

2-4: Hygiene, Sanitation, and Facility Standards

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Description: The standards presented in this section are based on the current *SC Foodservice Rules*. The standards in this section address facilities, equipment, workers, cleaning, sanitizing, and pest control. Standards that address safe food handling are outlined in 2-5: Safe Food Handling.

FACILITIES (F)	MONITORING FREQUENCY
F1: Floors, walls, and ceilings are smooth, nonabsorbent, and in good repair.	Annual
F2: Floors are wear-resistant, slip-resistant, nonporous, and graded to drain.	Annual
F3: Adequate floor drainage is in high moisture areas, such as the dishwashing area and the food preparation area(s).	Annual
F4: Lights positioned above workstations so workers do not cast shadows onto their work surface.	Annual
F5: Light bulbs shielded, coated, and/or shatterproof are in all areas.	Annual
F6: Work areas have sufficient light: • Walk-ins and dry storage – 10 foot-candles (110 lux) of light • Self-service bars or where fresh produce or packaged food is displayed – 20 foot-candles (220 lux) of light • Food preparation areas– 50 foot-candles (540 lux) of light <i>Lux is equal to the total intensity of light that falls on a one square meter surface that is one foot away from the point source of light. In the past the measure used was foot candle. A foot candle is equal to the total intensity of light that falls on a one square foot surface that is one foot away from the point source of light. Your local health department has equipment that can be used to measure this and could do so during their foodservice inspection.</i>	Annual
F7: The ventilation system meets appropriate regulations. <i>(Ventilation problems should be noted on the DHEC inspection form)</i>	Annual
F8: The ventilation system is turned on while food equipment under the hood is turned on.	Daily

FACILITIES (continued)	MONITORING FREQUENCY
F9: At least one garbage can that is large enough to handle all garbage is in each work area. Work areas are all areas where food is stored, prepared, and/or served. NOTE: <i>It is best to have a tight-fitting lid available <u>but</u> if a lid is not available, then the garbage can liner must be kept tied when the can is not in use.</i>	Annual
F10: Appropriately sized plastic liners line all garbage cans located in each work area.	Monthly
F11: Recyclables stored in clean, pest-proof containers are located as far away from the building as local regulations allow.	Monthly
F12: Dumpster and dumpster pad area are maintained in a clean condition.	Monthly
F13: Sand urns located in smoking/break areas are maintained and emptied weekly <i>if smoking is allowed on school property.</i>	Monthly
F14: Garbage is removed from all work areas at least once per day. NOTE: <i>Trash in plastic bags that are tied can be stored near the back door as long as they are removed once per day.</i>	Daily
F15: Garbage cans located inside food preparation and service area are washed daily inside and out with hot, soapy water and rinsed well.	Daily

EQUIPMENT STANDARDS – Selection and Installation (ES)	MONITORING FREQUENCY
ES1: All equipment is commercial-grade except for microwave oven, coffee machines, and washing machines, which can be home-style units. NOTE: <i>Some insurance providers do not allow for the use of home-style equipment so check with your insurance provider to be sure that these types of equipment are allowed.</i>	Annual
ES2: All equipment is installed, in good working condition, and used according to manufacturer instructions.	Annual
ES3: Stationary equipment is mounted on legs that are at least six inches off the floor or are sealed to a masonry base.	Annual
ES4: Stationary equipment is mounted on legs on a tabletop at least four inches between the base of the equipment and the tabletop.	Annual
ES5: All cracks or seams are filled with a nontoxic, food-grade sealant.	Annual
EQUIPMENT – Maintenance (E-M)	MONITORING FREQUENCY
E-M1: Thermometer accuracy is checked daily and as needed (see Handout 1: Calibrating a Thermometer in 2-5: Safe Food Handling Procedures).	Daily

WORKERS – Health (W-H)	MONITORING FREQUENCY
W-H1: Workers must be excluded * (cannot be working in the operation) if vomiting, or have diarrhea until they no longer show symptoms for 24 hours <u>OR</u> they receive medical clearance.	As needed
W-H2: Workers must be excluded* (cannot be working in the operation) until they receive medical clearance if: • diagnosed with illness associated with <i>Shigella</i>, Norovirus, <i>E. coli</i>, <i>Salmonella Typhi</i>, nontyphoidal <i>Salmonella</i> or Hepatitis A. • have onset of jaundice within 7 days <i>NOTE: Always contact the School Foodservice Director before taking action. The School Foodservice Director can get further guidance by contacting the local health department. In addition workers must review and complete the 'Employee Health and Personal Hygiene Handbook' available at http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/UCM194575.pdf.</i> <i>If the district's Employee Health Policy covers the required information and the worker has acknowledged understands policy the 'Employee Health and Personal Hygiene Handbook' is not required.</i>	As needed
W-H3: Workers must be restricted if exposed: • Norovirus, for at least 48 hours from the time of exposure; • <i>Shigella</i> spp. or <i>E. coli</i> O157:H7, for at least 3 days from exposure; • <i>Salmonella Typhi</i>, for at least 14 days from exposure; or • Hepatitis A virus, until after training has been given about symptoms, the use of bare hand contact with RTE food to avoid contamination, proper handwashing, or until at least 30 days from the initial exposure.	As needed
W-H4: Workers must be restricted ** if they have a sore throat with fever.	As needed
W-H5: Foodborne illness complaints reported to child nutrition staff are documented (2-6: Monitoring -- Foodborne Illness Complaint Log) and reported to SC DHEC.	As needed
W-H6: Workers who have infected cuts, abrasions, or sores on their hands and forearms are wearing bandages and non-latex, single-use gloves over the bandages.	As needed
W-H7: Workers are not sneezing or coughing near foods.	Daily

