SANITATION/INFECTION CONTROL

SANITATION
F340

1. Effective sanitary practices include, but are not limited to, the following:
   a. The Dietary Manager is responsible for supervising all sanitation and housekeeping procedures within the Dietary Department.
   b. The Dietary Manager and consultant dietitian develop a cleaning schedule, and the Dietary Service.
   c. The Dietary Manager is responsible for supervising and training all personnel in proper sanitation procedures for storing, preparing, and serving foods.
   d. The housekeeping department is responsible for washing the following areas in the kitchen and dining room:

   ______________________________________________________
   ________________________________
   ______________________________________________________
   ________________________________

   Dietary personnel will clean all other areas in the kitchen and dining room.
   e. The long term care facility has a contract with an outside exterminating company to provide effective insect and rodent control.
   f. The nursing department delivers the residents water pitchers and drinking glasses to the Dietary Department for washing and sanitizing. The nursing staff fills and returns them to the residents.
   g. The procedures for washing and sanitizing all silverware, china, and glasses are developed and staff properly inserviced, posted in kitchen.
   h. The proper procedures for washing and sanitizing pots, pans, and utensils are posted and followed by the staff.
   i. All trash containers are provided with plastic liners and are covered with lids except during use. Generally the dietary staff members are responsible for emptying and sanitizing trash containers.
   j. All state and federal health department inspection reports are kept on file for one year. Unacceptable practices are noted and are corrected. Current report is posted with plan of correction noted on reverse side.
SANITATION con’t.

2. Steps in the sanitary preparation of food include, but are not limited to, the following:
   a. Frozen food is thawed in the refrigerator, not at room temperature.
   b. Food that is removed from the refrigerator for preparation is processed immediately upon removal and is not allowed to deteriorate.
   c. Food is prepared with a minimum of handling. Staff members wear disposable plastid gloves as needed.
   d. All raw fruits and vegetables are washed thoroughly with clean water before being cooked, prepared, or served.
   e. Potentially hazardous foods such as poultry, eggs, and meat are prepared to temperature of at least 104 degrees F. Poultry and stuffing are cooked to a minimum temperature of 165 degrees F. Pork and products that contain pork are heated to at least 150 to 170 degrees F internal temperature.
   f. Reconstituted dry powdered milk and dry milk products are used only for foods that will be cooked or baked. They are not used as beverages.
   g. Raw eggs are not served. Frozen or pasteurized egg products, or commercial mixes, are used in eggnogs and similar dishes.
   h. Non-dairy creamers or whipped toppings have a potential for contamination and are therefore prepared in small amounts for immediate use.
   i. Leftover foods are placed in shallow containers, dated, labeled and chilled rapidly. These are used within 48 hours.
   j. An accurate metal stemmed food thermometer is provided and used by the cook, Dietary Services Manager, consultant Dietitian and all other persons who are responsible for checking the internal cooking temperature, holding temperature, and refrigeration temperature of foods.
   k. Separate cutting boards are provided for raw and cooked food. Both the cooked food cutting board and the raw food cutting board are properly sanitized after each use.

3. Steps to be observed in the service and holding of foods include, but are not limited to, the following:
   a. All potentially hazardous foods are kept at an internal temperature of 45 degrees F or lower, or 140 degrees F or higher while being held and served.
   b. Regulations regarding milk vary from state to state. This facility’s procedure is:

   ____________________ ______________________________________
   __________________________________________________________
c. Seasonings, salad dressings, ketchup, mustard, and similar items may be individually packaged, and residents are assisted in opening them.
d. Appropriate utensils are used to serve food, and they vary according to the type of food served. Tongs, ladles, and scoops are frequently used.
e. All single-service flatware, cups, and similar products are used once and discarded.
f. Staff members dispense ice with scoops and tongs.
g. During transportation from the kitchen to the dining rooms, resident’s rooms or feeding areas, care is taken to keep hot food hot and cold food cold.
h. A clean department is essential for good sanitation. The department includes the equipment, materials that are used, floors, walls, cleaning is important when considering new equipment purchases.

4. To maintain high environmental sanitation standards, the following practices are suggested, but are not all-inclusive:

