

Food Safety Policy and Procedures

Iowa State University EFNEP/FNP

Policy

The ISU EFNEP/FNP uses hands-on teaching techniques to help families learn how to live more healthy lifestyles. Food demonstrations, food preparation, and food tastings are three hands-on educational opportunities that teach families how to cook and enjoy eating healthy foods. Practicing safe food handling techniques when conducting demonstrations, preparation, and tastings is another hands-on way to teach families how to lead healthier lives. Furthermore, practicing safe food handling techniques by following the procedures outlined below will help EFNEP/FNP staff think through their own habits regarding food safety and greatly minimize the risk of food contamination and potential liability. EFNEP/FNP staff are role models to families and others in their work places and communities; walking the talk is very important.

Food Demonstrations: A program assistant shows and explains to a family or group how to prepare a recipe or a recipe component.

Food Preparation: A program assistant works together with a family or group to prepare a recipe or a recipe component.

Food Tasting: A program assistant prepares a recipe in advance, divides the recipe into small portions, and serves those portions to families, group members, or others at a lesson or as part of a recruiting event.

Procedures

The following procedures must be followed when working with food. These procedures are for food demonstrations, food preparation, and food tastings unless otherwise specified. These procedures are listed in chronological order (from planning through clean up). These procedures were discussed in detail in the food safety webinar, found at https://connect.extension.iastate.edu/safe_food_activities/. These procedures are summarized on the “Food Safety Checklist.”

Phase 1: Planning

1. Survey the teaching location by determining the following:
 - a. How much counter space is there?
 - b. Is there running water? Dish soap?
 - c. Is there a sink available for hand washing? Soap? Paper towels? Will a portable hand washing station need to be set up?
 - d. Are trash cans available?
 - e. What equipment is available to keep cold foods cold and hot foods hot?

- f. Is the kitchen facility clean? (May need to schedule a time to clean kitchen prior to class if necessary.)
2. If the recipe chosen has advance preparation steps, allow enough time to complete these steps. (Some items may need to be prepared in advance and refrigerated overnight if a food is to be served cold, ie, pasta salad).
3. Re-stock your food safety tool kit, particularly food thermometers, hand soap, paper towels, gloves, trash bags, and sanitizer (see the food safety kit supply list).
4. If you store your equipment in your car, office, home, or in the container from a previous lesson, repack the necessary cooking equipment.
 - a. All clean equipment and utensils should be transported in a clean plastic container with a tight fitting lid or in a clear plastic bag to keep equipment and utensils clean. These containers should be cleaned at least monthly.
 - b. Several sets of utensils are recommended for each lesson in case something is dropped on the floor or if multiple recipes are being prepared.
5. Pack foods that do not require refrigeration in a separate, sturdy container with a tight fitting lid. These containers should be cleaned at least monthly or more often if spills occur.
6. Foods that need to stay cold (41° F or below) must be packed in a cooler with ice packs or ice. Make sure your ice packs are completely frozen. These containers should be cleaned at least weekly or more often if spills occur.
7. Foods that need to stay hot (135° F or higher) must be kept covered and in an insulated container. Check temperatures before leaving home and after arriving to be sure food is still above 135° F.
8. If you know there will not be a hand washing sink available, make sure you have everything you need to set up a portable hand washing station upon arrival at the lesson site.

Phase 2: Shopping

1. If using some ingredients from previous lessons, make sure there is enough and that the ingredients are not expired, spoiled, or that the quality has not deteriorated (if this is the case, throw the ingredients away). Be sure these ingredients were not used at a previous location. For example, if flour is used, portion out estimated amount needed at event and toss what little remains rather than lug entire flour canister.
2. Pack a cooler with ice packs to keep cold foods at 41° F or below.
3. Purchase cold foods last to ensure that they stay at 41° F or below.
4. Plan to go straight to the lesson site or to the office after shopping to ensure that cold foods can be refrigerated as soon as possible.

Phase 3: Transport

1. Protect food and supplies from contamination during transport by lining the trunk, storage areas, or seats with a clean sheet, towel, or plastic bag before loading equipment or food. Contamination can occur if you ever have any of the following in your vehicle when not working: pets, recycling, foods and beverages, laundry.

2. Keep hot foods at or above 135° F during transport. These foods must also be kept tightly covered during transport.
3. Keep cold foods below 41° F during transport by using a cooler with ice packs and keeping the cooler lid tightly closed. If traveling longer than 30 minutes, check the temperature of the cold foods when you arrive at the lesson site (should be below 41°F).

Phase 4: Food Activity

- For all food activities, use the following personal appearance and hygiene guidelines:
 - Wear clean and appropriate clothing
 - Remove jewelry – only plain wedding band and watches should be worn
 - Tie you hair back away from your face – no bangs or loose hairs
 - Use a clean apron – pack separately in a clean bag
 - Wash hands often – after handling raw food and trash; touching hair, face, or body, eating or drinking, and cleaning; before beginning the event and during as needed (i.e. cracking eggs).
 - Hand sanitizer can be used after hands have been washed and dried, if desired. However, hand sanitizer should not be used in place of hand washing.
 - If a hand washing sink is not available, a portable hand washing station will need to be set up. The “Food Safety Kit Supplies” list includes a diagram of how to set up a portable hand washing station.

