

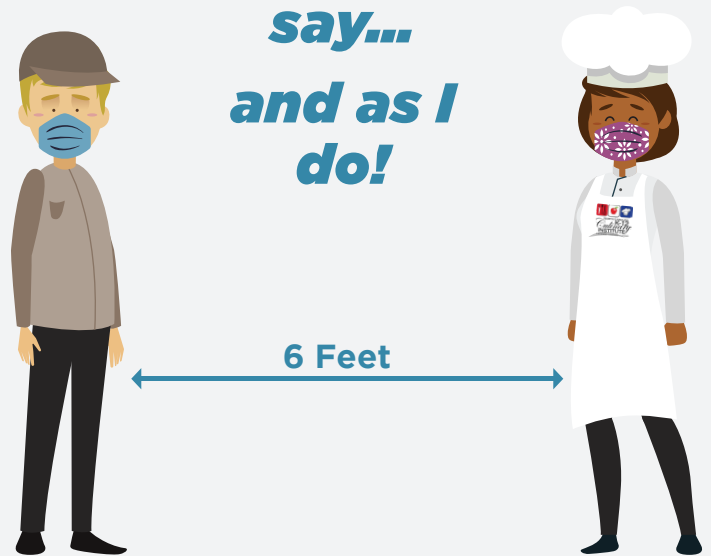
# RECEIVING

## *Shut the Back Door!*



Now, more than ever, protect the most vulnerable point of entry in any school – the back door to the kitchen.

## *Do as I say... and as I do!*



Face masks and proper PPE required for delivery personnel. Keep a 6-foot distance.

## *Keep it clean!*



Wash hands immediately after touching an invoice or delivery person's clipboard, food item or cardboard.

## *Public Health Emergency Precautions*



Immediately store food in storeroom, refrigerator, and freezer. If applicable, remove cardboard from the kitchen as quickly as possible.



**PUBLIC SCHOOLS OF NORTH CAROLINA**  
State Board of Education | Department of Public Instruction

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## ***Shut the Back Door!***

- Now, more than ever, protect the most vulnerable point of entry in any school – the back door to the kitchen.
- Allow only authorized personnel, including delivery personnel, to enter the kitchen through the back door.
- Check product quantity, quality and temperature before delivery personnel leave the building.

## ***Do as I say...and as I do!***

- Face masks and proper PPE are required for delivery personnel.
- If employee temperatures are taken at the back door, delivery personnel temperatures must also be taken.
- Flu-like symptoms (coughing, shortness of breath, sneezing, runny nose) of delivery personnel should be reported to the Central FNS Office, to report to the Distributor.
- Minimize exposure: limit conversation and delivery person's time in the kitchen.
- Stay 6-feet apart.

## ***Keep it clean!***

- Signing invoices? Do not use delivery person's pen or share your pen.
- Wash hands immediately after touching an invoice or delivery person's clipboard.
- Wash hands immediately, after handling or removing food from cardboard cases.
- Wash hands immediately after storing food.
- Clean, sanitize, and disinfect surfaces touched by delivery personnel.

## ***Public Health Emergency Precautions***

- The CDC has not determined food transmits COVID-19, although extra precautions are in order during a pandemic!
- Immediately store food in storeroom, refrigerator, and freezer. If applicable, remove cardboard from the kitchen as quickly as possible.