a. All work and storage areas are clean, well lit, and orderly.
b. Overhead pipes or conduits are wrapped or are above the ceilings, since the tops of the pipes collect dust.
c. Walls, ceilings, and floors are cleaned routinely. This is a required task found on the cleaning schedule.
d. Hoods and ducts are cleaned at least monthly to prevent grease build up, which creates a fire hazard as well as a sanitation problem. Ducts are professionally cleaned every six months.
e. All food contact surfaces, including plates and kitchenware, and surfaces of all equipment are washed, rinsed, and sanitized after each use to prevent cross-contamination.
f. All cooking equipment, door seals, and surfaces of grills, burners and ovens are wiped off daily and thoroughly cleaned regularly.
g. Sufficient hot water is available for hand washing and food preparation. It is heated to a temperature between 120 and 140 degrees F.
h. Adequate numbers of insect-proof and rodent-proof garbage and refuse containers are appropriately placed, covered and whenever possible, lined with plastic liners. The liners are removed and the containers are sanitized regularly. Outside storage receptacles are emptied frequently.
i. There is sufficient light in the department storeroom and preparation areas. The recommended level of light is at least 20 foot-candles in all food preparation areas and at the utensil and equipment washing and preparation areas. Lights are shielded to protect food and staff from broken glass.
j. Effect pest control is provided through monthly service by an outside company. Outside doors and windows will be protected against the entrance of insects and rodents by screens and close fitting doors.

k. Many different types of cleaning materials are used. A solution of ammonia and water removes grease. A mild detergent in hot water is also helpful in cleaning. Commercial oven cleaners are used as necessary for burned on soil on stoves, equipment, and ovens. The Dietary Service Manager and the staff select the cleaners to be used. Types of cleaners are changed to avoid rashes or other problems affecting staff members. After cleaning the equipment, the designated staff member thoroughly rinses it to remove the entire cleaning agent.

F264 1. Garbage and refuse are disposed of properly. Containers are in good condition and waste is properly contained in covered dumpsters or compactors.

5. All equipment is cleaned as needed. The following suggestions indicate the frequency of cleaning of major equipment, but the list is not all inclusive.

a. After each use, the designated staff member cleans the mixer, food processors, toaster, grinders, counters, work tables, dish machines, grills, eating utensils, slicers, insulated food containers, coffee urn, table scales, steam-jacketed kettle, pots and pans, utensils, blender, steam table, carts, cutting boards, tilting skillet, preparation area and the dish room.

b. Light daily cleaning is required for the can opener, hand washing sink, tray card holders, tray cards, steam table wells, refrigerator, coffee makers, range and grill, floor and mats, sink, garbage disposal, ovens, and milk dispensers. Outside doors on steamers and freezers are wiped off, as are splashes on the equipment and on walls. Garbage cans are cleaned and mop heads are changed daily.

c. Once weekly, storage shelves are cleaned thoroughly, as are tables, chairs, dish machines, knife guard, counter, janitor’s closets, all drawers, refrigerators, freezers and flatware containers. Dishes & cups are soaked for stain removal. Graters, spice racks, work tables, baseboards, hoods & filter, range, all stainless steel equipment, ice machines, the storeroom (including the shelves), carts, ovens & racks are cleaned & sanitized. Light bulbs or tubes are replaced as needed.

d. Monthly, or more often as needed, walls, ceilings, and shelving are cleaned thoroughly. Refrigerator and freezer motors are vacuumed to keep them running well. Vents, lights, cupboards, windows, and screens are cleaned. Ingredient bins are emptied, cleaned and refilled.

e. Quarterly, grease traps are cleaned, touch-up painting is done and other maintenance tasks are completed.
CLEANING AND SANITIZING DIETARY AREAS AND EQUIPMENT

POLICY

All kitchen areas and equipment shall be maintained in a sanitary manner and be free of buildup of food, grease or other soil. The facility will provide sanitary foodservice that meets state and federal regulations.

PROCEDURE

In this section, directions for cleaning and sanitizing all major pieces of dietary equipment are given. The Dietary Service Manager will be responsible for:

1. Assuring that all major equipment in his/her facility is included herein. Procedures must be written for any items not included. All procedures regarding cleaning of equipment must be available to staff and staff properly inserviced.

2. Assuring that manufacturer’s instructions for cleaning each piece of equipment coincide with these that follow. Procedures may have to be amended.
PROCEDURES FOR CLEANING SPECIAL SURFACES

The Dietary Department should have two cutting boards: one for preparing raw food and the other for preparing cooked foods. This helps prevent cross-contamination.

Do NOT allow excess water to stand on the board.

**PROCEDURE**   **CLEANING MATERIALS**
1. Brush off loose food particles   1. Clean brush
2. Wash                          2. Warm soapy water/clean cloth
3. Rinse                         3. Clear warm water
4. Sanitize                      4. Clean cloth saturated w/sanitizing solution
5. Wipe off excess solution      5. Clean cloth
6. Air dry

**STAINLESS STEEL**

General cleaning is done with a warm detergent solution.

DO NOT use corrosive compounds. Remove stubborn stains by soaking.

DO NOT use metal scouring pads because they scratch the surface and may allow metal pieces to get in the food.

Soaking in warm water will loosen dried and baked on foods; use nylon brushes or plastic pads if necessary

Use chlorinated compounds sparingly, and rinse thoroughly when used. They may corrode, pit, or discolor the surfaces of pans and utensils.

DO NOT store food such as salad, mayonnaise, salad dressing, vinegar, and mustard in stainless steel containers, as they can corrode the steel.

