

What Must be Posted at Your School

Between USDA regulations & Health Department requirements, there are a number of items that must be posted at schools that participate in the National School Lunch/Breakfast Program.

They are required at all schools, in every county, if you serve hot or cold lunch, every day. To ensure you are in full compliance, double check each morning that all items are posted and have not been removed overnight. NDS monitors will check for these items during reviews. When PDE comes to visit every few years, they will also be looking to see if these items are posted as this is part of the check list USDA requires that they complete.

The [NDS Manager's Webpage](#) has copies of these documents along with many other resources. It also provides information about upcoming ServSafe classes, which NDS provides at no cost. Visit this page often for new or updated information. It is a password protected page. If you need the password, please call the NDS office.

The following items should be posted at all times:

1. [Health Awareness Policy](#) –

This document explains:

- which health symptoms & illnesses must be reported to your school,
- which require you to stay away from food and kitchen area, and
- which require that you stay home (as defined by the Food Code).
- These rules are in addition to your school's health and attendance policy. Schools cannot require staff to work in a capacity that violates these rules.

Why is this required? All volunteers and staff need to do their part to keep children and other coworkers safe and healthy. When this is posted, it is clear to everyone what the rules are for working with or around food. During health department inspections, the sanitarian might ask about the school's Health Awareness Policy. You can take them right to the poster and show them.

Where should it be posted? The one sheet flyer should be posted in a prominent area visible to all. The administration at your school should be aware of these guidelines so they understand the rules food service staff and volunteers must follow to keep the students and other staff safe.

Health Awareness Policy Food Employee Reporting		Please Keep Posted
Food Employees must notify the Person in Charge when they experience any of the conditions listed so that the Person in Charge can take appropriate steps to prevent the transmission of food borne illness.		
Symptoms to be reported:		
1. Diarrhea 2. Fever 3. Vomiting 4. Jaundice 5. Sore throat with fever 6. Lesions containing pus on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)		
Medical Diagnosis to be reported: <i>Note: You or a household member either diagnosed or exposed to any confirmed outbreak of the following:</i>		
1. Typhoid fever (Salmonella Typhi) 2. Shigellosis (Shigella spp.) 3. Shiga toxin-producing Escherichia coli infection 4. Hepatitis A 5. Norovirus		
How to Handle Employee Illness:		
IF:	Then:	
The food handler has a sore throat with a fever	Restrict the foodhandler from working with or around food	
The foodhandler has at least one of these symptoms: <ul style="list-style-type: none">• Vomiting• Diarrhea• Jaundice• Lesions-infected	Exclude the foodhandler from the operation. Before returning to work, a foodhandler who vomited, or had diarrhea, or has had an infected lesion must meet one of these requirements: <ul style="list-style-type: none">• No symptoms for at least 24 hours and have a written release from a medical practitioner.• Foodhandlers with jaundice must have a written release from a Dr. before returning to work.	
Foodhandler diagnosed with a foodborne illness caused by one of these pathogens: <ul style="list-style-type: none">• Salmonella typhi• Shigella spp.• Shiga toxin-producing E.coli• Hepatitis A• Norovirus	Exclude: the foodhandler from the operation. Notify the local regulatory authority. Work with the foodhandler's medical Dr. and/or regulatory authority to decide when the person can go back to work.	
Nutrition Development Services		

2. **“And Justice for All” poster** –



This document explains:

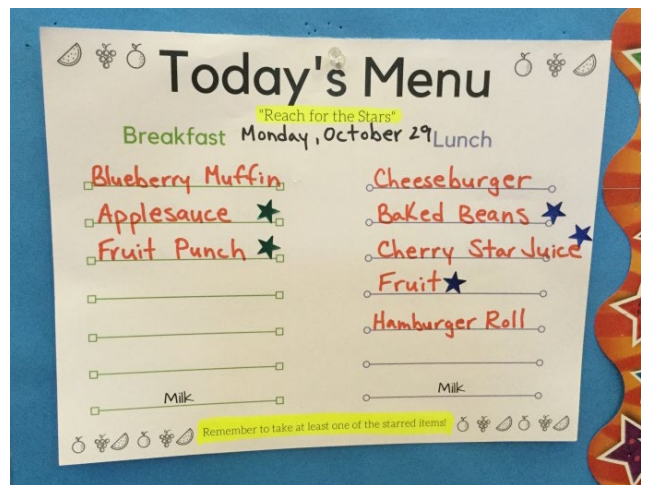
- Protected classes as defined by the USDA
- How to file a complaint if a participant believes his/her civil rights have been violated
- The original poster provides information in English and Spanish. NDS can provide translations in the following languages (translated by USDA) Amharic, Arabic, Armenian, Chinese, Creole, Farsi, Hindi, Hmong, Khmer, Korean, Laotian, Polish, Portuguese, Russian, Serbo-Croatian, Somali, Thai, Urdu, & Vietnamese. If you need one of these translations, please request it and hang it under the poster.
- Please post the most recent version of the “And Justice for All” poster. As of this date (December 2021), it is the poster dated September 2019. If you have one with the Statue of Liberty featured on it, remove it and replace with the newer version.

