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| **INSERT**  **LOGO** | **Meals in the Classroom (MIC) for CUSTODIAL/FACILITIES STAFF for insert name of school or building** |
| **Goal** | Our goal for MIC in insert school/district is to ensure that insert goal statement.   * This is the place to share the mission of your program, something like:   + **All students receive daily school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities.**   Thank you for helping us serve MIC as safely and efficiently as possible. In order to achieve our goal we have made the following plans in conjunction with our district administration and local health authorities. |
| **Location of Meals** | Meals in insert name of school or building will be served describe the location(s) of school meals within the building.   * Describe where meals will be served and eaten:   + **Meals will be served and eaten in the classroom**   + **Meals will be served in the cafeteria, eaten in the classroom**   + **Describe other locations**   + **Include grade-level variations if appropriate** |
| **Schedule of Meals** | The following meals will be served in insert name of school or building at these approximate times: insert meals and range of times. **For more details, see the Meal Schedule handout**. |
| **Outside Food** | Food from outside the school nutrition program is subject to the following rules: insert rule(s) applying to food brought from home and food delivered from outside vendors. |
| **Sanitizing Surfaces** | Sanitizing high-touch classroom surfaces, including insert surfaces to be sanitized, will be the responsibility of insert person(s) responsible. |
| **Clean Up of MIC Spills** | Minor spills will be cleaned up with supplies made available by insert department name in each classroom (insert supplies available in classrooms) using insert procedure for cleanup and disposal of cleanup items.   * List supplies to be provided in each classroom. * Describe how cleanup items should be disposed of. |
| **Food Sharing** | No food sharing is allowed among students. All leftover food must be returned to students bringing food from home or sent back to the cafeteria. |
| **MIC Trash** | Cafeteria staff will work with students, hall monitors and classroom staff to promote responsibility for proper disposal of meal-related trash in the classroom and hallways. The collection of food and packaging waste from MIC from the classroom to the hallway is the responsibility of describe individual(s). To minimize odors, reduce the risks of pests and maintain social distance protocols, insert plan for hallway trash collection. |
| **Need Help?** | If you have any questions or concerns, contact your cafeteria manager insert name, number and email or insert department name at insert number, email and name, if desired and let us know how we can help you. |