

SANITATION POLICY (FOOD HANDLING)

PURPOSE

To establish a procedure which governs the handling of food by individuals who are employed by LADD.

SCOPE

This policy shall apply to all people whose duties include transportation, storage, handling, preparation and service of foods in LADD programs to ensure safe consumption.

POLICY

It is the policy of LADD that we provide individuals served with food that has been maintained, transported, stored, prepared, and served under high standards of sanitation, that is not contaminated with harmful bacteria, and that the foods have been purchased from approved sources, i.e., no home-canned foods.

BACKGROUND INFORMATION

1. The presence and growth of bacteria in food is the result of:
 - a. Their introduction at some stage of food handling, delivery, or service.
 - b. The presence of moisture is necessary for bacteriological growth.
 - c. The failure to maintain favorable temperatures for an adequate period of time.
2. Symptoms of food-borne illness usually begin 6 to 24 hours after a person eats contaminated food. Symptoms are cramping, nausea, diarrhea, and vomiting.
3. Bacteria are single cell living organisms that grow best when the food temperature is between 50° and 120° F. Bacteria can cause one of the two types of illnesses listed below:
 - a. Food infections, which are caused by pathogenic organisms (an organism that causes disease) such as Salmonella, Shigella, Streptococcus, and other bacteria, which get into food that is warm and moist. This illness is caused by the presence of bacteria in the food.
 - b. Staphylococcus, Clostridium, Botulism, and Clostridium Perfringens are bacteria that release poison in food. An illness that develops after the food is eaten is due to the poison in the food.

PROCEDURE

1. Management/designee will:
 - a. Purchase all foods from approved sources.
 - b. Maintain all foods at the correct temperature to protect against spoilage.
 - c. Make sure foods are of the highest quality.
 - d. Frozen foods are frozen solid, and refrigerated foods are cold.
 - e. Cans are not swollen, damaged, rusted, or deeply indented in the seam areas.
 - f. Out-of-date foods are not purchased or used.
 - g. Eggs are not cracked.
 - h. Install a thermometer inside both the refrigerator and freezer. The refrigerator should be kept between 34° F and 40° F, and the freezer at 0° F or lower.
 - i. Ensure all staff practice Universal precautions in the kitchen.
 - j. Check kitchens to see that good sanitation standards are followed in the food handling, preparation, storage, and service of foods. Food preparation surfaces and areas must be clean and in good repair.
 - k. Food service equipment and utensils must be constructed of materials that are nontoxic, easily

cleaned, and maintained in good repair. Food service equipment and utensils must be thoroughly cleaned and air-dried after each use. This includes furniture and floors.

- l. Kitchen hoods or canopies must be equipped with filters. Filters must be maintained in an efficient condition and always be clean.
- m. Kitchen appliances must be properly installed and maintained according to the manufacturer's Instructions.
- n. Make corrections where necessary in order to improve or maintain sanitary conditions.

2. Professional Care/Coach Technicians will:

- a. Wash hands with soap and water before and after every step of the food handling preparation and storage process.
- b. Keep work surfaces clean and work well organized so that each part may be carried through to completion.
- c. Keep food out of the temperature danger zone. Cook all foods according to the recipe to ensure proper doneness. Once food is cooked, it should be stored properly. Meat, casseroles, etc. should be refrigerated immediately after serving or immediately after preparation (if the food is made to be consumed later). Cakes, pies, etc., should be stored in a covered container.
- d. Thaw meat, fish or poultry in the refrigerator.
- e. When food is removed from its original packaging and stored, it must be clearly labeled to identify the prepared or opened date and an expiration or discard date. The discard date must be no more than 7 days on all perishable foods that are opened or if food is prepared and held at safe storage temperatures; (a) The day of opening or day of preparation must be counted as day 1; (b) If there are signs of spoilage, food must be discarded immediately; (c) If any individuals of the home have known food allergies, the label must also indicate that this food contains the food or ingredient that the person is allergic to.
- f. Cover, label and date leftovers before you refrigerate them. Use leftovers within 48 hours.
- g. Discard foods served that are not eaten.
- h. Use an acrylic or hard plastic cutting board. Sanitize the board after each use. Store it in a clean area when it is dry.
- i. Cook all meat, fish or poultry thoroughly.
- j. Always use utensils when handling food.
- k. Do not line shelves and drawers with paper or foil because food particles and dust/dirt may accumulate under them.
- l. Store equipment, food and cleaning supplies at least six (6) inches off the floor.
- m. Thoroughly clean all dishes and utensils after every use. Allow them to air dry before storage.
- n. A proper functioning dishwasher is available in most programs. All dishes, silverware and cooking utensils must be washed in it. Temperature for the dishwasher should be, according to local Public Health guidelines, 150° F to wash and 180° F to sanitize.
- o. If no dishwasher is available, dishes are to be washed in hot soapy water and rinsed in hot water with a 1 to 10 bleach solution for disinfecting and then allowed to air dry.
- p. Do not dry dishes with a dishtowel. Do not store wet dishes or utensils. Dishes that are chipped, cracked, scratched or have lost their glaze should be discarded and replaced.
- q. Handle dishes and utensils correctly; do not put fingers on rims of glasses, cups, bowls, eating utensils or anywhere the mouth may touch.
- r. Clean the kitchen and dining area on a daily basis.
- s. Sanitize all areas using a solution designated to sanitize the kitchen.