Why is this required? All volunteers and staff need to know what language, actions, or inaction are a violation of civil rights protections. All program recipients and their families must know that their civil rights are protected and how to file a complaint.

Where should it be posted? The regulations state that it must be posted in a prominent location and visible to all program participants. This must be posted in the main location where meals are served. Additionally, this poster must be placed in each classroom with classroom meal service if these students never come to the cafeteria for meals.

3. **Menus - Monthly Menu AND “Today’s Menu”** – These include the “planned menu” NDS provides to school each month and a notice each day that details what will actually be offered to students that day.

Why is this required? The planned menu (Monthly menu) is sometimes different than the menu served “today.” Students and staff should be given notice of what is planned, so they can determine if they should pack lunch or not. On the day of meal service, the menu needs to be posted to reflect what students will actually see on the serving line.



Where should it be posted? Today’s Menu must be in a spot where the students can see it before they enter the serving line; you must list everything that the children will be offered for the meal that day. This must be posted in every location where meals are served, including every classroom if you serve in the classrooms.

Most schools only have one or two classrooms (at most) that do not come to the cafeteria. It is unusual, but if all students eat breakfast and/or lunch in the classroom, another central location that all students pass can be used to post Today's Menu.

4. **Reach for the Stars signage** - This includes the poster and table placards.



Why is this required? The last Child Nutrition Reauthorization Bill passed by Congress requires that students are taught which foods have ½ cup fruit or vegetable and prompted to take those items so meals are “claimable” under the updated menu rules.

Where should it be posted? The poster must be located at the beginning of the serving line. The table placards should be on the serving line during breakfast and lunch in front of - or next to - the items offered that day that include ½ cup or more of fruit/vegetable.

5. **Latest Health Inspection Report** – This is a report completed by the sanitarian responsible for doing inspections for your county or municipality. All schools are required by Congress/USDA to receive two inspections per school year.

Why is this required? All program participants should be able to view the report to see if the school's practices adhere to food safety standards.

Where should it be posted?

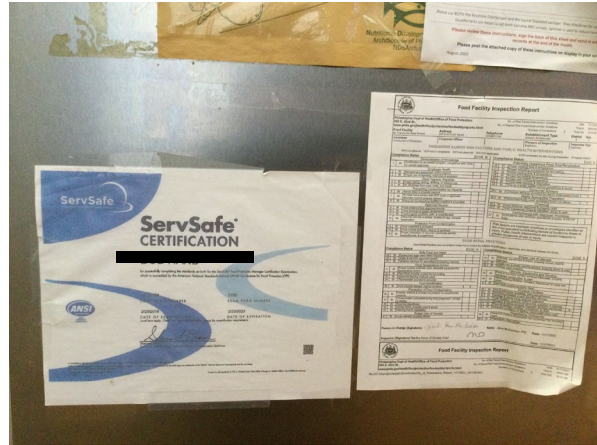
- The most current inspection report (front and back) must be posted in a visible location to the public. An acceptable area would be outside of the kitchen/food preparation area on a wall facing your serving line.
 - Never post the original. Make a copy to post, a copy for your files, and give the original to your principal. Also, fax or mail NDS a copy of each inspection report. We need to report to PDE how many inspections each school receives every year.
 - In some suburban counties, it is more difficult to get the required two inspections per year. Please post the most recent inspection, even if it is more than a year old.
6. **ServSafe Certificate and Food Safety Certificate** – The ServSafe certificate shows that each staff person has completed a recent food safety course that proves that they know how to keep the students and kitchen area safe for serving food. The Food Safety Certificate is required by some counties in addition to the ServSafe certificate. Need a county license? Visit the manager's page or call NDS for information.

Why is this required?

The Health Department in most counties require that there is someone in the kitchen during meal prep and service that is ServSafe certified. Even if your county does not require it, NDS requires it of all staff as it demonstrates the value we put on food safety and keeping the students we serve healthy.

Where should it be posted?

If multiple people have been ServSafe certified and have received their Food Safety Certificate, you must post all of them. Some managers have posted them in plastic protective sleeves, or framed them, so they do not get ruined. Both of these documents belong to the staff person, not the school. If staff move on, it is important for new staff to get certified as soon as possible.



7. **Hand Washing Signs** – Various signs are required around your school in appropriate languages.

Why is this required? The Health Department requires this signage to remind folks to wash their hands and which sinks are designated for this task. Using hand washing sinks for other tasks can cause cross contamination. Unsafe hand washing practices is one of the most common causes of food borne illness.



Where should it be posted? –

- This must be posted at every kitchen and bathroom sink where staff wash their hands.
- If your school has a hand washing sink in the kitchen, it must be posted there. This sink must also have a sign that says “Hand washing sink only.” No other tasks (like washing fruit or trays) can be done in this sink.
- All schools must have it posted in the restroom(s) used by kitchen staff/volunteers/cafeteria helpers.
- If you need signage in a language other than English, please let NDS know and we will provide them for your school.

VISIT THE [SCHOOL MEALS MANAGER](#)
[PAGE](#) OF THE NDS WEBSITE FOR
COPIES OF THESE AND OTHER
POSTED MATERIALS & RESOURCES