

## **Jenkintown School Modified Food Service Procedures**

### **Money Exchange:**

1. There will be no exchange of funds during breakfast or lunch service. All checks and/or money should be collected in home room and sent to the café for deposit
2. On-line deposits are encouraged at:  
**[www.payschoolscentral.com](http://www.payschoolscentral.com)**

### **100% In-School Breakfast Café Procedures (Green):**

1. Arrive at the cafeteria at assigned breakfast time or as determined by administration. Students will be seated and released for pickup of breakfast meal as determined by café aides or other designee.
2. 1 breakfast line will be utilized.
3. Bagged meals will be set up in order of how they are positioned on the menu, Red for the Main or Blue for the Cereal option. Each bag will have the entrée, fruit and vegetable of the day and labeled with the appropriate color sticker. If the entrée is hot, it may require additional packaging at which point the bag will be placed on top. Students will then have their choice to include milk and/or juice with their meal. This is not required since the entrée, fruit and vegetable consist of a complete meal so it is the student's choice and will be included in appropriate signage. Signage and menu design will also display color system for entrée choice.
4. Lastly, students will report to the cashier area where they will provide name or ID number where we will record the meal on a roster for entry into the POS after lunch concludes.
5. Students will return to cafeteria seating or other assigned seating location with bagged lunch for meal consumption.
6. Bagged breakfasts meal will contain a utensil pack with spork, napkin and straw as well as any needed condiments.
7. A la carte snacks will be introduced if and when possible.
8. No money exchange will occur during lunch. All money should be collected in homeroom and returned to café for recording into student's accounts

### **100% In-School Lunch Elementary Café Procedures (Green):**

1. Elementary students should place their lunch order with their homeroom teacher as they have historically done in the past. Options will include: Main or Red, Salad or Green and Sandwich/Wrap or Blue. PB&J will also be available upon request, Purple.
2. Classroom orders should be collected and communicated to the cafeteria staff as normal
3. Arrive at the cafeteria at assigned lunch time or as determined by administration. Students will be seated and released for pickup of lunch meal as determined by café aides or other designee

4. 2 lines will be utilized as in the past, and students may report to line 1 or 2 as they have in the past.
5. Bagged meals will be set up in order of how they are positioned on the menu, Red for the Main, Green for the Salad and Blue for the Sandwich/Wrap. Each bag will have the entrée, fruit and vegetable of the day and labeled with the appropriate color sticker. If the entrée is hot, it may require additional packaging at which point the bag will be placed on top. Students will then have their choice to include milk and/or juice with their meal. This is not required since the entrée, fruit and vegetable consist of a complete meal so it is the student's choice and will be included in appropriate signage. Signage and menu design will also display color system for entrée choice.
6. Lastly, students will report to the cashier area where they will provide name or ID number where we will record the meal on a roster for entry into the POS after lunch concludes.
7. Students will return to cafeteria seating or other assigned seating location with bagged lunch for meal consumption.
8. Bagged lunch meals will contain a utensil pack with spork, napkin and straw as well as any needed condiments. Secondary utensil packs may differ from the spork packet
9. A la carte snacks will be introduced if and when possible.
10. No money exchange will occur during lunch. All money should be collected in homeroom and returned to café for recording into student's accounts

**Secondary Café Procedures Lunch (Green):**

1. All above applies except for Bullet 1 and 2

**Menu, processes and procedures are subject to change depending on participation, product availability (supply chain) labor and overall costs. Due to potential participation increases, additional equipment and supplies may be required to accommodate program demands.**

**At this time, for SY 2020-2021, school meal programs will be required to operate through NSLP (National School Lunch Program) and SBP. (School Breakfast Program) Eligibility determination for free, reduced, or paid meals will resume back to the standard eligibility guidelines per Program regulations. Meals may only be claimed for enrolled students for instructional days. Instructional days may be in-person or online or a combination of both.**

**Remote Meal Pick Up Procedures/Hybrid (50/50) District-Wide (Yellow):**

1. Previous Green Procedures apply for in-person instruction
2. Students in group(s) A and B for Elementary, Middle and High School will eat normal In-School/In-Person breakfast and lunch meals as determined by Jenkintown School District Hybrid schedule:

**JES ELEMENTARY SCHOOL  
HYBRID SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Group A</b> In School/ In Person	<b>Group A</b> In School/ In Person	<b>Group A &amp; B</b> Virtual Learning	<b>Group B</b> In School/ In Person	<b>Group B</b> In School/ In Person
<b>Group B</b> Virtual Learning	<b>Group B</b> Virtual Learning	<b>Group A &amp; B</b> Virtual Learning	<b>Group A</b> Virtual Learning	<b>Group A</b> Virtual Learning