**PROCEDURE**   **CLEANING MATERIALS**
1. Wash small area at a time to prevent drying and streaking   1. Warm detergent solution, soft brush, clean cloth
2. Wipe off soapy water                          2. Clean dry cloth
3. Rinse                                      3. Clean warm water
4. Wipe dry to prevent water marks                 4. Clean dry cloth
SPECIFIC PROCEDURES FOR CLEANING SURFACES

1. Cooking utensils; containers, steam table, inserts, etc. may be sanitized by immersing in hot water (180 degrees F) for 30 seconds, or in an approved bactericidal solution and air dried.

2. Wall surfaces: Use stainless steel polish on refrigerator doors and wall surfaces to minimize fingerprints.

3. Table tops and sinks: First rinse with clean water then with a sanitizing agent, wipe with paper towels.

ALUMINUM

Clean with a warm detergent solution, sanitize, and air dry.

To prevent staining or discoloration when cleaning aluminum surfaces, use a mild detergent. DO NOT use strong alkalies such as soda or ammonia. To remove discoloration, fill utensil with an acid solution (vinegar or cream of tartar) and bring to a boil, or use a de-staining compound.

Procedure:
1. Wash
2. Wipe
3. Rinse
4. Sanitize
5. Wipe dry

NOTE: COOKING UTENSILS MUST BE SANITIZED BY IMMERSING IN HOT SOAPY WATER (180 DEGREES F) FOR 30 SECONDS OR USING AN APPROVED SANITIZING SOLUTION, AND AIR DRYING.
PROCEDURE FOR WALLS, FLOORS AND CEILINGS

Walls should be repaired as needed and cleaned with the appropriate solution, depending on surface material.

**TILE WALLS**
Use warm detergent solution, rinse, and wipe dry.

Procedure:

1. Dust the wall
2. Wash tiles with mild detergent solution
3. Clean between tiles, work from bottom up to prevent streaking.
   Clean a small area at a time.
4. Rinse – change water frequently.
5. Dry
6. Repeat wash-rinse-dry routine until the area is cleaned.

**PAINTED WALLS AND WOODWORK**
The general procedure is to clean as needed with a warm detergent solution, rinse and dry.

Procedure:

1. Dust the wall
2. Wash from bottom up to prevent streaking. Wash small area at a time.
3. Rinse – change water frequently.
4. Dry
5. Repeat wash-rinse-dry routine.

**CEILINGS**

Procedure:

1. Dust the wall
2. The ceiling must be free of chipped and or peeling paint
3. Painted ceilings must be washed with a mild detergent solution, rinsed using a clean cloth, and dried to eliminate streaking.
4. Tile ceilings must be cleaned according to the manufacturer’s instructions.
FLOORS

Procedures vary depending on the composition of the floor. The following are general guidelines.

Procedure:

1. Wipe up spills as they occur.
2. Determine how often the floor should be cleaned by.
   a. amount of daily traffic
   b. degree and type of soil

*Floors that have heavy traffic or food spills must be cleaned daily and often more than once.

3. Hard floors (not wood) such as marble, terrazzo, ceramic, tile, and cement may be flooded with water.
4. Soft floors such as asphalt, linoleum, cork and rubber cannot be flooded with water.
5. Wood floors may not be cleaned with excessive amounts of water or water-based cleaning solution.
6. Floors must be cleared of obvious litter and swept before being wet mopped. Use a putty knife to remove sticky or caked on soil.
7. Use the facility-accepted detergent/sanitizer and mopping method, and rinse. Set up caution signs and follow all safety precautions.
8. Floor drains should be provided in all areas where water is spilled on the floor during normal operations, and floors are cleaned by hosing. The drains will be cleaned regularly.
PROCEDURES FOR CLEANING EQUIPMENT

Steamer
1. Turn off steamer
2. Open door of steamer
3. Remove racks from steamer
4. Wash
5. Rinse
6. Dry with paper towel
7. Wash outside with hot soapy water, rinse, dry

Food Grinder
1. Clean
2. Remove sharp knives, blades, grinders, etc., wash and replace immediately
3. Wash in clean, hot detergent water
4. Rinse in hot water
5. Cover with water to which a sanitizer has been added.
6. Place small pieces in a wire basket before you put them in the water
7. Always dry with clean paper towels to prevent rust
8. Wash stationary parts with a damp cloth. Air dry thoroughly. Avoid very hot water or steam. Too much heat may remove the lubricants at friction points.

Food Grinder attached to Mixer
Immediately after each use:
1. Clean
2. Remove sharp knives, blades and grinders, wash in dishwasher or pot and pan sink, replace immediately.
3. Place small pieces in cup rack
4. Always dry to prevent rust
5. Wash off stationary parts with damp cloth and air dry thoroughly.

