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## Department Specific Pandemic Preparedness

Crosby ISD Child Nutrition Services will proceed with the following emergency Meal Distribution Plan to ensure students/children of the area have food security during the COVID-19 Pandemic.

Department(s): CISD Child Nutrition Services

Location(s): All School Sites (potential)

Person completing form: Teresa M. Evans, MSM, CTSBO Date: 03/16/2020

### Section I Overview and Personnel

- Functions Essential to the Operation of CISD:
  - Providing meals to any child age 18 and younger who lives in the area while school(s) are closed for an extended period in a safe and secure environment.
  - Utilizing the NSLP program with the USDA non-congregate feeding waiver to set up centralized meal distribution hubs and/or mobile meal delivery.
  - Provide a continuous safe environment for food storage through long periods of school closure with checks of operating systems and temperature/storage compliance.
  - Complete fiduciary responsibilities of documentation of all NSLP program areas for accountability and reimbursement by the federal government.
- How Essential functions will be maintained during a reduced workforce
  - Due to COVID-19 labor guideline; functions will be performed without 60 Child Nutrition Service employees who are part of the normal work force of CISD.
    - These workers could be a potential back-up if FSW-3 and CN Administration are not operating available.
- Determination of essential personnel and alternate personnel
  - Essential Personnel Level 1. CN Admin
    - Director
    - Dietitian
  - Essential Personnel Level 2. CN Management
    - FSW 4 HS Manager
    - FSW 3 Campus Managers/Assistant Manager
  - Essential Personnel Level 3. CN Admin Back-up
    - CN Financial Employee
    - CN Secondary/Training Supervisor
    - CN Elementary Supervisor
  - Essential Personnel Level 4. CN Hourly
    - FSW 1
    - FSW 2
- Which of these functions can be done remotely? If so, do those who will perform these functions have the necessary equipment?
  - Planning for SSO meal distribution can be done remotely by Level 1 positions if necessary equipment provided
    - Cell phone for Dietitian
    - Laptop with VPN access
    - VPN Access to Meals Plus system
  - Serving SSO meals will require a physical presence by all Level 2 positions



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- Rotation of Personnel Level 3 to work remotely may be possible if the necessary equipment is provided
  - Laptops with VPN access
- Rotation of Level 4 positions may be possible if there is enough staffing for rotation (and if activation of additional sub sites is necessary)
- Rotation of CISD security may be possible once a schedule of service has been established
- What supplies are essential and if services elsewhere are cut how will CN handle the lack of services/supplies
  - Essential Supplies:
    - Food compliant with NSLP regulations
    - Paper and disposable goods
    - Health & sanitation equipment to be HCPHS (Harris County Public Health and Human Services) compliant with food handling and preparation
    - Delivery vehicles (operational with fuel)
    - Staffing levels for preparation, delivery, and distribution of meals
    - Computers and internet & wireless phone service accessibility
    - Security personnel at distribution and delivery sites
    - Personal protection equipment for employees at distribution and delivery sites
      - Required: gloves, hand sanitizer
      - Optional: masks/goggles (may be required as further CDC updates received)
    - Curbside Distribution specific needs
      - Shade Canopies
      - Sunscreen
      - Collapsible Tables
      - Clipboards
      - Coolers
      - Hand Radios for ease of communication
  - Lack of Service/Supplies
    - Operations would have to cease



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The reason for identifying essential functions is two-fold: 1) it helps administration to understand what their critical functions are and, therefore, to develop needs assessment; and 2) provides crucial information to help ensure proper training of the staff is coordinated as needed.

- List additional essential personnel and the functions they perform which are not identified above (include title and reason for essential function).
  - None currently.
- List any other information, comments, and suggestions to consider.
  - None currently.

## **Section II Specific Curbside Operation Details:**

- Application for SSO Waiver:
  - Submitted to TDA 3/15/2020 for CHS and CMS sites
    - Approved 3/15/2020
  - Amendment entered 3/16/2020 to add DES site
    - Approved 3/16/2020
  - Amendment entered 3/16/2020 to add NES, CES, CKC, BES sites
    - Approved 3/17/2020
- Application for SSO Waiver Specifics:
  - Service Times 7:00a – 9:30a Monday, Wednesday, Friday
  - Applied and Approved to have simultaneous breakfast and lunch service
    - Approved on Application however USDA waiver is pending approval.
    - If meals are served simultaneously, CN department may risk not getting reimbursed for one meal.
      - Decision made to continue with simultaneous service to ease burden on CISD families and decrease risk of exposure to CN employees.
- Plan Specifics
  - Provide an opportunity for families to drive thru and pick up meals for the children in their family
    - Per USDA regulations, children must be present for meals to be provided.
    - Per USDA regulations, child must be between the ages of 1 and 18
  - Current selected sites CHS and DES
    - Selected due to high socioeconomic percentage
    - Available kitchen preparation equipment and area
    - Ease of entrance to location
    - Ease of exit from location
    - Ease of security at location



