize two or more serving lines to assemble meals and ensure that there is proper distance maintained between workers. All employees **must** wear gloves during meal preparation.

SERVING

All employees **must** wear and regularly change gloves during meal distribution. Managers **must** ensure that there is an outside sanitizing station in the serving area which must include at least a sanitizing bucket, hand sanitizer and gloves. A designated employee should tally the meals provided while others are to only serve and distribute meals.

DISTRIBUTION PROCEDURES

- 1 Count the number of children (on foot/in a vehicle)
- 2 Designated employee marks the number of meals ordered on tally sheet
- 3 Order Station communicates with Delivery Station how many meals to provide
- 4 Walkers may pick up meals from designated table OR Employees will place the ordered number of meals in vehicle without touching the car and maintaining proper distance