**How to Use this Tool:** Download and save this file to your computer. Open in Word and edit for your district. Insert updated addendum into your current HACCP Plan and make available to staff at all sites.

**Sample Summary HACCP Plan for Emergency Meal Service during the COVID-19 Outbreak**

**(insert name of Site)**

**Hand Washing & Sanitizing**

Wash hands as often as necessary during food preparation and service. This includes before starting work, when changing tasks, and/or when changing gloves and face coverings. Use hand sanitizer in combination with handwashing or where hand washing is not available. Use hand sanitizer that contains at least 60% alcohol.

**Employee Health**

Food service workers are required to report information about their health as they relate to COVID-19 or diseases that are transmissible through food.

**Personal Cleanliness & Hygienic Practices**

According to this policy, each person who handles or serves food is required to:

* Report to work in clean clothing and closed-toe shoes.
* Wear a clean or disposable apron. Remove before leaving the kitchen.
* Wear hair restraints. No fake eyelashes, beanies, clip-on hair extensions, or excessive makeup.
* Keep fingernails trimmed, filed, and maintained. No acrylic nails.
* Limit jewelry to a plain-banded ring only. Medical alert identification tags are permitted.
* Cover cuts or open sores on hands with a waterproof bandage and gloves.
* Store personal items in designated locations.
* Eat, drink, or chew gum in designated areas.
* Refrain from use of any tobacco products.

**Glove & Mask Use**

Wear gloves and a mask or cloth face covering at all times when receiving deliveries, during food preparation or service, and during cleaning and sanitizing tasks. Change gloves and masks in between tasks, when returning to work from a break, when gloves become dirty or torn, or any other time when gloves/masks may have become contaminated.

* Use appropriately sized gloves and masks to ensure proper fit;
* Ensure gloves and masks are intact, without tears or imperfections;
* Dispose of gloves after they have been removed;
* Cloth face masks may be reused if washed with soap and hot water after each use, or stored in a paper bag for 3-4 days before reusing.

**Washing and Handling Fresh Fruits & Vegetables**

Wash all raw fruits and vegetables thoroughly, even if sending in bulk.

**Cleaning and Sanitizing Food Contact Surfaces**

All food contact surfaces are washed, rinsed, and properly sanitized. Food contact surfaces include but are not limited to: cutting boards, cutting blades on can openers, immersion type thermometers and probes, and cooking and serving utensils.

**Time/Temperature Control for Safety Foods**

Follow state or local health department requirements, as they pertain to food safety. If a recipe contains a combination of meat products, cook the product to the highest required temperature. If state or local health department requirements are based on the *FDA Food* *Code*, cook products to the following temperatures:

* + 135°F for 15 seconds
* Fresh, frozen, or canned fruits and vegetables that will be held on a steam table or in a hot box
	+ 145°F for 15 seconds
* Seafood, beef roast, and pork roast
* Eggs cooked to order that are placed onto a plate and immediately served
	+ 155°F for 15 seconds
		- Ground products containing beef, pork, or fish
		- Fish nuggets or sticks
		- Eggs held on a steam table
		- Cubed or Salisbury steaks
	+ 165°F for 15 seconds
* Poultry
* Stuffed fish, pork, or beef
* Pasta stuffed with eggs, fish, pork, or beef (such as lasagna)

**Allergens**

Separate special diet accommodations in designated areas, away from potential cross-contamination.

**Recordkeeping**

All food service workers are responsible for recordkeeping duties, including but not limited to temperature logs, production records, and staff training.

**Training**

All employees and volunteers involved in food preparation and service must receive basic food safety training before starting work.