**MIDDLE/HIGH SCHOOL  
HYBRID SCHEDULE-ROTATING  
WEEK 1**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Group A</b> In School/ In Person	<b>Group B</b> In School/ In Person	<b>Group A</b> In School/ In Person	<b>Group B</b> In School/ In Person	<b>Group A</b> In School/ In Person
<b>Group B</b> Virtual Learning	<b>Group A</b> Virtual Learning	<b>Group B</b> Virtual Learning	<b>Group A</b> Virtual Learning	<b>Group B</b> Virtual Learning

**WEEK 2**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Group B</b> In School/ In Person	<b>Group A</b> In School/ In Person	<b>Group B</b> In School/ In Person	<b>Group A</b> In School/ In Person	<b>Group B</b> In School/ In Person
<b>Group A</b> Virtual Learning	<b>Group B</b> Virtual Learning	<b>Group A</b> Virtual Learning	<b>Group B</b> Virtual Learning	<b>Group A</b> Virtual Learning

3. Virtual learning day reimbursable breakfast and lunch meal distribution are as follows:

- Elementary
    - Group A and B will pick up meals breakfast and lunch meals on Wednesday
    - Group B will pick up breakfast and lunch meals on Monday and Tuesday
    - Group A will pick up breakfast and lunch meals on Thursday and Friday
  - MS/HS
    - Week 1:
      - Group B will pick up breakfast and lunch meals on Monday, Wednesday and Friday
      - Group A will pick up breakfast and lunch meals on Tuesday and Thursday
    - Week 2:
      - Group A will pick up breakfast and lunch meals on Monday, Wednesday and Friday
      - Group B will pick up breakfast and lunch meals on Tuesday and Thursday
4. Meals will be distributed in same fashion as done during shutdown. Time will be in the morning at a to be determined time and based on student's instruction. Student's and/or parents will report to distributor name or student ID. Student's meal account will be charged based on student eligibility, free, reduced or paid for each meal

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**100 % Virtual Breakfast and Lunch Procedures (Red):**

1. Meals will be distributed in same fashion as done during shutdown. Time will remain noon-1. Student's and/or parents will report to distributor name or student ID. Student's meal account will be charged based on student eligibility, free, reduced or paid for each meal.
2. Meal distribution Day(s) will be:
  - Monday: Monday lunch, Tuesday breakfast and lunch, Wednesday breakfast
  - Wednesday: Wednesday lunch, Thursday breakfast and lunch, Friday breakfast and lunch and Monday breakfast
3. Meal distribution will be handled by cafeteria staff with any additional district assigned staff or volunteers.

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**At this time, for SY 2020-2021, school meal programs will be required to operate through NSLP (National School Lunch Program) and SBP. (School Breakfast Program) Eligibility determination for free, reduced, or paid meals will resume back to the standard eligibility guidelines per Program regulations. Meals may only be claimed for enrolled students for instructional days. Instructional days may be in-person or online or a combination of both.**

**Other operational considerations:**

- Appropriate Covid social distancing, marketing, menu information, etc. will be posted in café
- Metz team will be trained on yearly required NLSP training as well as enhanced Covid related training prior to 20-21 school year
- Metz team will be provided all necessary PPE (Personal Protective Equipment) for both normal operation as well as Covid related
- Metz team will observe all applicable district policy and procedure both normal and Covid related



**Metz**  
CULINARY MANAGEMENT

Be INFORMED • Be PREPARED • Be SAFE

# SAFETY GUARANTEE

## OUR COMMITMENT TO EACH OTHER

The health and well-being of guests and team members has always been our top priority.  
As you enter our dining areas, we remain committed to this promise.

### WHAT YOU CAN EXPECT FROM US



**HEALTHY TEAM MEMBERS**  
Daily temperature checks



**CLEAN AREA**  
Disinfect tables after each visit  
and high touch points on frequent basis



**SOCIAL DISTANCING**  
Reconfigured layouts



**PROTECTIVE EQUIPMENT**  
Masks on every team member



**FREQUENT HAND WASHING**  
Hand sanitizer stations

### WHAT WE EXPECT FROM YOU



**PLAN AHEAD**  
Look at posted menus to  
plan your choices



**DO NOT CONGREGATE**  
At tables, in lobby or café

**GIVE FELLOW GUEST  
THEIR SPACE**  
At least six feet apart



**WEAR A MASK**  
When not at a table



## TOGETHER, WE CAN KEEP EACH OTHER HEALTHY.

We value the trust you place in our location everyday and we are committed to providing the Metz Safety Guarantee. For updates, visit [www.metzculinary.com](http://www.metzculinary.com).