

In-Person Meal Service Planning Checklist Scenario #2 A











Classroom Delivery with Classroom Dining

Based upon [SNA's COVID-19's Thought Starters on Reopening Schools](#) resource

Description: Meals are delivered to the classroom for classroom dining.







This checklist is meant to be a foundation for exploring topics and decisions related to implementing a classroom delivery and dining meal service. It is not an all-inclusive list.

Overall Considerations:





-  Learn as much as you can from [Breakfast in the Classroom](#) models
-  Explore the positive aspects of Lunch in the Classroom – highlighted in this [short YouTube video](#)
-  Consider a staggered delivery schedule to classrooms and develop a system to return service items to food service along with trash removal. How will transport equipment, leftover meals and paperwork be returned to the cafeteria after meal service?
-  Develop a system for counting and claiming meals. Will you need to train teachers to assist with participation counts? What technology is necessary— and available—to ensure proper counting and claiming?
-  Do you have sufficient meal transport equipment and supplies? Do you have existing equipment which can be used in an efficient way in this service model? Will you need to purchase more? What funds will be used for these purchases? Will this be a line item in your budget?
-  How will you package the meals? All meal components in one package (paper boat, tray, bags, clamshell, box)? Will you use disposable or reusable packaging? How will you maintain your commitment to decrease food waste and packaging waste?
-  Where and how will students wash their hands before/after meals? How will students clean and sanitize their desks after eating?
-  Do you need to discuss the bell schedule with appropriate school personnel to ensure the schedule allows for adequate time for meal service? What is the schedule for lunch in the classroom? Does the current schedule need to change? Will recess be scheduled before or after lunch?
-  Will additional staff or volunteers be needed to distribute the food to classrooms in a timely manner? Will school staff need to serve the meals/beverages to each student? (Servers wash hands, wear gloves and masks.)
-  Without share tables, do you need a policy to deal with leftover foods/beverages? Will you allow students to take individually wrapped, shelf stable food items and whole, fresh fruit home to eat at a later time?

Follow the [Montana School Safety Advisory Committee Guidance on School Re-Entry](#)²⁰ for Phase 1, Phase 2 and Phase 3. Refer to [Montana's School Meal Service Procedures During a COVID-19 Pandemic](#) for specific food safety guidance. Developed June 16, 2020, by Montana OPI School Nutrition Programs and Montana Team Nutrition. The USDA is an equal opportunity provider and employer. This project was funded using U.S. Department of Agriculture grant funds.

Menu Considerations:

-  Will you provide both breakfast and lunch meals to the classrooms?
-  Will you use a cycle menu? Could you use a seasonal cycle menu? How will you keep this menu fresh and exciting? Does the menu need to be adjusted as some items too hard to deliver to the classroom?
-  How can you maximize use of your USDA Foods and fresh, whole foods in your menus?
-  Will you offer a choice of entrée? Will meal orders be taken the day before or the day of meal service?
-  How will meal delivery to the classroom affect your menu?
Consider ease of transport (bowls of soup may be challenging; rice bowls would be easier).
Will you provide a mix of hot and cold foods in one “package” (covered trays or clamshells?)
Consider a covered disposable tray system (Oliver system) or a reusable tray and fitted lid (Cambro system).
-  Consider serving entrée salads to meet meal standards for five vegetable subgroups (dark green, red/orange, starchy, other, and legumes).

Administrative, Preparation and Service Considerations:

-  What are your staffing needs for this meal service?
-  Develop a system to prepare and distribute meals safely – taking into account social distancing and enhanced food safety practices.
-  What types of training and marketing materials can your team develop to help communicate this meal service plan to students, parents and school stakeholders?
-  Do you have a backup plan in place in the event that planned menu items are suddenly hard to get? Have you given your food suppliers/vendors a list of acceptable substitute products? Do you have an “emergency” supply of packaged food items on hand to feed all students for at least 1 week? If you don’t need/use this emergency food supply, how will you incorporate this food into your existing menus/meal service to successfully use it?

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