***“Exclude”** means to prevent a person from working as an employee in a retail food establishment or entering a retail food establishment as an employee.

****“Restrict”** means a food employee’s activities are limited to prevent the risk of transmitting a disease that is transmissible through food. A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

WORKERS – Appearance (W-A)	MONITORING FREQUENCY
W-A1: Workers are wearing District-approved clothing when they arrive to work--clean clothing and non-skid closed-toe shoes.	Daily
W-A2: Workers are wearing District-approved hair restraints.	Daily
WA-3: Workers with beards or mustaches keep them neat and trimmed, and beard restraints must be worn by workers who have a beard.	Daily
WA-4: Workers have short and clean fingernails and are not wearing nail polish or false nails.	Daily
WA-5: Workers are wearing no jewelry on hands or forearms except for a plain wedding band.	Daily

WORKERS – Other Hygienic Practices (W-O)	MONITORING FREQUENCY
W-O1: Workers bathe daily.	Daily
W-O2: Workers eat only in designated break areas. If beverages are consumed in food preparation and service areas, the beverage is in a cup with a lid and straw <u>and</u> is not stored on food preparation tables.	Daily
W-O3: Workers do not touch hair, hair restraints, clothes, or skin while preparing food <u>unless</u> they properly wash their hands immediately afterwards.	Daily
W-O4: Workers put on a new pair of single-use, non-latex gloves: • when switching from working with a raw food to a ready-to-eat food, • after cleaning tables, scraping, or washing dirty dishes and utensils, • when they become torn, and/or • after four hours of constant use with the same type of food item.	Daily

WORKERS – Handwashing (W-H)	MONITORING FREQUENCY
W-H1: Workers scrub all surfaces of their hands with warm water and hand soap for at least 15 seconds, then rinse under warm running water, and thoroughly dry with a single-use towel. <i>Nail brushes are NOT required.</i>	Daily
W-H2: Workers wash their hands: • before beginning work, • before putting on gloves, • when switching from working with a raw food to a ready-to-eat food • after cleaning tables, scraping, or washing dirty dishes and utensils, and • after loading the dish machine and before unloading clean items from the dishmachine.	Daily
W-H3: Handwashing is done in an approved handwashing sink that has running water at 100°F or hotter, handsoap, and single-use towel dispenser.	Daily
W-H4: Workers do <u>not</u> touch exposed cooked or ready-to-eat foods with their bare hands. <i>These foods must be handled using properly cleaned and sanitized utensils; non-latex, single-use gloves; deli tissues; or other acceptable utensil.</i>	Daily

TRAINING (T)	MONITORING FREQUENCY
T1: All site managers, field supervisors, and School Nutrition Directors complete a two-hour training on How to Implement the SC School HACCP Plan.	Annual
T2: All site managers and lead assistant managers complete a food protection certification course approved by the SC Department of Education every five years.	Annual
T3: All operators will complete a basic food safety training approved by SC Department of Education (at least two hours in length) every three to five years. The frequency of training will be determined by the School Nutrition Director.	Annual

TRAINING (T) continued	MONITORING FREQUENCY
T4: The site manager (or their designee) complete HANDOUT 1: Food Safety Checklist for New Workers within two days after a new employee begins working in the operation. NOTE: <i>The Food Safety Checklist should be administered to all employees at the beginning of each year.</i>	Annual
T5: The site manager (or their designee) will show all new workers where the two HACCP binders are located and review expectations related to the HACCP Plan.	As needed

PEST CONTROL (PC)	MONITORING FREQUENCY
P1: A licensed pest management professional (PMP) is on staff or is on contract to service the operation.	Annual
P2: A map of the facility's interior and exterior layout is available on-site and updated each year so workers can mark exactly where evidence of pests were found and where bait traps were placed.	Annual
P3: Cracks and crevices are sealed and screens closed and in good condition.	Annual
P4: All openings that surround wiring, drain pipes, vents, and flues are caulked or sealed.	Annual
P5: Windows and vents are covered with at least a 16-mesh wire screening.	Annual
P6: Cracks and gaps are covered at all exterior doors and walls.	Annual
P7: Air curtains or fly fans are installed, if necessary, and used.	Annual
P8: Lighting are installed away from exterior doors because lights can attract flying insects.	Annual