Blender
Immediately after use:
1. Unplug blender
2. Wash base of blender with not soapy water
3. Wash top of base with soft brush and soapy water.
4. Rinse with clean water and air dry
5. Wash blender jar in dish machine or in hot soapy water.
DISHWASHING

CARTS

*The dishwasher removes trays from carts.*

1. Using rubber spatula, scrape dishes into the scrap container
2. Place paper goods in clean, lined, garbage container. Always cover with a lid when not in use.
3. Stack dishes and trays according to size on table. The dishwasher moves them to the dish machines.
4. Place silverware in a container of hot detergent water to presoak
5. Clean top of cart and return milk, juice, etc., to the refrigerator
6. Wash carts thoroughly inside and out with clean detergent water.
7. Return cart to storage room when cleaned.
8. Bring next cart into dish washing room
9. Follow the same procedure until all carts are clean and dishes are washed.

DISH MACHINE

*Upon completion of dish washing, the dishwasher*

1. Empties the water from the dish machine
2. Washes out strainers
3. Rinses out the inside of the machine
4. Cleans the dish washing area
5. Cleans and polishes the outside of the machine

WEEKLY DELIMING

1. Clean the machine as for a daily cleaning
2. Fill the machine with the recommended number of cycles.
3. Run the machine for the recommended number of cycles.
4. Drain the machine and scrub the interior with a brush while it is draining.
5. Rinse out the machine
6. Clean the exterior polish
PROCEDURE FOR CLEANING UTILITY CARTS

1. Clean with hot soapy water solution
2. Brush wheels to remove dirt and scrub
3. Wash carts and wheels
4. Rinse; use dry paper towels for drying
5. Polish carts with stainless steel polish

PROCEDURE FOR CLEANING INGREDIENT BINS

*Monthly*

1. Empty remaining sugar, flour, etc. into a clean container.
2. Scrub bins inside and out with a hot detergent solution.
3. Rinse with clean, hot water, sanitize, and invert to air dry
4. Clean table or storage area for bins
5. Replace bins
6. Refill; fill with new sugar, flour, etc. first

PROCEDURE FOR CLEANING RANGE AND GRILL

The cook on each shift is responsible for keeping the stove as clean as possible during the preparation of the meal. All other staff members are to assist the cook.

1. Wipe off stove with warm detergent solution, rinse and dry
2. Clean up spills immediately.
3. When stubborn spills occur, disassemble the range and clean with oven cleaner
4. Wash the outside of oven any time ovens are cool
5. Run the drip tray through the dishwasher daily
6. Use degreaser daily
7. Rinse thoroughly
8. Clean grill according to directions provided by the range manufacturer
PROCEDURE FOR CLEANING OVENS

1. Remove oven racks and place on newspaper, paper towels or brown paper. Put on gloves.
2. Spray with oven cleaner and let stand according to directions.
3. Wipe off loosened grease and carbon with paper towels and run racks through dishwasher (regular cycle.)
4. Place newspaper or cardboard under oven door to catch cleaner.
5. Spray inside of oven and door with oven cleaner and let stand according to directions.
6. Wipe off loosened grease and carbon.
7. If oven door still has any soil left. Repeat steps 5 and 6.
8. Wash and rinse oven door with a solution of soapy detergent water; rinse and dry.
9. Replace racks in oven.

PROCEDURE FOR WASHING POTS AND PANS

Pots and pans are washed any time during or after meal preparation. The sinks are filled as needed.

1. Fill first sink with hot detergent water
2. Fill second sink with not rinse water
3. The third sink sanitizes the items by:
   a. Use of a chemical sanitizer added to water; or
   b. Filling the sink with water kept at 180 degrees F and submerging the items for at least one minute. A booster heater is usually required for this method. The not pans must be removed from the sink by a hook or other protective equipment.
4. Place pots and pans on drain sink to air dry
5. Invert pots and pans placed on shelf
6. Remove pans and utensils to designated storage area after drying
7. Scrub area above and around pot washing area daily with detergent water.
8. Clean underneath pot and pan area daily.
9. Clean and rinse all three sinks thoroughly at least three times daily and more often if needed. Keep sinks filled with hot detergent water and hot rinse water at all times.
10. Many pots and pans can be washed in the dish machine. Pre-scrape, rack, and wash. Allow to air dry.
PROCEDURE FOR CLEANING HOT FOOD (STEAM TABLE)

Interior
1. Unplug steam table
2. Remove all pans from steam table
3. Wash with warm detergent solution
4. Using soap pads, scrub inside of each well
5. Rinse well with warm water

Exterior
1. Wash with warm detergent water
2. Rinse thoroughly with clear water. Be careful to keep water away from electrical connectors
3. Dry with paper towels
4. Replace pans in steam table; replace covers
5. Plug in steam table

PROCEDURE FOR CLEANING TABLES AND CHAIRS IN DINING ROOM

Weekly
1. Use two gallons of very warm water with one-fourth cup of detergent
2. Scrub table tops thoroughly, scrub table sides and legs. Do not place chairs on table.
3. For chairs use a soap pad; scrub legs; clean bottoms and backs
4. Rinse thoroughly with clean warm water and dry with paper towels
5. Polish when appropriate.

