

### SERVICE - HIGH SCHOOL

- **Option 1 (least risk) All sales pre ordered.** Insist on ordered items only. Only accept payment online via online ordering system or via eftpos to eliminate the use of cash. Students to pick up orders from the designated spaces marked 1.5 metres apart. To reduce congestion in larger schools, consider staggering these times by year level or classes, discuss these options with the school administration. Provide hand sanitiser for students in queues.
- **Option 2 (more risk) Self Service open.** Mark spaces for service that are 1.5 metres apart. Manage the number of students and staff allowed into the service area at a time and ensure good teacher supervision. Remind students verbally and through posters only to touch items that they plan to buy. Request assistance with this from administration staff such as teachers or teacher aids. Consider staggering service times by year level, class or break times to reduce the number of students in the area at once. Discuss these options with the school administration.
- **If using eftpos machines:** Ensure these are cleaned between use where the screen or buttons are touched, using a food grade sanitiser. Provide hand santiser for students and staff both entering and leaving the tuckshop service area. Include areas that are frequently touched such as door handles and benches in the regular cleaning and sanitising schedule.



### SERVICE - PRIMARY SCHOOL

- **Option 1 (least risk) Implement an online ordering system** or if already in place make it compulsory, with no over the counter sales at this time. Use the tuckshop monitor system to deliver orders to the students. This will reduce the numbers of students at the tuckshop at any time. Ensure that the usual over the counter items are available in the online system so that students can still order them and receive them in the class boxes. The class boxes will require cleaning and sanitising each day that the tuckshop is trading.
- **Option 2 (more risk) Over the counter service.** Mark spaces for service that are 1.5 metres apart. Manage the number of students and staff allowed in the service area at a time, both for ordering in the morning and during pick up. Request supervision assistance with this from administration staff such as teachers or teacher aids. Consider staggering service times by year level, class or break times to reduce the number of students in the area at once. Discuss these options with the school administration.
- **If using eftpos machines:** Ensure these are cleaned between use where the screen or buttons are touched, using a food grade sanitiser. Provide hand santiser for students and staff both entering and leaving the tuckshop service area. Include areas that are frequently touched such as door handles and benches in the regular cleaning and sanitising schedule.