Hand-washing Procedure:

1. Adjust the temperature of the water as high as you can stand it. Soap is most efficient at temperatures of at least 100° F.
2. Wet hands.
3. Apply soap thoroughly, getting under nails and between all finger joints.
4. Using a rotating, functional motion, rub the hands together. Wash at least two or three inches above the wrists.
5. Rinse well under warm to hot running water.
6. Dry well with individual paper towels.
7. Make sure washing facilities are clean before leaving.

Power Outage Procedure:

1. In the event of a Power Outage, note the time the power goes out.
2. When the power returns to the program, employees are to check the temperatures in all the refrigerators and freezers.
3. If the food in the freezer has ice crystals and it is not above 40°, you can refreeze.
4. Perishable foods in the refrigerator should not be above 40-degrees for more than two hours
5. Use the “What should be discarded after a Power Outage” chart to determine which items have to be discarded and which can be kept.
6. Medications that require refrigeration will require Management to contact the Pharmacy when power is restored to seek direction from the Pharmacist regarding what is to be done with refrigerated medication based on the temperature in the refrigerator.

National and Local Recall Notice Procedure:

1. In the event of a National or Local recall notice, the QA Department will email each program with specific information pertaining to the recall notice.
2. Designated staff will then fill out the Recalled Items Check Sheet.
3. Staff will check to see if the product is in the program.
4. If not, they will sign off that the product is not in the program
5. If the product is in program, staff will pull these items to be locked in a separate location until management can destroy the item or return it for a refund at the proper retailer.

Suggested Cleaning Schedule for Kitchens:

1. Sweep and mop the kitchen floor after each meal.
2. Clean and sanitize all kitchen equipment, utensils, and appliances after each use.
3. Wipe all spills as they occur in the refrigerator, ovens, counter tops, or any other area of the kitchen. Thoroughly clean the refrigerator and ovens weekly.
4. Thoroughly clean all kitchen cabinets and drawers weekly. Wipe all spills as soon as they are made.
5. Wash walls and windows monthly.
6. Clean and sanitize the kitchen table before and after each meal.
7. Clean kitchen chairs and stools after each meal.
8. Keep garbage containers clean at all times. Keep garbage and trash covered in a leak proof container that is easy to clean.
9. times. Always keep the kitchen neat and orderly: a) items stored in correct places; b) scoops and ladles removed from canisters and containers; c) salt and pepper shakers cleaned after each use.

Suggested Items for Cleaning:

1. Bleach/ wipes
2. Hot soapy water for washing
3. Clear hot water for rinsing
4. Bleach water solution for sanitizing
5. For sweeping, a dust mop, a soft-bristle push broom, or a vacuum cleaner
6. Dustpan
7. Clean mop

Suggested Kitchen Checklist (Employee)

1. When coming on duty, check to see if:
 - a. Foods are stored in the correct places.
 - b. Foods needed for meals are in the kitchen.
 - c. Follow the substitution list if the food on the menu is not available in the kitchen and document changes to the menu.
2. Before leaving each night:
 - a. All counter tops are clean and sanitized.
 - b. Cabinet shelves clean and orderly.
 - c. Dishes were washed and stored correctly.
 - d. Spills on the wall are cleaned as soon as they occur.
 - e. Paper towel rack filled.
 - f. Sink clean and sanitized.
 - g. Leftovers labeled and stored correctly. (Open can of juices in pitcher.) All open foods are covered, labeled, and dated following Letter e section 2 above
 - h. Kitchen floor swept and mopped.
 - i. All food delivered wrapped in correct containers and labeled.
 - j. Trash can emptied; trash can and top cleaned.
3. Kitchen Sanitized:
 - a. The kitchen can be sanitized with the sanitizing solutions provided in the home. If none are available, the following can be used: One (1) tablespoon of laundry bleach containing 5-1/4 percent available chlorine to one (1) gallon of water.
 - b. Knives stored correctly.
 - c. Stovetop and burners clean.
 - d. Spills are wiped up as soon as they are made in the oven.
 - e. Oven is left on self-clean if needed; oven cleaned if possible.
 - f. Daily special cleaning completed.

What Should Be Discarded After A Power Outage?