Daily
1. Use sanitizer to clean table tops
2. Use damp cloth to clean chairs
PROCEDURE FOR CLEANING CUTTING BOARDS

Immediately after use;
1. Wash cutting board with hot detergent solution in the pot
2. Rinse in clean hot water
3. Sanitize in sanitizing solution and air dry

PROCEDURE FOR CLEANING FOOD PROCESSOR

Immediately after use;
1. Turn processor off and unplug the unit
2. Take top, lid, and cutting attachment to pot and pan sink
3. Wash in clean hot water with approve detergent; also clean cord and table area
4. Rinse in clean hot water, sanitize with approved sanitizer and air dry
5. Clean base of machine with warm water and approve detergent; also clean cord and table area
6. Sanitize with approved sanitizer, rinse and air dry
7. Put unit back together and cover

PROCEDURE FOR CLEANING PORTION AND GRAM SCALES

Immediately after use;
1. Remove food particles from the platform
2. Wash base and platform with hot water and approved detergent
3. Sanitize with approved sanitizer, rinse and air dry
4. Clean storage area

PROCEDURE FOR CLEANING BENCH CAN OPENER

Immediately after use;
1. Remove stand from base
2. Wash blade and holder in dish machine or pot and pan sink
3. Wipe base with hot detergent water
4. Reassemble blade to can opener
5. Repeat this procedure after each meal or as needed
6. Keep an extra blade on hand at all times
PROCEDURE FOR CLEANING COFFEE MAKER

*Daily: 50-cup pot;*
1. Flush well with clean water between batches
2. At the end of wash day, empty all units and wash thoroughly in soapy water solution
3. Rinse thoroughly
4. Individual coffee pots are run through dish machine after each meal
5. Warmer elements may be cleaned by placing one or two tablespoons of ice on each hot element and wiping clean immediately

PROCEDURE FOR CLEANING COFFEE AND TEA DISPENSERS

*Daily;*
1. When the container is empty, flush thoroughly with water
2. Scrub all parts with a solution of coffee pot or tea pot cleaning solution. Use good brush. Be sure to dismantle and carefully clean the faucet each time the equipment is cleaned; otherwise deposits will accumulate and cause off flavors.
3. Rinse thoroughly with fresh water and one tablespoon of baking soda; rinse again with clean water and invert to air dry.

*Weekly for coffee urns only;*
1. Once a week, use one pack of coffee urn cleaner to one gallon of water at 212 degrees F to remove mineral deposit films
2. Soak for ten minutes
3. Rinse twice with clean water
PROCEDURE FOR CLEANING REFRIGERATOR

Reach-in type;
1. Once a week, wash thoroughly inside and outside with a detergent solution
2. Remove all food from the shelves
3. Check with the supervisor and sort out and throw away all that is not usable
4. Remember that leftovers should be dated and used within 48 hours or discarded.
5. Rinse with water to which a sanitizer has been added and wipe with a clean dry cloth
6. Do not use powder that will scratch the finish
7. Do not use ammonia or scouring pad

Walk-in type;
1. Mop floor with warm water to which sufficient detergent sanitizer has been added. Start with a clean mop.
2. Clean drain regularly
3. Pull out and wash shelves weekly

PROCEDURE FOR CLEANING FREEZER

Upright or Chest
1. Remove all food from freezer and place in another freezer
2. Unplug freezer to be defrosted.
3. Let the freezer stand for several hours until the ice has melted
4. Drain and/or dip out water
5. Wash inside thoroughly with baking soda and water
6. Clean outside of freezer with warm detergent water
7. When freezer has been cleaned, re-plug and let freezer return to proper temperature
8. When freezer has returned to proper temperature, replace food
9. Repeat this procedure as often as necessary

Walk-in type
Since water will freeze when floor is mopped, use rubbing (isopropyl) alcohol which will sanitize and melt any accumulated ice.
PROCEDURE FOR CLEANING POP-UP TOASTER FOR CONVEYOR

Immediately after Use: Pop-up Toaster

Interior
1. Unplug
2. Gently bump toaster on counter to knock all crumbs into crumb tray.
3. Remove crumb tray and wash in warm soapy water; rinse well in clean water
4. Air dry

Exterior
1. Move toaster and wash counter surface underneath
2. Wash outside with soapy water, rinse, and wipe dry
3. Replace crumb tray
4. Repeat daily

Immediately after Use: Conveyor

1. Unplug
2. Brush crumbs from toaster
3. Remove toast guide and tray and brush crumbs
4. Wipe off toaster frame and area around the toaster with sanitizing solution
5. Wipe dry
6. Assemble toaster