Food Tasting

1. Follow all food safety guidelines written into the recipe including guidelines for advance preparation, glove use, using separate cutting boards, washing of produce and can lids, and use of thermometers to check cooking and holding temperatures.
2. Wash and sanitize all serving surfaces. A sanitizing solution of ½ teaspoon unscented chlorine bleach with 2 cups of water should be used. Spray bottles with bleach solution will weaken over time. Make a new bottle once per week. If exposed to extreme heat, cold, or lighting the bleach solution will need to be replaced more frequently.
3. Wash your hands. Wear plastic food handling gloves when serving food for tastings.
4. When a hot food is being served, store it in a crock pot with the lid on. Minimize the number of times the lid is opened by serving multiple samples at one time. Ensure that you have a cord that is long enough to stay plugged in the entire time and tape cord down or place outside of traffic flow.
5. When a cold food is being served, store it in the refrigerator or in a cooler with ice packs until ready to serve. While serving, keep cold foods in a bowl with ice.
6. Check the temperature of foods frequently to ensure they are staying hot (135° F or hotter) or cold (below 41° F).
7. When putting food out for tastings, follow these guidelines:
 - a. Tabletop/surface for tasting is clean and sanitized and ideally covered with a tablecloth.
 - b. Foods set out for tastings are done in small batches. Remove only enough cold food from cooler/refrigerator to last about one hour. Remove only enough hot

food from insulated container for one hour of tasting. (Ideally, keep hot food in a slow cooker or electric skillet.)

- c. Keep foods for tastings covered with foil or plastic wrap whenever possible. (This helps protect the food from being contaminated, helps maintain temperature, reduces drying out of the food and improves the quality of the food.)
- d. Plan to discard any food that has been set out for tasting if it has not been consumed within 1-2 hours (Another reason to only have a small amount out for tastings at a time.)
- e. If you plan on doing the tasting for longer than this, choose a recipe that does not have any TCS foods or use a cold recipe and separate the recipe into several containers, store them in the refrigerator, and bring a new container out after 1-2 hours.
- f. At the end of a food tasting, throw away any unused food.

Food Preparation

1. Follow all food safety guidelines written into the recipe including guidelines for advance preparation, glove use, using separate cutting boards, washing of produce and can lids, and cooking and holding temperatures.
2. Use food preparation gloves when preparing foods that are ready to eat.
3. Store all cold foods in the refrigerator. Make sure the refrigerator is turned down to the appropriate temperature (40° F or below).
4. Place all containers on a designated surface, not on the food preparation areas and not on the floor.
5. Wash and sanitize all preparation and eating surfaces. A sanitizing solution of ½ teaspoon bleach with 2 cups of water should be used.
6. Wash your hands.
7. Anyone who will be assisting with preparation must follow the personal hygiene guidelines listed above and wash their hands. .
8. Special notes for preparation at a public kitchen:
 - a. Choose a kitchen facility that is appropriate for your group. Some options include county extension offices, community centers, WIC offices, senior centers, churches, food banks or pantries.
 - b. Arrive early enough to allow time to prepare surfaces, food, and materials before participants arrive.
 - c. Notify the person in charge of the kitchen facility if anything in the kitchen is not in proper working order when you arrive.
9. Special notes for preparation in a home kitchen:
 - a. Visitors and pets in the kitchen should be discouraged.
 - b. Smoking should not be allowed anywhere near your food or preparation area.

Food Demonstration

1. Follow all food safety guidelines written into the recipe including guidelines for advance preparation, glove use, using separate cutting boards, washing of produce and can lids, and cooking and holding temperatures.
2. Store all cold foods in the refrigerator. Make sure the refrigerator is turned down to the appropriate temperature.

3. Place all containers on a designated surface, not on the food preparation areas and not on the floor.
4. Wash and sanitize all preparation and eating surfaces. A sanitizing solution of $\frac{1}{2}$ teaspoon bleach with 2 cups of water should be used.
5. Wash your hands.
6. Wear plastic food handling gloves when serving food.
7. Have all participants wash hands before tasting food or use a hand sanitizer.

Phase 5: Clean Up

1. Wash, rinse, and sanitize all utensils and equipment used.
 - a. Remove all visible debris.
 - b. Sanitize all sink compartments prior to filling.
 - c. Wash in hot, soapy water (sink #1).
 - d. Rinse in very hot water (sink #2).
 - e. Submerge for 7 seconds in a sanitizing solution of one tablespoon of bleach per one gallon of water (sink #3). If a three compartment sink is not available, use a plastic dishpan for the sanitizing step.
 - f. Air dry on a drain board or dry with paper towels.
 - g. Place items back in the transporting container.
 - h. If there is no dishwashing sink available, remove and throw away all visible debris, place all items in a large trash bag, and transport to another location to wash, rinse, and sanitize.
 - i. If a dishwasher is available on site or at another location, it may be used to wash and rinse utensils and equipment. If the dishwasher has a sanitizing cycle, use it. If it does not have a sanitizing cycle, sanitize utensils and equipment as described in step e above.
2. Wash and sanitize all preparation and eating surfaces. A sanitizing solution of $\frac{1}{2}$ teaspoon bleach with 2 cups of water should be used. Allow the surfaces to air dry.
3. If using a public kitchen, follow any additional guidelines set by the facility.
4. Store all dry goods:
 - a. Throw away any extra dry goods that were not used at a preparation or demonstration.
 - b. Store dry goods to clean containers with tight fitting lids.
 - c. Store all containers off the floor and in a cool location
5. Store all perishable items:
 - a. If you have disposable containers to store perishable foods, label and date the foods and store in the refrigerator.
 - b. If participants will be taking food home, ensure that they have proper refrigeration and live close enough to transport the food home safely.
 - c. If there is any question about the safety of the food, quietly dispose of the food after the participants have left.

This document has been modified from existing documents created by the Montana State University Extension and University of Wisconsin Extension.