

STANDARD HEALTH GUIDELINES for NOT FOR PROFIT ORGANIZATIONS



**Department of Health and Community Services
Disease Control and Epidemiology Division**

**FOOD2002-SHG-01
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1. PURPOSE

These guidelines will assist the workers of not for profit organizations in the preparation of food that is safe for human consumption.

Food that is produced for human consumption has the potential to cause people to become ill, if the food that is consumed has not been prepared in a manner that prevents contamination. Contamination can be microbiological (e.g., bacteria), chemical (e.g., cleaners) and physical (e.g., foreign debris).

2. DEFINITION

A not for profit organization is a group which is organized for the purpose of social, religious, charitable, educational, athletic, literary, political or other such activities. Although there are many different kinds of not-for-profit organizations they all have one thing in common. The people involved in the not nor profit organization cannot use it to make personal financial gain.

They include, for example, service clubs, sports associations, theatre, dance and music groups, activity clubs, religious fellowships, educational and literary societies and community services associations.

Not for profit organizations can, and do engage in many activities that result in income or profit. However, the profits that these organizations make must be held in trust for the organization and can only be used in carrying out its goals and objectives.

3. REGISTRATION

3.1 Not for profit organizations should register with the Government Service Centre. The registration is a one-time event and requires the completion of the registration form (no fee!) included with these guidelines.

SEE ATTACHED REGISTRATION FORM

WHY REGISTER?	
Registration is necessary for health officials to:	
⇒	monitor food preparation activities that may impact upon the health of Newfoundlanders and Labradorians.
⇒	respond effectively to any problems or complaints that may be received about a particular operation.

4. FOOD HYGIENE

4.1 The following recommendations are important in protecting food from contamination and preventing illness:

- All food should be prepared from a single location.
- All ingredients and food should be obtained from licenced food premises.
- Thermometers should be provided to check food & storage temperatures.
- Ample refrigeration space should be provided for the storage and separation of raw and finished food products.
- Potentially hazardous foods must be stored properly:
 - Cold foods need to be stored at or below **4°C**. (e.g., keep cold plates in refrigerator until ready to serve).
 - Hot foods need to be stored at or above 60°C.
 - Don't store any perishable foods between **4°C** and **60°C**

4.2 To avoid bacteria from raw foods contaminating food which will not be cooked again (cross contamination control):

- Keep cooked and ready-to-eat foods separate from raw foods.
- Keep cooked and ready-to-eat foods separate from surfaces that raw food have contacted.
- Don't handle raw and ready to-eat foods at the same time.
- Sanitize all ready to eat food contact surfaces(e.g., cutting boards, storage containers) and utensils that were in contact with raw food and not sanitized.

4.3 Food in transit must be protected from contamination (e.g., in covered containers with the food in it's original packaging material and in an environment free of chemical, physical and biological hazards) and meet the temperature requirements noted above.

To meet the temperature requirements, mechanical refrigeration is necessary for long distance transport (more than four hours). For short term transport, icing of potentially hazardous foods (e.g., chicken, meats,

fish) with ice from approved sources is acceptable.

Meals or meal portions being delivered to homes should be distributed in Styrofoam containers (with hinged cover) and placed in insulated coolers to be delivered within 1 hour of preparation.

- 4.4 All prepackaged food should be labeled or have a sign posted listing ingredients and manufacturer of the food.
- 4.5 All food should be stored above the floor (e.g., 6 in. above floor).
- 4.6 All foods and utensils should be protected from contamination (e.g., dirt, debris, and insects) using covers.
- 4.7 Sanitize counter tops, cutting boards and utensils using a mild bleach and water solution.

Recommended Sanitizing Solution

1 oz. (30 mL) bleach per 4.54 Litres (1 gallon) of warm water

- 4.8 Frozen foods are to be thawed in one of the following ways, not at room temperature:
 - in a refrigerator
 - under cold running water
 - in cold water that is frequently changed
 - in a microwave
- 4.9 Wash all produce thoroughly before eating or cooking.
- 4.10 Dressing for poultry should not be cooked inside the bird. Cook dressing separately.
- 4.11 Never cook poultry or roasts partially on one day and finish cooking on the next day.

The Internal cooking temperature that should be attained for various food item is provided below.

Internal Cooking Temperatures

Food Type	Temperature
Food Mixtures containing Poultry, Eggs, Meat, Fish or other potentially hazardous foods	74 ⁰ C (165 ⁰ F) for at least 10 minutes.
Pork, Lamb, Veal, Beef	70 ⁰ C (158 ⁰ F)
Poultry	85 ⁰ C (185 ⁰ F) for 15 seconds
Ground Meat	71 ⁰ C (160 ⁰ F)
Eggs	63 ⁰ C (145 ⁰ F) for 15 seconds
Fish	70 ⁰ C (158 ⁰ F)

- 4.12 Use a thermometer to determine the internal temperature of cooked items.
- 4.13 To “quick chill” a hot food item, place it in several shallow metal pans in a refrigerator and stir frequently.
- 4.14 Avoid the use of home canned or preserved food items when serving large numbers of people.