PROCEDURE FOR CLEANING SINKS – STAINLESS STEEL & PROCELAIN

Immediately after Use:
1. Rinse sinks with warm water
2. Sprinkle with cleanser
3. Scrub Sink with cloth
4. Rinse with warm water, using sponge or cloth to wash down outside of sinks.
5. Wash outsides of sinks
6. Use stainless steel polish or its equivalent as needed
PROCEDURE FOR CLEANING FOOD MIXERS

Immediately after use;
1. As soon as the food has been emptied from the mixer, disconnect the electric power
2. Remove the bowl and beaters to the dishwasher; run through the wash and rinse cycle and air dry
3. Wash the base of the unit with warm detergent solution; rinse and air dry. Be sure to wash splash-up areas.

PROCEDURE FOR CLEANING SLICER

Immediately after use;
1. Turn off and disconnect
2. Remove food tray by loosening the screw located at lower side of slicer
3. Remove rectangular glide by lifting out (may be necessary to use a little force.)
4. Remove the shield that covers the blade; pull latch to remove the cover.
5. Wash all parts in hot soapy water
6. Sanitize with accepted sanitizer
7. Wipe off remaining parts thoroughly in hot detergent water
8. Rinse thoroughly
9. Wash table on which slicer is located
10. Reassemble slicer
11. Cover slicer with a towel or other clean cover

PROCEDURE FOR CLEANING FOOD SCALES

Immediately after use;
1. Brush food particles from the scale platform
2. Clean platform with a hot detergent solution
3. Rinse and sanitize
4. Allow platform to air dry
5. Cover clean platform with plastic wrap after use.
PROCEDURE FOR CLEANING METAL SHELVING

Monthly or as needed:
1. Remove contents from the shelves
2. Scrub with hot detergent solution
3. Rinse with clean hot water
4. Air dry
5. Replace contents

PROCEDURE FOR CLEANING WOOD SHELVING

1. Remove contents from shelves
2. Clean shelves with hot detergent solution
3. Rinse with hot water
4. Rinse with sanitizing solution
5. Replace contents

PROCEDURE FOR CLEANING GARBAGE PAILS AND CANS

Daily
1. Remove the garbage
2. Wash can and lid with hot detergent solution
3. Wash dolly and wheels, when needed, with a brush and hot detergent solution
4. Rinse cans and lids with a sanitizing solution
5. Invert to air dry
6. Reline with disposable garbage bags, cover with lid, and return
7. Report any leaks or cracks to the supervisor
PROCEDURE FOR SANITIZING RESIDENTS’ WATER PITCHERS AND GLASSES

Daily:
1. Nursing services collects pitchers and glasses and brings them to the Dietary Department at a mutually agreed upon time
2. Dietary personnel wash the pitchers and glasses in the dish machine and air dry
3. The carts are cleaned and sanitized before the clean pitchers are placed on them for nursing to refill and deliver

PROCEDURE FOR CLEANING HOOD FILTER OVER STOVE

One time/month (often removed by maintenance)
1. Remove screen or vent from over stove
2. Run screen or vent through the dishwasher (regular cycle)
3. Remove and let dry
4. Wipe off hood completely with a degreaser
5. Replace screens over stove

PROCEDURE FOR CLEANING FEEDING SYRINGES

Immediately after use;
1. Remove bulb from syringe
2. When necessary, soak in warm detergent water
3. Run bulbs and syringes through the dishwasher
4. Air dry
SANITATION OF ICE MACHINE

POLICY
It is the policy of this facility that the ice machine shall be sanitized twice monthly by dietary.

PROCEDURE
1. Turn off machine
2. Melt remainder of ice in bin by pouring hot water into the bin
3. Using a solution of 1 ½ oz. bleach to 2 ½ gallons of warm water, wipe down entire inside of machine
4. Rinse inside with warm water
5. Turn machine back on.

SANITATION OF ICE SCOOP

POLICY
It is the policy of the facility that the ice scoop shall be sanitized daily by dietary.

PROCEDURE
1. Place scoop in dish rack and sanitize in dish machine
2. Allow to air dry
3. Place in clean plastic container for storage
LEFTOVER FOOD USAGE

PURPOSE: To provide guidelines for the safe and appropriate use of leftover foods.

POLICY: Leftover foods may be used when the same food item is on the menu again, the food is an equivalent food alternate or substitution for another menu item. Or the food is appropriate to add to a mixed food dish. Leftovers may only be used provided they have been safely and properly stored since their original preparation.

RESPONSIBLE PERSONNEL: The Foodservice Supervisor and all food service personnel are responsible for implementing and adhering to this policy.

