



Skagit County Public Health
Environmental Health
Food & Living Environment
Policy Template – School Share Tables

<i>Office Use Only</i>	
Est. ID: _____	
Reviewed Date: _____	
Reviewed By: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Date: _____

Academic year: _____

School Name: _____

School Address: _____

Person in charge of school food share table: _____

Location of the share table: _____

Meals where food will be shared:

	Start Time	End Time
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Lunch		
<input type="checkbox"/> Other: _____		

List items that will be permitted for food sharing table:

Perishable/Time Temperature Control for Safety foods	Shelf Stable foods

Describe how cold perishable/time temperature control foods (TCS) items will be kept cold during food sharing time? (e.g., ice packs, ice sheets, mechanical refrigeration):

Describe how you will monitor the share tables. Who is responsible for monitoring? Attach copies of any signs or guidance.

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How will the kitchen staff be trained?

How the students will be educated to make sure the sharing table is successful?

Describe how Time/Temperature Control for Safety foods listed above will be segregated in refrigeration prior to re-use or donation. Specify how long TCS items will be stored before service.

Will any foods be donated to organizations other than school? If so, please provide name and address of organization and foods to be donated:

How will you address allergy concerns?

What corrective action will be taken if approved plan is not followed?

I attest that this plan is supported by school administration. I will ensure that students and staff are educated on this policy. I will inform Skagit County Public Health of any changes to the share table operation before implementing the changes.

Signature		Date	
Print Name		Title	