PEST CONTROL (continued)	MONITORING FREQUENCY
P9: Areas surrounding light switches, bulletin boards, and vent hoods are caulked and sealed.	Annual
P10: All pipes and electrical lines are sealed with wire mesh (copper pads) and/or caulking.	Annual
P11: All pesticides are dispensed and applied by a licensed pest management professional (PMP) as needed. <i>Managers will call for additional pest control visits on an as needed basis when there are noticeable problems between regularly scheduled visits.</i>	As needed
P12: All food-contact surfaces are washed, rinsed, and sanitized <i>after</i> all PMP visits.	As needed
P13: Instructions on product labels are followed when foodservice workers are using pesticides.	As needed
P14: The building exterior and perimeter is clean and free of clutter and debris.	Monthly
P15: Insecticides and rodent traps are properly used in and near the garbage and waste area.	Monthly
P16: Trapping devices or other means of pests control are properly maintained and used.	Monthly
P17: Pesticides are kept in their original containers and properly stored.	Monthly
P18: Floor drains are free of food particles and other debris.	Daily

CLEANING AND SANITIZING – Three-Compartment Sink (CS-TCS)	MONITORING FREQUENCY
CS-TSC 1: All items rinsed, scraped, or soaked before washing them in a three-compartment sink.	Daily
CS-TSC 2: All items washed in the first sink using a detergent solution that is at least 110°F.	Daily
CS-TSC 3: All items rinsed or spray rinsed in the second sink using water that is at least 110°F.	Daily
CS-TSC 4: All items immersed in the third sink in hot water that is at least 171°F <u>or</u> immersed in a properly prepared chemical sanitizing solution.	Daily
CS-TSC 5: All items cleaned and sanitized in a three-compartment sink are air-dried before storing on clean shelves that are at least six inches off floor.	Daily

CLEANING AND SANITIZING – Low-Temperature Dishmachine (CS-CD)	MONITORING FREQUENCY
CS-CD1: The interior and exterior of a chemical dishmachine is cleaned daily and is in good repair.	Daily
CS-CD2: All detergent and sanitizer dispensers are properly filled before the first wash cycle of the day.	Daily
CS-CD3: Wash water must be at least 120°F.	Daily
CS-CD4: Chemical sanitizing rinse water must be between 75°F and 120°F.	Daily
CS-CD5: All items are scraped, rinsed, or soaked before properly loading them into the machine.	Daily
CS-CD6: Pressure is at the level recommended by the manufacturer. See manufacturer instruction booklet for this information.	Daily
CS-CD7: Sanitizing concentration is measured before the first wash cycle of the day.	Daily
CS-CD8: All items cleaned and sanitized in a low-temp dish machine are air-dried before storing on clean shelving that is at least six inches off floor.	Daily

CLEANING AND SANITIZING – High-Temperature Dishmachine (CS-HTD)	MONITORING FREQUENCY
CS-HTD1: A thermometer installed on machine to measure water temperature at manifold and is properly working.	Annual
CS-HTD2: The interior and exterior of a high-temperature dishmachine is cleaned daily.	Daily
CS-HTD3: All detergent dispensers are filled to levels recommended by the manufacturer.	Daily
CS-HTD4: The pressure is at the levels recommended by the manufacturer. <i>See manufacturer instruction book for this information.</i>	Daily
CS-HTD5: All items are scraped, soaked, or rinsed before properly loading them into the machine.	Daily
CS-HTD6: The temperature of the wash and rinse water for a high-temperature dishmachine is as follows: • Single-tank, stationary-rack, dual-temperature machine • Wash temperature – 150 °F and final rinse temperature – 180 °F • Single-tank, stationary-rack, single-temperature machine • Wash temperature – 165 °F and final rinse temperature – 165 °F • Single-tank, conveyor machine • Wash temperature – 160 °F and final rinse temperature – 180 °F • Multiple-tank, conveyor machine • Wash temperature – 150 °F • Pumped rinse temperature – 160 °F • Final rinse temperature – 180 °F • Single-tank, pot, pan, and utensil washer (either stationary or moving rack) • Wash temperature – 150 °F and final rinse temperature – 180 °F	Daily
CS-HTD7: All items cleaned and sanitized in high temperature dishmachine are air-dried before storing on clean shelves that are at least six inches off the floor.	Daily