PROCEDURE:
1. Leftover foods that may be reused must have been held at the proper storage and serving temperature after their original preparation.
2. Any food deemed safe for reuse will be rapidly cooled in a refrigerator.
3. Leftover foods will be stored in approved containers and labeled with the name of the item and the date prepared.
4. Refrigerated leftover food items must be used within 48 hours of original preparation and frozen leftover food items must be used within 2 months.
5. All refrigerated or frozen leftover food items that are improperly stored, stored for a time period longer than allowed, or appear to be spoiled or of poor quality, will be discarded.
6. Foods for pureed diets will be produced from fresh foods daily, not from leftover foods from the previous meal or day.
REUSABLE FOOD STORAGE CONTAINERS

PURPOSE: To provide guidelines for reusable food storage container use.

POLICY: Food storage containers used to store any prepared foods or foods that must be removed from their original containers will meet standards of acceptability and safety.

RESPONSIBLE PERSONNEL: The Food Service Supervisor and all food service personnel are responsible for implementing and adhering to this policy.

PROCEDURE:
1. Leftover foods and foods that cannot be restored in their original containers will be stored in nonporous containers that can be completely sealed.
2. Nonporous plastic containers with removable labels and resealable lids may be used if washed and sanitized via a dish machine or pot and pan sink.
3. Wide mouth glass jars with resealable lids may be used if they are washed and sanitized via the dish machine or pot and pan sink.
4. All reusable containers must be properly labeled listing the stored food item and the date the food was stored.
5. Containers and service-ware made of the following are some of the items that are not acceptable for use: Styrofoam, wood, paper, aluminum foil, waxed paper and plastic storage bags that are not approved for freezer use.
SANITIZING FLATWARE

POLICY: Flatware shall be sanitized properly in the dish machine using the following procedure.

PROCEDURE: The following procedure will be used at all times to sanitize flatware.

1. Presoak flatware in detergent solution
2. Place flatware loosely in flat racks for the first wash (no more than 100 pieces per rack.)
3. For second wash, sort flatware loosely in cylinders and wash, with handles down.
4. After washing and allowing to air dry, place a clean empty cylinder over the mouthpieces and insert the cylinder so that the handles point up. Do not handle the mouthpieces.

A wash temperature of at least 150 degrees and a rinse temperature of at least 180 degrees, is to be maintained at all times. To ensure that the wash and rinse temperatures are properly monitored and controlled, a log must be completed by those who are directly involved in the dish washing process. Entries must be made for each meal. The log should be posed in the immediate vicinity of the dishwashing area.
POT AND PAN WASHING

POLICY: Proper pot and pan washing procedures reduce the possibility of food contamination. The following procedures will be used:

PROCEDURE:
1. Pots and pans shall be scraped and rinsed before washing in the first sink.
2. Wash temperature in the first sink should be at least 100 degrees F using an effective detergent in the proper concentration. Directions provided by the chemical distributor will be followed.
3. Pots and pans shall be rinsed in the second sink using water at least 100 degrees F.
4. Pots and pans are sanitized in the third sink using warm water and bleach or sanitizer to provide no less than 50 PPM chlorine in solution for one minute.
5. Pots and pans must be air dried on the drain board. Dish towels must never be used. After pot and pans are dry, they must be inspected and then stored in a clean, dry, protected area.
INFECTION CONTROL

POLICY
The facility will endeavor to prevent the spread of infection by screening staff members for infectious disease and teaching safe food handling practices to limit cross-contamination. This is particularly important since the ill and elderly are especially susceptible to infections.

PROCEDURE
The long term care facility’s Quality Assessment and Assurance Committee will address infection control issues.

Healthy dietary staff members do not spread infection. Dietary staff members are screened for signs of infection and are not allowed to work when these signs of infection.

1. No staff member is allowed to work when he or she has a fever or any visible signs of infection.

2. A staff member who is coughing and sneezing because of infection is asked to remain at home or to wear a mask to protect the food and other staff members.

3. When the staff member’s ability to work is in question, the Dietary Service asks the Director of Nursing, or his or her designee to assist in the decision. The need for evaluation includes the presence of cuts and wounds as well as respiratory infections and fevers.

4. All bruises, burns, cuts, or any type of skin eruptions that appear to be infected or not healing well are evaluated. An open sore is properly bandaged and disposable gloves are worn over the area. If a wound cannot be bandaged or plastic gloves cannot be worn because of the location or severity of the wound, the staff member remains at home until the wound is healed.

5. During orientation, each staff member is instructed to report known or suspected infection or poorly healing wounds to the Dietary Service Manager for evaluation.
INFECTION CONTROL

The Dietary Department personnel are alert to the need for infection control.

1. The Dietary Manager is ultimately responsible for the supervision of all sanitation and housekeeping procedures to maintain an environment that is safe for the storage, preparation, and service of food. Federal and state guidelines are followed.