As soon as the power returns, **check temperatures**. If the food in the freezer has ice crystals and is not above 40 degrees you can refreeze. Perishable foods in the refrigerator should not be above **40 degrees F.** for more than two hours. **Use this chart** to see what has to be discarded and what can be kept.

Frozen Foods	Still Contains Ice Crystals, Not Above 40° F	Thawed, Held Above 40° F For Over 2 Hours
Meat and Mixed Dishes:		
Beef, veal, lamb, pork, poultry, ground meat and poultry	REFREEZE	DISCARD
Casseroles with meat, pasta, rice, egg or cheese base, stews, soups, convenience foods, pizza	REFREEZE	DISCARD
Fish, shellfish, breaded seafood products	REFREEZE, MAY BE SOME TEXTURE & FLAVOR LOSS	DISCARD
Dairy:		
Milk	REFREEZE, MAY LOSE SOME QUALITY	DISCARD
Eggs (out of shell), egg products	REFREEZE	DISCARD
Ice cream, frozen yogurt	DISCARD	DISCARD
Cheese (soft and semi soft), cream cheese, ricotta	REFREEZE, MAY LOSE SOME TEXTURE	DISCARD
Hard cheese (Cheddar, Swiss, Parmesan)	REFREEZE	REFREEZE
Fruits/Vegetables:		
Fruit juices	REFREEZE	REFREEZE, DISCARD IF MOLD, YEASTY SMELL OR SLIMINESS DEVELOPS.
Home or commercially packaged fruit	REFREEZE, WILL CHANGE TEXTURE & FLAVOR	REFREEZE, DISCARD IF MOLD, YEASTY SMELL OR SLIMINESS DEVELOPS.
Vegetable juices	REFREEZE	DISCARD IF ABOVE 50° F FOR OVER 8 HOURS
Home or commercially packaged or blanched vegetables	REFREEZE, WILL CHANGE TEXTURE & FLAVOR	DISCARD IF ABOVE 50° F FOR OVER 8 HOURS
Baked Goods/Baking Ingredients:		
Flour, cornmeal, nuts	REFREEZE	REFREEZE
Pie crusts, breads, rolls, muffins, cakes (no custard fillings)	REFREEZE	REFREEZE
Cakes, pies, pastries with custard or cheese filling, cheesecake	REFREEZE	DISCARD
Commercial and homemade bread dough	REFREEZE, MAY LOSE SOME QUALITY	REFREEZE, CONSIDERABLE QUALITY LOSS
Refrigerator Foods	Food Still Cold, Held At 40° F Or Above Under 2 Hours	Held Above 40° F For Over 2 Hours
Dairy/Eggs/Cheese:		
Milk, cream, sour cream, buttermilk, evaporated milk, yogurt	KEEP	DISCARD
Butter, margarine	KEEP	KEEP
Baby formula, opened	KEEP	DISCARD
Eggs, egg dishes, custards, puddings	KEEP	DISCARD
Hard & processed cheeses	KEEP	DISCARD
Soft cheeses, cottage cheese	KEEP	KEEP
Fruits/Vegetables:		
Fruit juices, opened; canned fruits, opened; fresh fruits	KEEP	KEEP
Vegetables, cooked; vegetable juice, opened	KEEP	DISCARD AFTER 6 HOURS
Baked potatoes	KEEP	DISCARD
Fresh mushrooms, herbs, spices	KEEP	KEEP
Garlic, chopped in oil or butter	KEEP	DISCARD
Meat/Poultry/Seafood:		
Fresh or leftover meat, poultry, fish or seafood	KEEP	DISCARD
Lunchmeats, hot dogs, bacon, sausage, dried beef	KEEP	DISCARD
Canned meats (NOT labeled "Keep Refrigerated" but refrigerated after opening)	KEEP	DISCARD
Canned hams labeled "Keep Refrigerated"	KEEP	DISCARD
Mixed Dishes/Side Dishes:		
Casseroles, soups, stews, pizza with meat	KEEP	DISCARD
Meat, tuna, shrimp, chicken, egg salad	KEEP	DISCARD
Cooked pasta, pasta salads with mayonnaise or vinegar base	KEEP	DISCARD
Gravy stuffing	KEEP	DISCARD
Pies/Breads:		
Cream- or cheese-filled pastries and pies	KEEP	DISCARD
Fruit pies	KEEP	KEEP
Breads, rolls, cakes, muffins, quick breads	KEEP	KEEP
Refrigerator biscuits, rolls, cookie dough	KEEP	DISCARD
Sauces/Spreads/Jams:		
Mayonnaise, tartar sauce, horseradish	KEEP	DISCARD IF ABOVE 50° F FOR OVER 8 HOURS
Opened salad dressing, jelly, relish, taco and barbecue sauce, mustard, catsup, olives	KEEP	KEEP