

SAFE AND CLEAN MEAL ENVIRONMENT FOR STUDENTS

Goal: Students shall be provided a clean and safe meal environment.

The Board of Directors recognizes the school environment has a powerful influence on student behavior. A clean and safe meal environment allows students to have a pleasant eating experience and enjoy the social aspects of a healthy meal. It also sets an example for students to establish healthy eating environments in the future. Students shall have access to safe and clean areas for dining (1).

Role Of The Principal

1. Staff will be authorized to secure windows and doors in the dining area during school hours to restrict admission of unauthorized personnel.
2. In-service training will be held for all building staff to address procedures for:
 - a. An intruder
 - b. Bomb scare
 - c. Shooting
 - d. Choking and dealing with other student medical conditions
 - e. Other emergency situations
3. In-service training will also be held for all building staff related to maintaining control over/monitoring student behavior to address prevention of bullying, intimidation, and other inappropriate behaviors in the cafeteria and throughout the schools.
4. Custodial staff will be directed to maintain cleanliness in dining facilities.

Role Of Maintenance/Custodial Staff

1. To reduce the spread of bacteria and viruses, dining facilities will be swept clean, and mopped at least once a day, as well as when needed, to remove soil and spills.
2. To reduce germs and bacteria found on cafeteria tables, chairs will not be placed with feet down on the table tops.
3. Walls, floors, and ceilings will be kept clean and free of damage.
4. Lighting will provide for adequate visual acuity. Fluorescent light tubes will be covered with shatter resistant shields. Incandescent lighting will be covered.

5. Lights will be replaced in a timely manner to provide adequate lighting.
6. Trash will be removed from the dining and kitchen facility in a timely manner, at least once during the meal service period.
7. Trash cans will be cleaned to remove soil, debris and odors on a daily basis.
8. Trash will be secured in sturdy waste receptacles with lids closed until they are picked up by trash contractor.

Role Of Food Service Staff And/Or Cafeteria Aides

1. The Food Service Director will conduct training for foodservice staff on maintaining a safe and clean meal environment for students.
2. The Food Service Director will assign responsibilities to foodservice staff for maintaining a clean and safe meal environment and will monitor staff in adequate completion of these tasks.
3. The Food Service Director will ensure that tables and chairs are the appropriate size for students and in good condition, and that space is designed to accommodate students with special needs (1).
4. The Food Service Director will follow procedures and instruct staff in following procedures to ensure the safety of food that is delivered to the schools, as well as to ensure that it is stored, prepared, and served following appropriate food safety guidelines. A Food Safety Plan, required by USDA, must be in place. Food safety or HACCP (Hazard Analysis and Critical Control Point) certification is strongly recommended. (Note: Some local jurisdictions may require this certification.)
5. The Food Service Director will ensure that special dietary needs of students, as documented in a signed statement from a physician, are accommodated through the school meals programs and will provide training for staff in making these accommodations.
6. Dining tables will be cleaned, rinsed and sanitized prior to the start of the first daily meal period.
7. Dining tables will be cleaned and sanitized between meal periods and at the end of the meal service period.
8. The serving and dining areas will be attractive and well maintained.
9. Dining and serving areas will provide positive dining messages, signage and posters reinforcing health and wellness.

10. Food service staff will report mechanical and safety problems in dining and service facilities to district custodial staff.
11. Condiment areas will be clean and items offered in condiment areas will be maintained at proper temperatures.
12. Cafeteria monitors will be responsible for maintaining appropriate student behavior (e.g., prevention of bullying, intimidation, etc.) to ensure a pleasant eating experience.
13. Cafeteria aides, lunch supervisors, teacher monitors will direct students to clean dining areas prior to leaving the cafeteria.

Role Of The Teacher

Teachers will:

1. Cooperate with the food service staff and principal to establish an attractive, clean, and safe dining area.
2. Familiarize students with procedures to follow in an emergency or crisis situation when in the dining room.
3. Review guidelines for appropriate conduct in the cafeteria.
4. Ensure that food is not shared among students.
5. Encourage hand washing prior to eating and instruct students in proper hand washing.
6. Educate students, as appropriate, about students with special dietary needs. (For example, if a student has a severe peanut allergy, it is important that students know they must wash their hands after touching any peanut product.)
7. Review cleaning procedures for students to follow when exiting the dining area, including:
 - a. Where trash is placed
 - b. Where dirty dishes are placed
 - c. Steps to maintain a clean dining space

Role Of The Student

Students will:

1. Properly place all trash in proper receptacles.
2. Return dirty dishes to proper area in the kitchen/dining area.
3. Pick-up and dispose of debris around personal dining area.
4. Conduct themselves appropriately to maintain a pleasant dining experience for all students.

Role of Parents/Guardians/PTO/PTA

1. Parents/Guardians, PTO/PTA or other organizations using the dining facility for meetings and events will ensure the facility is left in the manner which it was found. They will:
 - a. Remove trash
 - b. Clean and sanitize tables
 - c. Sweep floors and mop as directed by usage agreement

Evaluation/Monitoring

The health inspection is an evaluation tool which can be used to ensure clean and sanitary facilities are provided for students, as well as to meet the requirement for measuring implementation of local wellness policy goals. USDA regulations require that each National School Lunch Program site have two food safety inspections per year and that documentation of these inspections is posted in a visible location. The number of inspections received at each site must be reported to the Pennsylvania Department of Education.

Resources:

Bogden JF. *Fit, Healthy, and Ready to Learn: A School Health Policy Guide. Part I: Physical Activity, Healthy Eating, and Tobacco Use Prevention*. Alexandria, VA: National Association of State Boards of Education; 2000. Available online: <http://www.nasbe.org/HealthySchools/fithealthy.html>

Caldwell D, Nestle M, Rogers W. School nutrition services. In Marx E, Wooley SF, eds: *Health is Academic: A Guide to Coordinated School Health Programs*. New York, NY: Teachers College Press, 1998: 195-223.

School Nutrition Association. *Keys to Excellence in School Food and Nutrition Programs*. Available online: <http://www.schoolnutrition.org/KEYS.aspx?ID=1158>.

Silberberg SC. *The New Design Handbook for School Food Service*. Hattiesburg, MS: National Food Service Management Institute; 1997. Available online: http://eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/15/d2/4c.pdf

Story, C. Resources for the Development of Emergency Preparedness Plans in School Foodservice. *The Journal of Child Nutrition and Management*. Issue 2, Fall 2006. Available online: <http://docs.schoolnutrition.org/newsroom/jcnm/06fall/story/index.asp>

United States Department of Agriculture, Food and Nutrition Service. *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*. Available online: http://www.fns.usda.gov/cnd/Guidance/special_dietary_needs.pdf

References:

(1) Health, Mental Health and Safety Guidelines for Schools. Available online:
<http://nationalguidelines.org/guideline.cfm?guideNum=5-01>. Accessed: 8/20/07