

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

Name: Food Products from Home & Kitchen Facility Usage

Section: Support

Code: EFAB-AR

ADMINISTRATIVE REGULATION

In order to reduce the risk of transmission of communicable diseases such as Hepatitis A and Salmonella, the district will continue to restrict usage of food products prepared in unsupervised environments. This position is based on the recommendation of Deschutes County health officials. These guidelines will apply to all school or school-sponsored activities and facility usage involving students. This will include such activities as classroom parties, after-school functions, and sports or club banquets.

With a goal to offer protection of our student population by a wise use of food products within our schools, the following guidelines are to be used for our district.

1. Home prepared foods brought into district locations may be used only for the following purposes:
 - a. Individual students lunches.
 - b. Individual staff lunches.
 - c. Consumption by staff members on a voluntary basis.
2. Pre-packaged food items that are made by licensed commercial facilities may be distributed in District locations provided:
 - a. A supervised hand washing must precede distribution
 - b. Handling is minimized using such things as tongs and gloves to prevent contamination and guarantee individual servings.
 - c. The food Service Safety and Sanitation Standards along with other sanitation information must be followed at all school district sponsored events (see following pages).**

Sample foods and sources are: Nutrition Services, pre-package bakery items, individual ice cream or Dixie cups, individually wrapped candies, take-out pizza. Food may be used for a classroom activity if preceding sanitation steps are followed.

3. School Kitchen facilities may be used to assemble food products purchased from commercially licensed distributors if supervised by an employee certified as a food handler. If any kitchen equipment or utensils are to be used a Nutrition Services staff member must be present. There is a charge for Nutrition Services labor and the used of the facility. Please see the Nutrition Services Catering Manual for current costs.

*All kitchen facility use must be pre-approved by the Nutrition Services Manager to ensure proper sanitation and clean up.

NUTRITION SERVICES FOOD SAFETY & SANITATION STANDARDS

1. Employees must wash hands at accessible, properly maintained hand sinks located in kitchen area before beginning or returning to work. This program is to be monitored by management.
2. No eating, drinking or smoking at workstations.
3. Hand washing signs posted in employee lavatories and over hand sink areas.
4. Ready-to-eat food must not be touched with bare hands. Plastic gloves (disposable), tongs, or other dispensing devices must be used to handle food.

5. All kitchen personnel have access to accurate food thermometers.
6. Refrigeration equipment must be maintained to assure 36-38°F cooler and 0°F freezer product temperatures and be provided with an accurate thermometer.
7. Cook all food to required internal temperatures. Check and record with accurate thermometers.
 - Cool - Rapidly, using shallow container - depth no greater than 4"-reaching 40°F within 4 hours.
 - Reheat - Rapidly heat products to 165°F minimum
 - Holding - Hot food: 140°F minimum / Cold food: 40°F maximum
8. Purchase only from Nutrition Services approved vendors and distributors.
9. Receiving - Check food for possible cross-contamination and temperature abuse. Reject any product that is questionable. Store refrigerated and frozen food first--put away within 30 minutes.
10. Date and label all food received or prepared.
11. Use liquid or frozen pasteurized eggs. Only use shell eggs for single-service application. Shell eggs must be refrigerated at all times. Discard cracked eggs-use only USDA Shielded eggs. (Service of raw eggs is prohibited.)
12. Segregate raw meat, poultry fish, produce, and shell eggs. Never store these products above ready-to-eat foods.
13. Disposable plastic tubs (i.e., pickle, mayonnaise, sour cream tubs) are not to be used for food storage or preparation. They are constructed of softer material that cannot be washed and sanitized properly. Use NSF approved plastic or stainless steel containers.
14. Separate cutting boards must be used for raw and ready-to-eat foods. Use white for ready-to-eat foods and tan for raw meats, fish and poultry. (This prevents cross contamination.)
15. Appropriately identified sanitizer of the proper concentration must be available at all workstations. Sanitizer test strips must be available.
16. Use approved wiping cloths, i.e., disposable or cotton cloths. Terry cloth towels are not permitted for kitchen use.
17. Always store glass containers on lower shelf. Use only non-metallic pads for pan scouring (no steel wool or stainless pads).
18. Potentially hazardous foods left from buffet lines must be discarded.
19. Toxic and chemical materials must be properly segregated and stored away from food, food equipment and utensils. Hazard communication program must be in place.
20. A self-inspection program relating to food safety shall be completed every 30 days, with results recorded and kept on file for 12 months.
21. All staff must be certified as food handlers through ASFSA or other Nutrition Services recognized programs.

IMPLEMENTATION OF BLEACH HAND-RINSE STATIONS

It is recommended that bleach hand-rinse stations be set up in all base kitchens in the following locations:

1. Salad Prep Stations
2. Baking Stations
3. Sandwich Prep Stations
4. Cook Stations

It will be up to the Base manager to implement this sanitation program and to determine as to whether additional stations, other than the ones mentioned above, will require set-ups.

The following procedure is recommended for these set-ups:

1. Clearly mark a plastic bucket (bucket must be large enough to get hands into for a thorough rinse) to read "BLEACH HAND RINSE 100 PPM" (2 tsp. PER GALLON)
2. Place bucket in stations in a safe location. It should not be where it could be stepped in or kicked over. It must, also be placed so as to prevent the risk of any food contamination.
3. Use lukewarm water and always have a clean wipe rag in the bucket.
4. Use your chlorine test papers to properly set up and test your rinse. Once set up this rinse is to be tested every 2 hours to insure proper concentration .for effectiveness.
5. Placement of paper towels will also be necessary at these stations. **HANDS ARE TO BE DRIED WITH PAPER TOWELS AFTER USE OF THE HAND RINSE – DO NOT DRY BY WIPING HANDS OFF ON YOUR CLOTHING...THIS WILL COMPLETELY UNDO WHAT YOU ARE TRYING TO ACCOMPLISH!**

It needs to be stressed and understood by all employees that these Hand-Rinse stations are by no means designed to replace Hand Washing. These are set up to be used by employees before starting work in their stations, after hand-washing procedures have been followed. Should an employee be interrupted during his or her work and have to leave the station at all, then the above detailed procedure is to be followed EACH time the employee returns to their station.

The number one cause of food borne illness (FBI) is employee contamination and the leading contributor to this contamination is the hands. Nothing is more damaging to a business's reputation than an outbreak of FBI. Can you imagine the bad press a school Base Kitchen would receive should there be a breakout of FBI?