CLEANING AND SANITIZING– In-place Equipment (CS-IE)	MONITORING FREQUENCY
CS-IE1: Equipment is unplugged before cleaning and food and soil removed from under and around equipment.	Daily
CS-IE2: Detachable parts are removed and manually washed, rinsed, and sanitized or run through a dishmachine.	Daily
CS-IE3: All food-contact surfaces that cannot be removed are washed and rinsed, then wiped or sprayed with a properly prepared sanitizing solution.	Daily
CS-IE4: All parts clean and sanitized in place are air-dried, then reassembled.	Daily
CS-IE5: Food-contact surfaces touched with bare hands during reassembly are sanitized again.	Daily

CLEANING AND SANITIZING – Thermometers (CS-T)	MONITORING FREQUENCY
CS-T1: The probe or stem of a thermometer is cleaned and sanitized between checking temperatures of different foods.	As needed

CLEANING AND SANITIZING – Wiping Cloths and Towels (CS-WC)	MONITORING FREQUENCY
CS-WC1: Wiping cloths and towels stored in a clean, dry area that is at least six inches off the floor.	Daily
CS-WC2: All linens except for wiping cloths washed in a washing machine and then machine dried.	Daily
CS-WC3: Wiping cloths washed in a washing machine or in a sink that is not used for food preparation. Cleaned wiping cloths dried in a dryer or line dried in the operation away from food preparation and storage areas.	Daily

CLEANING AND SANITIZING – Vomit Matter (CS-V)	MONITORING FREQUENCY
CS-V1: Vomit removed according to guidelines outlined in Handout 2: Vomit Clean-up. NOTE: Foodservice staff is <u>not</u> clean up vomit.	As needed

HAZARD COMMUNICATIONS (HC)	MONITORING FREQUENCY
HC1: A list of all hazardous chemicals used in the foodservice operation is available at each site (see 2-2: School Description).	Annual
HC2: Safety Data Sheets (SDS) are available for all hazardous chemicals used in the operation.	Annual
HC3: Safety Data Sheets (SDS) are stored alphabetically in a binder in a location that is accessible to all workers.	Annual
HC4: All hazard chemicals, if in the original container, must have the original label secured to the container. NOTE: <i>Label with a permanent marker the original container in a conspicuous location with an “X” that is at least two inches in height or secure a poison control sticker on the container to alert all workers that the product is hazardous.</i>	
HC5: The holding container of all hazardous chemicals, if removed from original container, is properly marked with a permanent marker in English (and other languages as needed) with: (1) common name of the contents; (2) appropriate hazard warnings <i>[it can be any message, words, pictures or symbols that convey the hazards of the chemical(s)]</i> on container; (3) names and addresses of the manufacturers or other responsible parties; (4) date on container; and (5) an “X” that is at least two inches in height <u>or</u> secure a poison control sticker on the container to alert all workers that the product is hazardous.	Monthly
HC6: Hazardous chemicals that are past dated or that have not been used within one year are properly discarded. NOTE: <i>Contact the local health department for guidelines about the disposal of hazardous waste.</i>	Annual
HC7: Workers receiving training about proper use of hazardous chemicals.	Annual
HC8: Procedures used by the custodians that describe how vomit is cleaned up in the school foodservice environment are available on-site.	Annual

HANDOUT 1: Food Safety Checklist for New Workers

Name of Employee: _____ Position: _____

PROCEDURE	EXPLAINED*
Personal Hygiene	
Clean clothes worn to work	
Hair restraint	
Bathe daily	
Jewelry – limited to plain wedding band	
Fingernails – short, unpolished, clean with no artificial nails	
Health policy [see WORKERS – Health (W-H)]	
Open sores, cuts, abrasions, or burns must be completely covered when handling food.	
Smoking policy	
Sneezing/coughing and associated appropriate behaviors	
Eating, drinking, and gum chewing only in designated areas	
Break and meal policy – where and when breaks and meals occur	
Locker room – storage of personal items	
Handwashing and Glove Use	
Handwashing procedures – when, where, and how to wash hands	
Use of disposable gloves – when to change	

HANDOUT 1: Food Safety Checklist for New Workers (continued)

Cleaning and Sanitizing	
Wiping cloth and towel use	
Cleaning and sanitizing	
Use of test strips to determine sanitizer strength	
SDS location and proper use of hazardous chemicals	
Receiving and Storage	
Criteria for receiving foods	
Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers	
Preparation	
Use of separate, cutting boards, knives and utensils for raw meats, fish and poultry	
Food temperatures – storage, cooking, and holding	
Leftovers	

* If not part of job responsibility, note as not applicable (N/A).

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance I keeping food safe for our children. I understand that following these policies and procedures are a condition of employment in this school and school district.

Employee Signature

Date

Site Manager Signature

Date

Food Safety Checklist for New Workers

Personal Hygiene

Clean clothes worn at work -- Work aprons are *not* to be worn to work; they must be put on after arriving to work. Work aprons must always be removed when going to the bathroom and when taking out garbage.