2. The Dietary Department has policies and procedures related to the safe and sanitary purchasing, preparation, storage, and service of food. In addition, personnel hygiene and health are monitored according to accepted guideline.

3. All dishes, pots and pans, flatware, and drinking glasses are properly cleaned, sanitized, and handled by methods that are compatible with long term care regulations.

4. Adequate lighting and sufficient space allow staff members to handle and serve food safely.

5. Garbage and waste are disposed of promptly and properly. Whenever possible, the mechanical garbage disposal is used. Trash containers are clean and have liners.

6. Adequate hand washing facilities are available and include hot and cold running water, soap, and individual disposable towels. A trash receptacle with a step-on lid is available in the hand-washing area.

7. The food service permit or license is prominently displayed, in states where it is required. In counties requiring food handlers cards, the Dietary Service Manager informs the staff members of this responsible for securing this card within the allowed time.

8. State and Federal sanitary inspection reports are kept on file in the Dietary Department. To the extent possible, all deficiencies are corrected immediately and noted on the reverse side of the report.

9. All policies and procedures relating to infection control are written and available.
ISOLATION TRAYS

POLICY
Isolation trays will be prepared and handled in a manner to prevent the spread of infection.

PROCEDURE
The Nursing Department orders isolation trays on a diet order with the word isol, preferably in red, to alert the Dietary Department.

The Nursing Department also cancels isolation trays.

The Dietary Department upon receipt of an order for an isolation tray, marks the tray card isol, preferably in red.

Depending on the type of isolation, disposable cups, dishes, and flatware are used for meals service.

Residents are isolated for various reasons requiring different techniques. At least one inservice session per year for the Dietary Department is devoted to different types and requirements of isolation. As a general rule, dietary precautions are not taken for respiratory secretion diseases, such as cold, flu, or for wound and skin infections.

The nursing staff member entering the isolation room removes the disposable items from the tray and takes them in to the resident. Non-disposable items, such as the tray and tray card are not taken into the room of an isolated resident.

The plastic or disposable dishes and all leftover food are placed in trash bags and tied for disposal in the resident’s room. None of these items are taken back to the Dietary Department. The method of disposal, including double bagging, is determined by the Nursing Department.

The isolation and precautions procedures used in long term care require special handling procedures that are designed to prevent the contamination of persons and areas.

In many facilities the isolation procedure used does not differentiate between the types of contamination or the disease of the resident, but uses the same infection control procedure for protective isolation, strict isolation, respiratory isolation, enteric isolation, and wound or skin infection. This approach eliminates confusion of technique and communication. Each facility decides whether to use a general isolation procedure or a differentiated procedure.

Refer to the facility’s Infection Control Manual for further information.
PEST CONTROL

Pest control is extremely important for a safe foodservice. Pest control is important in prevent the spread of disease. The primary pests that must be controlled in order to protect the health of residents and employees are listed below.

<table>
<thead>
<tr>
<th>PEST</th>
<th>HAZARD</th>
<th>HABITS</th>
<th>CONTROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ants and fruit flies</td>
<td>Infect sweet and sweets and fruits</td>
<td>Bread in small cracks in unsanitary or infrequently cleaned areas</td>
<td>Maintain high level of cleanliness, spray, use screen and tight fitting doors and windows, keep sweets and fruits covered or refrigerated</td>
</tr>
<tr>
<td>Birds eliminate (primary)</td>
<td>Droppings create an unsanitary condition, some carry disease</td>
<td>Nest in building attics</td>
<td>Remove the nest and all available food at garbage area</td>
</tr>
<tr>
<td>pigeons, starlings, sparrows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flies</td>
<td>Excrete liquids, vomit on foods and spread bacteria with feet. One fly may carry 30 million bacteria</td>
<td>Lay eggs in garbage and decaying feces. One fly may produce 1,500 offspring in 2-3 weeks</td>
<td>Use screens, spray or curtain over receiving or entry doors, clean receiving and garbage areas. Cover garbage containers.</td>
</tr>
<tr>
<td>Rats/Mice</td>
<td>Carry a wide range of disease to man and animals. Rats often cause fires by eating through electric wires. Rat bites lead to rat bite fever.</td>
<td>Build nest in walls and floors. Eat the same foods as man. Forage for food at night. May produce 60 offspring/year. Live 4-5 years.</td>
<td>Cover garbage cans. Store foods in tight containers.</td>
</tr>
<tr>
<td>Roaches</td>
<td>Spread salmonella staphylococcus and other diseases</td>
<td>Oily body and feces contaminate food and spread bacteria in storage</td>
<td>Maintain a regular schedule of treatment in all storage receiving and preparation areas.</td>
</tr>
<tr>
<td>Weevils</td>
<td>Live in flour, dried vegetables and fruits</td>
<td>Breed and develop in large numbers</td>
<td>Turn inventory frequently, clean well and use regular pest control</td>
</tr>
</tbody>
</table>

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