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- Meal distribution sites will be set up outside in the parking lot or bus lane at each selected school. To decrease risk of exposure:
  - 6ft recommended distance will be accomplished by use of tables
  - Walk-up or Bike rider pick up will be discouraged but no individuals will be refused a meal.
  - Parents will be advised to stay in the vehicle and meals will be placed on a table for driver to retrieve. After each driver retrieves the provided meals, the table will be wiped with sanitizing solution before the next meals are placed on table. The number of meals given must equal the number of children present in vehicle.
  - Meals will be distributed on Monday, Wednesday, and Friday to decrease exposure.
  - Antibacterial wipes and hand sanitizer will be on-site
  - All meals will be pre-packaged
  - Employees will wear gloves while distributing meals
  - Only employees free of immune compromised conditions, in visibly healthy appearance, and willingness to work will be involved in preparation and distribution of food.
  - CISD Security officer will be located at each distribution site.
- Dates of Operation
  - March 23, 2020 until school reopens
- Menu for Operation
  - Due to TDA/USDA regulations all menu items are subject to weekly weighted average of M/MMA, Grain, Milk, Fruit
  - Due to TDA/USDA regulations all menu items are subject to the subcategory requirements of dark green, starchy veg, legumes, red/orange, etc.
  - No special allergy substitutions will be available. All meals may contain wheat, milk, egg and other food allergens.
  - Menu subject to change based on product availability and length of operation.
  - All meals will exceed USDA nutritional requirements.
    - Menu for first two weeks:
      - Breakfast: Assorted Cereal, Juice/Fruit, Choice of Milk
      - Lunch: WOW Butter Sandwich, Fresh Fruit, Fresh Baby Carrots, Graham Crackers, and Choice of Milk
- Service Time
  - All meals will be served between 7am-9:30am.
  - On Mondays and Wednesdays, children will receive TWO breakfast meals and TWO lunch meals. On Fridays, children will receive ONE breakfast meal and ONE lunch meal.
- Other Specifics



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- This program will be solely for the drive thru pick-up of meals, and meals will not be consumed on site.
- A law enforcement officer will be assigned to each school that has been identified as a meal distribution site. Their presence will facilitate the safe and orderly preparation and distribution of meals during school closures. Law enforcement will wear their standard uniform and will be available to assist the public with any law enforcement issues or concerns related to school safety.
- We are grateful for our community partners who wish to provide additional resources for our students and their families. Due to TDA/USDA regulations and an abundance of caution, CISD CN staff will be preparing, packaging, and distributing food at our locations. If alternate groups or organizations would like to co-locate at a school – based meal distribution location to offer supplementary food, toiletries, cleaning supplies or other sundries to our families, please contact the CISD Child Nutrition Director for possible options.

The following schools will be meal distribution hubs March 23 thru school reopening:

<b>Site Name</b>	<b>Address</b>
CHS	333 Red Summit, Crosby, TX 77532
DES	223 Red Oak Ave, Crosby, TX 77532

#### On-Going Needs during Pandemic Preparedness

- Technology Services
  - Transfer All CN Department phones to alternate number
    - A Technology Work Order will be entered 3/17/2020
- Communications
  - CISD Website, CISD Facebook, and all other media sources will need posting notifications once curbside meal distribution plan approved
    - A Copy of Menu and flyers will be submitted to IT for immediate posting
    - Menu/Flyers will need Spanish translation
    - Map for drive thru plan will need to be posted
  - CISD public notification source will need to push parent notification of curbside meal distribution details
- Security
  - Officers located at each distribution site
- District Assistance
  - Handheld Radio (qty 3) will be needed per curbside location



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- Flyer and sign distribution to mark locations
  - Open PO for printing services at FedEx, Kinko, etc. for \$100.00
  - Open PO for spray bottles, misc paper goods, etc for Walmart total \$100.00.

### Section III Internal Operation Details:

The following Plan and Communication will be presented to CN FS Level 2 Employees as Instructions for Operation during Curbside Meal Distribution

1. Arrive at assigned campus on Friday 3/20/20 at 6:00 a.m. You will be working until 11:00 a.m to prepare sack meals.
  - a. Immediately when you arrive at your school, you are to load up the following items and take them to assigned campus.
  - b. This should take no more than 1 hour to complete. Do not get distracted with other work or cleaning while at your school.
  - c. Assignment as follows:

CHS	DES
Manager 1	Manager 2
Manager 3	Manager 4
Manager 5	Manager 6
Manager 7	Manager 8
2. Load up and deliver to assigned school product (based on current inventories):
  - ALL 2 oz cereals
  - ALL grahams (goldfish, bug bites, etc)
  - ALL juice
  - ALL oranges and grapefruits
  - ALL craisins and raisins
3. Drew and High school will be receiving the below deliveries Friday(3/20/20) starting at 6:00 a.m.
  - Borden's
    - 10 cases of 8 oz fat free chocolate milk
    - 10 cases of 8 oz 1% white milk
  - Labatt
    - 8965256, 5 cases WOW soybutter sandwiches
    - 11174, 6 cases IW baby carrots
    - 9805037, 5 cases of 138 CT oranges.
    - 7773600, 1 case spork kits
    - 697007, 3 cases of clear grab 'n go bags
4. Grab 'N Go Curbside Meal provided for the week of 3/23/20 will be the following:

**Breakfast**  
1 cereal, 1 milk of choice, 1 juice, and 1 spork kit



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### **Lunch**

1 soybutter sandwich, 1 pkg baby carrots, 1 pkg of grahams, 1 fruit, 1 milk of choice.