Hair restraint -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way that keeps hair from getting into food. Long hair must be pulled back and restrained. Wigs are not substitutes for a hair restraint.

Bathe daily – Workers must be clean when arriving to work.

Jewelry – limited to plain wedding band -- No jewelry can be worn while working. This includes earrings, necklaces, rings, bracelets, watches, and medical alert bracelets. The only exception is that a plain wedding band, with no gemstones, can be worn. A medical alert bracelet can be worn as an ankle bracelet or on a chain as a necklace *if* the chain is long enough to tuck into one's shirt.

Fingernails – short, unpolished, clean with no artificial nails -- Long fingernails, artificial fingernails, and polished fingernails are not allowed. Workers must keep their nails clean, trimmed, and filed.

Illness policy -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell your manager as these are all possible symptoms of foodborne illness. You must tell your manager if you have been diagnosed with a foodborne illness caused by – *E. coli* 0157:H7, *Shigella*, *Salmonella* Typhi, **nontyphoidal *Salmonella***, Norovirus, or Hepatitis A virus. If you have one of the four symptoms of foodborne illness, you will *only* be allowed to work when you no longer exhibit the symptoms. If you have been diagnosed with one of the big six pathogens, you must provide medical documentation before you can return to work.

Open sores, cuts, abrasions, or burns must be completely covered when handling food -- If you have an infected cut/lesion/boil on your hands or forearms, bandage it and wear non-latex single-use gloves over it.

Smoking policy -- Smoking in food storage, food preparation, and dishwashing areas is not allowed. Smoking is only allowed in an area designated by the site manager. Some schools do not allow smoking anywhere on school property.

Sneezing/coughing and associated appropriate behaviors -- Any time you sneeze, cough, touch your hair or body, you must properly wash your hands. Proper handwashing means scrubbing the entire surface of the hands for at least 15 seconds with handsoap and warm water at the handwashing sink and drying with a clean paper towel.

Eating, drinking, and gum chewing only in designated areas – Only beverages that are in a lidded cup with a straw can be consumed while working. While in use, the drink cup must be stored in a location away from food preparation and that is designated by the site manager and no where else. Eating is also not allowed except in areas designated by the site manager. Gum chewing is not allowed at any time any where in the operation.

Break and meal policy – where and when breaks and meals occur – Eating is not allowed while working except during breaks in an area designated by the site manager.

Locker room – storage of personal items – Personal belongings can only be stored in an area designated by the manager.

Handwashing and Glove Use

Handwashing procedures – when, where, and how to wash hands -- Hands must be washed for at least 15 seconds using handsoap and warm water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed:

- after using the bathroom;
- after coughing, sneezing, smoking, eating, or drinking;
- before putting on gloves;
- when switching between raw and ready-to-eat food;
- after handling garbage or trash;
- after handling dirty equipment or utensils; and
- before and during food preparation.
- any time you leave the food preparation area and return (such as going on the dock, going to the cash register, etc.)

Use of disposable gloves – when to change -- Hands must be properly washed before putting on non-latex, single-use gloves. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry.

Cleaning and Sanitizing

Wiping cloths and towel use – Dirty wiping cloths and towels are to be stored in a bucket labeled “Dirty”. Clean wiping cloths and towels are to be stored in a clean dry area at least six inches off the floor. At the end of the day towels must be washed in a washing machine and then dried in a dryer. Wiping cloths can be washed in three-compartment sink and line-dried away from food.

Cleaning and sanitizing – follow proper procedures to clean all items.

Use of test strips to determine sanitizer strength – The proper chemical test strips must be used to check the strength of sanitizing solutions prepared in the three-compartment sink, wiping cloth buckets, and spray bottles. Each time new sanitizing solution is made the strength of the solution must be checked.

SDS location and proper use of hazardous chemicals -- Safety Data Sheet(s) (SDS)s are in each school cafeteria. The storage location varies across sites. An SDS is required for all hazardous chemicals, including bleach, floor cleaners, air fresheners, and the items in the first aid kit. When handling any hazardous chemicals, you must use the product as stated on the label, wear proper protective gear, and properly store them.

Receiving and Storage

Criteria for receiving foods – If assigned the task of checking shipments of food when it arrives, inspect foods within ten minutes of its arrival. Detailed criteria is outlined in HACCP Binder 2. Potentially hazardous foods that arrive cold must be 41°F or colder, frozen foods must be 0°F or colder, and hot foods at least 135°F. Food that is not at proper temperatures or that is in a damaged container, is past dated, or for which the label is missing must be rejected. Produce and baked goods that are moldy must also be rejected. Rejected foods are stored in an area designated by the site manager.

Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers

- Never remove labels from food packages or chemical containers.
- Rotate products so the oldest food is in front and newest in back; discard past-dated food.
- Keep refrigerators at 39°F or colder, freezers at 0°F or colder, and hot-holding cabinets at least 135°F.
- Store food, single-use articles, and clean items at least six inches off the floor in storage areas that are clean and dry.
- Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items.
- Do not remove cleaning supplies and chemicals from their original containers unless mixing for use.
- Do not overload freezers and do not put hot food inside the freezer.
- Keep refrigerator and freezer doors closed as much as possible.
- Store raw foods below cooked or ready-to-eat foods.

Preparation

Use of separate, cutting boards, knives, and utensils for raw meats, fish, and poultry – Clean and sanitize items between uses.

Food temperatures – storage, cooking, and holding – Foods must be at proper temperatures. All foods that are hot-held must be at 135°F or hotter and cold foods at 41°F or colder. Cooking temperatures are noted on the standardized recipe or standardized procedure, which must be used to prepare food.

Leftovers – All leftovers must be used within three days and pre-prepared foods within one menu cycle.

HANDOUT 2: Vomit Clean-Up

Training Staff In Clean-Up Procedures -- identify one or two school employees, typically environmental services or housekeeping staff, to be in charge of cleaning up vomit episodes. *Food workers must never clean up bodily fluids.*

- Train designated workers in proper:
 - use of personal protection equipment in the bodily fluid clean-up kit;
 - cleaning and disinfecting of surfaces contaminated by bodily fluids;
 - disposal methods of vomit.

Body Fluid Clean-Up Kit -- Kits can be purchased or assembled in-house. Bodily fluid clean-up kits should contain the following:

- **Protective gear***
 - 2 pairs of disposable, non-latex gloves
 - 1 face mask
 - 1 disposable gown with sleeves
- **Cleaning supplies**
 - 1 sealable, plastic bag with twist tie
 - 1 scoop/scrapper
 - paper towels
 - absorbent powder/solidifier (such as kitty litter)
 - bottle of disinfectant (OSHA recommends 1 and 2/3 cups bleach in 1 gallon of water [1:10 dilution] for heavily contaminated non-porous surfaces)

Cleaning Procedures

- Put on the proper personal protective equipment (gloves, gown, and face mask).
- Clear all individuals out of the immediate area, and block off the affected space to prevent re-entry of anyone other than the person cleaning up.
- Cover the spill with the absorbent powder or disposable towels to soak up the fluid.
- Spray the area with an EPA-registered disinfectant effective against noroviruses.
- Scoop up the solidified powder or soaked towels, and place them in a sealable plastic bag.
- Thoroughly spray the spill area with the disinfectant. Allow proper contact time according to the manufacturer's label (or 10-20 minutes, if using 1:10 dilution of bleach to water).

- Wipe up any residual disinfectant with paper towels, and dispose of them in a sealable bag or biohazard bag.
- Discard all open, exposed food near the vomit incident.
- After cleaning, disinfect mops or any other cleaning equipment that was used in order to prevent spreading harmful microorganisms to other areas of the facility.
- Remove all personal protective equipment, and dispose of the items in the plastic bag. *Personal protective equipment must be removed before leaving the affected area in order to reduce the risk of contaminating other areas of the facility.*
- Use the twist tie to close the plastic bag.
- Dispose of the bag in accordance with local regulations.
- Wash hands thoroughly.

Locations to Clean -- ALL surfaces near the vomit event must be cleaned and disinfected.

- Wipe surfaces first with a damp cloth to remove dust and other debris.
- Disinfect the surface with a bleach solution of 1-2/3 cups bleach in 1 gallon of water (1:10 dilution) or an EPA-registered disinfectant that is effective against noroviruses.
- Allow the surface to air dry.
- For food-contact surfaces, disinfection must be followed by a clear-water rinse to remove any harmful residue that may have been left by the disinfectant.

Disposing of Infectious Waste

- Keep infectious waste separate from general waste from the time that it is generated.
- Package infectious waste to protect waste handlers and public from possible infection that may result from exposure to the waste.
- Handle infectious waste carefully to prevent the bags from tearing or leaking.
- Single plastic bags may not effectively contain the waste, so additional packaging must be used to preserve the integrity of the bags and to ensure containment of the waste.
 - Place single-bagged waste within a rigid or semi-rigid container, such as a bucket, box, or carton. Plastic bags may be used for liners for such containers.
 - Also, you can double-bag the waste by placing a single, sealed plastic bag within another bag that is subsequently sealed.

Table 1. Cleaning Schedule and Procedures. The equipment listed below is not an exhaustive list. If you have equipment that is currently not on the list, contact your Education Associate for information about cleaning. This can be used to create your master cleaning schedule.

