



BEST PRACTICES FOR NON-CONGREGATE FEEDING DURING SCHOOL CLOSURE OR DISMISSAL DUE TO A NOVEL CORONAVIRUS OUTBREAK

This document was created to assist ESMMSA's local coalitions, partners and schools with logistics of coordinating food services for school-aged children during the COVID-19 school closures. ESMMSA believes that healthy food access is essential for children's health and success. Guidance and logistical information outlined in this document were created with assistance from the Food Research and Action Center.

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Issued by Eat Smart Move More South Carolina

This is a dynamic and evolving situation, continue to use the CDC as source for up-to-date information and guidelines on public safety.

Logistics of Drive Through Grab-and-Go Non-Congregate Feeding

For many South Carolina schools, setting up the grab-and-go meal pick up as a drive through pick up site may make the most sense. Here are some tips for setting this up successfully:

- Carefully choose the location of the pickup site to accommodate vehicles and ensure social distancing. Bus drop off areas are often the best location on the school campus.
- Set up the site so that recipients can take the meals without leaving their vehicles.
- Include clear signage that directs vehicles where to go and tells recipients what to expect
- Operate the site at set hours, as described in your site application.
- Do not have recipients sign in with a shared pen. Instead, have a staff member sign people in if names need to be collected (closed-enrolled site) or numbers of children need to be counted (area eligible site).
- Unless it is possible to provide a 6' distance between staff and recipients, provide workers who will be handing meals to recipients with Personal Protective Equipment (PPE) if available and training on how to avoid exposing themselves or others.
- Local fire departments or other groups may be available to help with directing traffic or staffing distribution sites. Reach out to your local organizations first.

Logistics of Walk In Grab-and-Go Non-Congregate Feeding

For some South Carolina schools, it may make more sense to have children pick up meals at a walk-up location. Here are some tips for setting this up successfully:

- Carefully choose the distribution location. This may be in the cafeteria, school lobby, or even outside. Avoid locations that will be difficult to find or require people to wait close together in enclosed spaces.

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- Post clear signage, including where to park, where to pick up the meals, and any special social distancing measures that you are asking people to take.
- Set up the site to require as little personal interaction as possible, maximize space between staff and recipients (aim for at least 6'), and reduce the number of items that multiple people will touch.
- If it is not possible to keep a 6' distance between staff and recipients, provide staff who will be handing meals to recipients with Personal Protective Equipment (PPE) if available and training on how to avoid exposing themselves or others.
- Try to have family groups in line keep 6' buffer from each other. Tape lines on floor to show 6' distance.
- Make sure alcohol-based hand sanitizer is available for customers to use, especially if there is no soap and water
- [Be sure to clean and sanitize any objects or surfaces customers may touch, including restroom surfaces, menus, condiments, etc.](#)
- Regularly sanitize door handles and other high touch areas.

Logistics of Home Delivery

Some schools have asked whether they may deliver meals to students directly, either using bus routes or volunteers. This is not a method that USDA has provided any guidance on at this point, however Eat Smart Move More South Carolina believes it is allowable. If this guidance changes, we will provide an update immediately. Here are some tips to consider:

- The school could offer home delivery upon request. This could be in conjunction with a Grab-and-Go site, or as the only method of distribution. Provide a number or email address that parents and children may call to request a delivery. Record the number of children that meals are provided for. If the school is not area eligible, record the names of the students to whom meals were provided.

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- The school could use school bus routes to distribute meals at set bus stops. Record the number of children that meals are provided for. If the school is not area eligible, record the names of the students to whom meals were provided. Notify families of the time they should expect the bus at their stop.
- If it is not possible to keep a 6' distance between delivery personnel and recipients, provide delivery personnel who will be providing meals to recipients with Personal Protective Equipment (PPE) if available and training on how to avoid exposing themselves or others.
- If offering perishable items, use hot boxes or coolers to keep hot foods hot and cold foods cold. Regularly take temperatures to ensure foods are maintained at the correct temperature.
- Volunteers or community resources might be used to provide home delivery services. Record any volunteer hours worked and volunteer miles driven for possible later federal or state funding claims.
- To ensure that meals are consumed by children, when meals are delivered, they should include a notice that the meals are intended for consumption only by children age 18 and under. This notice should also include the full USDA non-discrimination statement.

Adult meals and other meals outside of federal child nutrition programs

If you are unable or do not want to follow the requirements of the federal child nutrition programs, your school meals program may still sell meals and consider it “catering.” Each school food authority should have an adult meal rate set already. You can charge that rate for the meal, as long as it fully covers the cost to produce that meal. You can either charge individuals for the meal, or you can see if a community organization or other source of funds is available to pay for the meals. Non-profit school food service account funds may not be used to cover the cost of the adult meals. If you are offering meals to students through one of the child nutrition programs above, you may also decide to make meals available to parents and other adults at the same time by charging the adult meal rate for these meals. You should keep a tally of adult meals sold for later record-keeping.

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