5. Once everyone arrives at their assigned school with their items, everyone is to work together to prepare sack lunches. You will be provided 2 ice chests (with wheels) in order to place milk and juice to keep cool while handing out meals.
6. Manager 1, 2, and 3 you will receive deliveries and begin preparing breakfast sack lunches while waiting for everyone to arrive at your schools. Once everyone shows up at your school, please work together to finish preparing meals. Assembly lines work best so please try to organize the items to assemble into the grab 'n go bags. Once the juice is received (use juice from schools first) place it all in one of the ice chests and wheel it into the cooler to keep cold. Place chocolate and white milk into the second cooler and roll into cooler to keep cool.
7. Our goal is to prepare 1,000 individual (per campus) breakfast and lunch bags to offer the entire week of Monday 3/23/20. This way no prep is required for the following week and all we will have to do is serve.
8. Make sure you are wearing gloves while prepping even though everything is IW. Prepare sanitation solution as well. Also, please keep any personal belongings, beverages, cell phones, away from prep area as usual. Do not keep your cell phone in your pockets while prepping. We must practice cleanliness and hygiene as much as possible!

### **BREAKFAST PREP:**

Place one cereal and one spork kit in a grab 'n go bag. You will place all of the prepared breakfast bags back into the large cardboard cereal boxes. This will make it easier to place the box of prepared breakfast meals onto a rolling cart and wheel it out on Monday to serve. Also, these do not have to be refrigerated so you can keep them stored in the kitchen wherever there is room.

### **LUNCH PREP:**

Place 1 soybutter sandwich, 1 graham choice, 1 fruit choice, and 1 pkg of baby carrots into a grab 'n go bag (you do not need to bag the oranges or grapefruits in an OVS saddle bag). You will place these on a sheet pan and place it on a rolling rack. This will make it easy to roll the entire cart into the cooler when you are finished and easy to roll out on Monday. If you do not have enough rolling racks, you can still place the sack lunches onto a sheet pan and place those on your cooler racks. Everyone should have plenty of space in your cooler since they should have been cleared out before spring break. Then you will place them into the rolling rack once you need them. You will be rolling an entire rack of lunches when ready to serve on Monday 3/23/20.

1. All prep should be completed by 11:00 a.m. as there is no raw/fresh foods being handled. If you are not finished prepping meals by 11 a.m., please contact Teresa.



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2. Director and Dietitian will be in district Friday as well delivering items such as the ice chest, canopies, clipboards, hand sanitizer, and other items that will be needed to start serving on Monday outside by the curb.

#### SERVING:

3. We will be serving Monday, Wednesday and Friday. We will be serving from 7:00 a.m to 9:30 a.m. **ONLY**. A list of staff will be available to see who will work on these days as well as report times.
4. As cars pull up to the curb, children 18 yrs and younger must be present to give a meal. No children...no meals. You will tally how many students were in the car so we can keep track of how many children were provided meals.
  - a. Monday and Wednesday, we will provide 2 breakfasts and 2 lunches per each child as we are going to provide 2 days of meals. Friday, we will provide 1 breakfast and 1 lunch per child.

EXAMPLE: 2 children are in the car on Monday. You will give a total of 4 breakfasts and 4 lunches.

For BREAKFAST: you will place one juice in the grab 'n go bag.

MILK: ask them what milk they would like, chocolate or white, and place 1 milk choice in each breakfast and lunch sack lunch.

5. When handing over meals, you will place the meals at the end of the provided table. You will step back and allow the passenger to retrieve the meals. If the passenger is unable to retrieve meal independently, try your hardest not to touch their hands, arms, car or anything else you may come in contact with. Goal is to minimize contact as best possible for our safety. You will then wipe down the table edge with sanitizer before placing the next bagged meals on table.
6. WALK-UPS/BICYCLES: If students walk up, please explain to them that this will only be allowed on the first day. Explain to them that this is drive through only but we will make an exception the first time around. The reason for drive-ups is for everyone's health and safety during this time and also, we would not want anyone to be at risk of getting hit by a car. Kindly let them know they need to be in a vehicle to avoid putting everyone at risk.

#### DAILY CLOSING

1. Once everyone is finished serving by 9:30 a.m. you are to roll coolers and rolling racks back inside. If there is a line of cars at 9:30, please continue to serve until the last car is gone or product availability is depleted.
2. Wipe down the outside of the ice chests and rolling racks with sanitation solution. Once cleaned, you may refill the ice chests, rolling carts and rolling racks with more prepared meals/milks/juices to be ready for the next serving day.





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PLEASE PREPARE AND SERVE WITH CAUTION! We are very concerned with everyone's health and their safety so please practice what we have always trained for and is our duty...to prepare safe food!

If for any reason, you begin to feel ill, please let Director know ASAP.