Item	Frequency	Procedures to Clean
Bins, Ingredient	Daily	1. Spray surface with an all-purpose cleaner. 2. Spray lid and outside surface with properly prepared sanitizing solution. 3. Let sanitizing solution air-dry.
	Annual	1. Empty. 2. Scrub interior and exterior, including the lid, wheels and base, with an all-purpose cleaner. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Air-dry.
Cabinet, Closed Bakers	Daily	Interior: 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. Exterior: 1. Spray top, door sides, and back with all-purpose cleaner. 2. Wipe clean.

	Monthly	Interior: 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. Exterior: 1. Spray with an all-purpose cleaner. 2. Wipe down the top, door, sides, back, and wheels. 3. Clean with stiff brush, if necessary. 4. Rinse with clear water.
Can Opener, Electric	Daily	1. Unplug. 2. Spray with an all-purpose cleaner and rinse with clean water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.
Can Opener, Manual	Daily	1. Remove shank. 2. Spray with an all-purpose cleaner 3. Scrub shank and teeth with a brush. 4. Rinse with clear water. 5. Spray with a properly prepared sanitizing solution. 6. Clean base with an all-purpose cleaner and rinse. OR 7. Wash in a dishmachine.

Coffee Urn	Daily	Never Immerse in Hot Water Interior: 1. Unplug. 2. Spray with an all-purpose cleaner. 3. Fill urn with hot water to 1/3 capacity. 4. Scour the heating unit with a soft, nylon scrub pad. 5. Rinse thoroughly with clean, hot water. 6. Spray with a properly prepared sanitizing solution. 7. Clean faucet by letting clear hot water run through it, while moving the handle up and down. 8. Wash basket, stem and cover in a three-compartment sink. Exterior: 1. Spray with a detergent solution, then let dry with clean cloth. Do not use scouring pads or powder.
Cutting Boards	After Each Use	1. Wash in a three-compartment sink. 2. Rinse in clear water. 3. Sanitize in a properly prepared sanitizing solution. 4. Air-dry. OR 5. Wash in a dishmachine.
Dining Room Tables	After Each Use	1. Wash the table – top with soapy water. 2. Wipe with clear water. 3. Spray tables with a properly prepared sanitizing solution. 4. Air dry. NOTE: Periodically check the underside of all dining room tables for gum and other debris.

Drawers	Daily	1. Wipe out crumbs. 2. Organize. 3. Spray fronts with an all-purpose cleaner. 4. Wipe or rinse with water, as necessary.
	Monthly	1. Empty drawers and remove. 2. Spray with an all-purpose cleaner. 3. Scrub inside and outside with a stiff brush (sides, front, and draw slides attached under tables). 4. Rinse with clean water. 5. Spray with a properly prepared sanitizing solution. 6. Replace items.
Floors	Daily	Method 1: 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. Mop floor with solution. Method 2: 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. 3. Apply solution freely with mop. 4. Scrub with deck brush. 5. Rinse and squeegee down floor drain.

	Monthly	Method 1: 1. Fill mop bucket with four gallons of warm water. 2. Add degreaser. 3. Apply solution freely with mop. 4. Allow the solution to remain on the floor four to five minutes. 5. Scrub heavily soiled areas with deck brush or broom. Method 2: 1. Rinse and fill mop bucket with clear water. 2. Using clean mop, prepare solution using four gallons of warm water. 3. Add degreaser. 4. Apply solution feely with mop. 5. Scrub with deck brush. 6. Push down the floor drain.
Freezer, Reach-in	Daily	1. Clean up spills immediately. 2. Spray exterior door handles with detergent solution. 3. Wipe clean.
	Monthly	Exterior: 1. Spray with an all-purpose cleaner, including fronts, handles, sides, hinges, latches, wheels, and legs. 2. Rinse with clean water. 3. Dry with a clean towel.

	As Necessary	1. Transfer food to another freezer. 2. Unplug. 3. Remove shelves. 4. Defrost, if necessary. 5. Wash shelves in a three-compartment sink. 6. Scrub interior walls, top, bottom, sides, doors, gaskets, latch, and hinges with an all-purpose cleaner. 7. Rinse with clean water. 8. Turn on. 9. Replace shelves. 10. Replace food when temperature reaches 0°F.
Freezer, Walk-In	Daily	1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.
	Monthly	Exterior: 1. Spray with an all-purpose cleaner, including front, handles, sides, hinges, and latches. 2. Rinse with clean water and dry with a clean paper towel.
	As Necessary	1. Frost should not exceed ¼-inch. 2. Turn off. 3. Transfer food to another freezer. 4. Remove shelves. 5. Defrost. 6. Clean shelves, interior walls, top, floor, and gaskets with an all-purpose cleaner. 7. Turn on. 8. Wipe dry. 9. Replace food when temperature reaches 0°F. 10. Do not flush interior with water.