5. PERSONAL HYGIENE

To prevent food preparation staff from contributing to foodborne illness the following guidance is provided:

5.1 Food handlers should wash their hands with hot soapy water before:

- setting tables
- preparing or serving food

and after:

- using the washroom
- when returning from a break
- after snacking or eating
- smoking
- handling raw food products
- cleaning & wiping tables
- sneezing and coughing
- contacting other body parts
- any other activity or instance where hands may become soiled.

- 5.2 No person should work in preparation/serving of food if he/she has a communicable disease which can be spread through food (e.g., don't work if you have diarrhea or vomiting).
- 5.3 Whenever practical, food handlers shall use tongs or disposable gloves when handling food.
- 5.4 Food handlers should wear **clean outer garments** and a hair covering.
- 5.5 Food handlers must not smoke while preparing food and smoking must only occur in designated smoking areas of the facility.
- 5.6 Work areas shall be kept clean.
- 5.7 Follow the following additional personal hygiene tips:
- **Don't use cloth handkerchiefs. They may contain bacteria which may re-contaminate the hands each time they are used.**

Use disposable paper tissues instead of handkerchiefs.
 - **Don't cough or sneeze in a manner which may contaminate food and food contact surfaces. Numerous bacteria from the mouth, nose and throat can be spread this way.**

Direct coughs and sneezes downward onto a dry surface where there no chance of food contact; or, turn your head and cough/sneeze into you sleeve.
 - **Don't place a utensil used for a taste test back into the food, either for a follow-up taste or to stir or manipulate the food and Don't dip fingers in food to taste test.**

Use two utensils to taste test. One is used to obtain the food, the food should then be poured onto another utensil which is used for tasting.
 - **Don't handle food with open cuts or sores on your hands.**

Cover open cuts/sores with a water resistant dressing and wear gloves until the wound heals.
 - **Don't wear jewellery (rings, watches) when preparing food. They collect dirt and are difficult to keep clean.**
 - Wear clean comfortable clothing.

- **Do not lick fingers, bite fingernails (you should keep fingernails well trimmed), smoke or smoothe beards & moustaches while preparing food.**
- **Do not prepare food if you are suffering from a disease (or symptoms that indicate a possible disease) which is likely to be transmitted through food. For example, don't prepare food if you have diarrhea.**

6. CONSTRUCTION OF PREMISES USED FOR FOOD PREPARATION

The construction of the premises used to prepare the meal is another aspect of the not for profit operation that must be considered when preparing food for the public.

The premises should be located and constructed so that it is free from conditions which may be dangerous to health. In particular:

- 6.1 Walls, ceilings and floors in the food preparation and storage area should be constructed of tight, smooth, nonabsorbent, easily cleanable material and should be kept clean at all times.
- 6.2 All surfaces on which food is prepared should be made of a non-absorbing material that is smooth, contains no cracks or crevices and is easy to clean and sanitize.
- 6.3 Openings to the outside should be screened or fitted with devices to repel or prevent the entrance of flies, insects, or rodents.
- 6.4 Dishware and cutlery should be store in closed cupboards.

7. EQUIPMENT

To safely prepare food for the public, the premises used to prepare food should have the following items:

- 7.1 Dishwashing equipment consisting of either a mechanical dishwasher or a 2 or 3 compartment sin.
- 7.2 **Adequate refrigeration space with the ability to keep foods at or below 4°C. This includes adequate space to store prepared meals prior to serving or delivery.**

- 7.3 Hand washing facilities in the food preparation area that consists of :
- sink with hot and cold running water
 - liquid soap
 - paper towel dispenser
- 7.4 Appropriate cooking equipment
- 7.5 Washroom facilities with hand washing supplies as in 6.3 above.
- 7.6 An adequate supply of hot and cold running water from a source approved by the Government Service Centre.
- 7.7 An approved means of sewage disposal.
- 7.8 Ventilation/air cleaning equipment to satisfy the requirements of the *Smoke-free Environment Act and Regulations*.

Not for Profit Organization REGISTRATION FORM

Name of Organization:	
Address:	Community:
Postal Code:	Telephone Number:
Contact Person(s):	
Contact Person(s) Telephone Number(s):	

Below, provide us with some information on the food preparation events you hold:

Event	Community	Preparation Location (e.g., parish hall)	Date of Events
1.			
2.			
3.			
4.			
5.			
6.			

Type and source of prepared food:

Event	Type of Meal & Items Included	Source of Food
1.		
2.		
3.		
4.		
5.		
6.		

Signature:	Date:
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