02.11 Food and Nutrition Services

Purpose To assure proper and safe food handling, storage, and preparation.

Audience All Department of Food and Nutrition Services employees.

Personnel The following guidelines shall be used to monitor proper and safe food handling, storage, and preparation.

- All employees shall have a post-offer evaluation that includes a health inventory and tuberculin skin test.
- Employees with respiratory infection, intestinal diseases or diarrhea, jaundice, boils, or any skin infections, particularly on the fingers and hands, shall not be allowed to work if there is a likelihood of contaminating food utensils, or food contact surfaces with pathogenic organisms.
- Suspected or known exposure to or acquisition of a communicable disease shall be reported to the Department of Healthcare Epidemiology or the Employee Health Center immediately.
- Multiple cases of the same type of disease in employees in a short period of time shall be reported to the Department of Healthcare Epidemiology.
- Hands shall be washed frequently (see policy: Hand-hygiene for All Hospital Employees). In addition, for this department, hands shall be washed:
  - Before food preparation
  - Before gloving and after gloves are removed
  - <u>Each</u> time after handling raw poultry, fish, meat, fruits and vegetables
  - After going to the rest room
  - After sneezing, coughing, or using a handkerchief
  - Before and after eating
  - After handling garbage and unclean items such as paper, packages and boxes
  - After contact with unclean equipment and work surfaces, soiled clothing, and washrags
  - Hands shall not be washed in the pot sink, or food preparation sink.
- All personnel shall adhere to the departmental dress code. The outer clothing of all employees shall be clean.

- Employees shall cover hair with a regulation cap or hair net when appropriate. Employees shall remove all non-secured jewelry. (Per Galveston County Health District Policy.)

- Employees shall not sneeze or cough over food.

- Eating and drinking shall be confined to designated areas.

Food Preparation

- All Food and Nutrition Services personnel shall be routinely instructed and evaluated in sanitary food handling techniques, handwashing practices, and personal hygiene.

- Food shall be purchased only from an authorized source, which has been inspected and approved by the appropriate city, county, and state regulatory agencies. Foods shall not be accepted from unsanitary or, if applicable, unrefrigerated vehicles.

- Foods shall be inspected for proper packaging and sanitary conditions when delivered to the Food and Nutrition Services. Food that is soiled, in broken or disrupted packages, bulging cans, or an improper state of refrigeration, shall not be accepted. Inbound pallets shall be of acceptable quality (i.e. clean and in good condition).

- Only pasteurized Grade A milk and Grade A fresh or pasteurized eggs shall be purchased.

- Raw fruits and vegetables shall be washed in an EPA approved antimicrobial fruit and vegetable wash (Ecolab Victory Wash) prior to preparation or service.

- Prepared and perishable food shall be maintained at a safe temperature until served. (Internal temperature of foods 41°F (5°C) or below or 140°F (60°C) or above, and a thermometer shall be used to verify food temperatures.)

- Prepared and perishable foods offered from the sandwich cart may remain unrefrigerated for no longer than 2 hours. Perishables left out for longer than 2 hours shall be discarded.

- Raw foods shall be segregated from processed foods. Cooked foods shall never be placed on the surface where raw food has been prepared.

- Foods shall be rotated so that the oldest items are the first used. Opened

cartons shall be used before another is opened.

- All storage shall be maintained on shelves 6” off the floor.
- Non-food items shall be stored away from food items.
- Dented cans shall be stored in a designated area marked with a sign and returned for credit.
- Temperatures shall be checked and documented twice daily for all refrigerated storage including cold food carts. The acceptable temperature range for walk-in refrigerators is 34-40°F. The acceptable range for frozen foods is 0°F or below.
- Leftovers shall be promptly and properly covered, labeled, dated and stored under refrigeration. Food should be discarded 48 hours after preparation.
- Temperature panels shall be conducted prior to each meal, and food no longer at proper temperature, shall be reheated to 165^{0}F prior to serving.
- Potentially hazardous foods requiring refrigeration after preparation shall be cooled rapidly.

Preparation Equipment

- Preparation equipment shall be in compliance with applicable regulations (example: non-absorbent cutting boards are used).
- Tongs, spoons, disposable gloves or other utensils shall be used when handling food. (Grill cooks shall not use disposable gloves for fire safety reasons.)
- Cutlery shall be grasped by the handles. Fingers shall be kept out of glasses and cups.
- Dispensers shall be used to dispense disposable drink cups.
- Ice for consumer and patient use shall be dispensed only by employees with self-dispensing utensils through automatic service. Ice machines shall be cleaned/sanitized monthly (see policy: Care and Maintenance of Ice Machines and Portable Ice Carts).
- All work surfaces, utensils, and equipment shall be washed, rinsed and sanitized between each use.
- All dishwasher temperatures shall be maintained and monitored according to

the Texas Department of Health's Food Service Sanitation Rules.

- Dish racks and dispensers shall be constructed of non-porous, easily cleaned materials.
- All air conditioning vents shall be regularly cleaned.
- All Food and Nutrition Services areas and equipment are to be cleaned and/or sanitized as outlined in their policies and procedures.
- Periodic evaluation of all cleaning policies and procedures is to be documented and records maintained in Food and Nutrition Services offices by Food and Nutrition Services supervisory personnel.
- Single-service articles shall not be reserved.
- Reusable utensils, dishes and trays if dirty, are to remain physically separated from clean utensils, equipment and food.
- Empty garbage and refuse containers shall be cleaned on the inside and outside with a cleaning and sanitizing agent.
- Impervious plastic liners shall be used inside all trash containers.
- The Department of Healthcare Epidemiology may review copies of all inspections made by the Health Department.
- When contamination of food product(s) is suspected, the food shall be placed in a plastic bag, sealed, labeled, dated and stored in the freezer if warranted. The Galveston County Health Department shall be notified upon the direction of the UT Health System Administration and Healthcare Epidemiology staff.

Food Delivery

- Employees shall be in-serviced annually on Infection Control by the Department of Healthcare Epidemiology.
- The Standard Precautions Policy will be followed for any and all contact with blood or body fluids.
- Personnel entering a patient's room shall strive to keep their attire free from patient contact and soilage with the patient's blood, body fluids, or

excretions.

- All personnel shall follow the instructions posted on the door of a patient in isolation. All guidelines shall be followed. The patient's chart, records and papers, which will be removed from the room, shall not be placed on surfaces in the room (see policy: Isolation).

- Proper removal of trays, dishware, and uneaten foods from the patients' room shall be the responsibility of Food and Nutrition Services. Proper ware washing and food disposal shall be done in accordance with established procedures by Food and Nutrition Services employees.

- Menu options are also provided to isolation patients.

- Food and Nutrition Services employees shall pass the menu directly to all patients. If a patient is in isolation, the employee shall follow the directions for entering an isolation room, as printed on the isolation sign.

- Regular ware service (i.e., standard plates, glassware, cups and utensils) shall be used with all patients, including those on isolation. Proper washing technique of all ware shall be utilized.

- Non-food medical waste is not allowed on patient food trays. If non-food medical waste (gauze, tubing, syringe) is found on a tray, nursing personnel from the responsible unit shall be telephoned immediately and asked to report to Food and Nutrition Services to remove the waste.

- Due to the risk of foodborne illness, family and visitors are discouraged from bringing food to patients.