Fryer, Deep	Daily	1. Turn off. 2. Filter fryer daily. 3. Spot clean with a degreaser. 4. Change filter paper when it becomes dark, scuffed, or torn.
Fryer, Deep	Monthly or as necessary	1. Turn off. 2. Let cool. 3. Drain oil and dispose of according to regulatory policy. 4. Wipe out sediment. 5. Fill fryer with water, turn fryer on, and bring to temperature, turn off. 6. Put on rubber gloves. 7. Add degreaser to fryer and let stand for 15 minutes. 8. While heating fryer, spray outside areas of fryer, and clean with an abrasive pad. 9. Drain solution from fryer. 10. Scrub inside as needed and rinse thoroughly.
Hand Sink	Daily	1. Spray outside, inside and around faucet surface with detergent. 2. Wipe clean.
	Monthly	1. Spray under lip of sink and surround wall areas, back splash, pipes, etc. with detergent solution. 2. Wipe clean.
Hood Area	Daily	1. Immediately wipe up splashes. 2. Wipe walls in hood area with an all-purpose cleaner. 3. Wipe or rinse with water, as necessary.
	Monthly	1. Scrub walls in hood areas with a degreaser and a stiff brush. 2. Rinse with clear water. 3. Dry. 4. Wipe hood light cover with a degreaser and rinse.

Ice Cream Boxes	Daily	1. Spray interior and exterior with detergent. 2. Wipe clean.
	As Needed	1. Defrost.
Ice Machine	Daily	1. Spray outside surfaces with a detergent solution and wipe clean. 2. Clean and sanitize ice scoop in a three-compartment sink.
	Weekly	1. Inspect the drain hose for debris. 2. Clean with a detergent solution and wipe clean. 3. Sanitize the surface with a properly prepared sanitizing solution.
	Monthly	Exterior: 1. Spray outside surfaces carefully with detergent, including hinges and legs.
	Seasonally	1. Unplug. 2. Remove loose ice from bins. 3. Wash inside bin surfaces with a detergent solution. 4. Rinse thoroughly with clean water. 5. Replug.
Kettle, Steam Jacketed	After each use	1. Turn off. 2. Flush kettle thoroughly with lukewarm water and drain to remove loose soil. 3. Immediately after removing food, spray with a degreaser. 4. Fill above food line with warm water. 5. Scrub inside, outside, including spigot, base, legs, hinges, lid, lid handle, water faucets, and splashes on surrounding walls with brush and nylon scrub pad. 6. Carefully wipe control area. 7. Rinse with clean water. 8. Spray with a properly prepared sanitizing solution and air-dry. 9. Dry outside surfaces with a clean, soft cloth.

Milk Box	Daily	1. Spray outside with a detergent solution. 2. Wipe clean.
	Monthly	1. Unplug. 2. Remove milk. 3. Spray interior and exterior, including gaskets, hinges, latch, base, and wheels with a detergent solution and wipe clean. 4. Replace milk, first new then old. Throw out past dated containers.
Mixer	Daily	1. Unplug. 2. Spray the base, saddle, shaft and legs with an all-purpose cleaner. 3. Rinse with clear water. 4. Wash mixing bowls and utensils in a three-compartment sink or wash in a dishmachine. 5. Re-plug.
	Monthly As Needed	1. Remove back pan and clean. 2. Remove oil drip ring, clean with an all-purpose cleaner.
Mop and Mop Buckets	Daily	1. Hang upside down to dry. 2. Rinse mops, brooms, and dustpans.

Ovens	Daily	1. Turn off. 2. Wipe up spills, top, front, around dials, doors and handles with an all-purpose cleaner. 3. Wipe or rinse with clean water, as necessary.
	Monthly	Interior: 1. Remove chrome finish racks and supports, wash in a three-compartment sink. 2. With oven surface slightly warm, spray with a degreaser. 3. Let stand until soil is loosened. Baked on food may be loosened with a nylon scouring pad. 4. Pick up loosened soil with a damp cloth. 5. Rinse with clean water. 6. Air-dry. Exterior: 1. Wash top, sides, front, handles, around dials, shelf, and legs with a degreaser. 2. Rinse with clean water. 3. Dry with a soft cloth.

Oven Rack	Monthly	Method 1 – Easy Overnight: 1. Turn off oven allow to cool. 2. Remove all racks. 3. Place racks in large trash bags. 4. Spray racks with a degreaser and close bags. 5. Next morning open bags and place racks in sink. 6. Re-spray with a degreaser. 7. Wearing rubber gloves. 8. Scrub racks with an abrasive pad. 9. Rinse thoroughly. 10. Replace in oven. Method 2 – Overnight: 1. Turn off oven and allow to cool. 2. Remove all racks. 3. Place racks in sink. 4. Cover racks with warm water. 5. Add degreaser for every five racks. 6. Next morning respray the racks with a degreaser. 7. Wearing rubber gloves, scrub racks with an abrasive pad. 8. Rinse thoroughly. 9. Replace in oven. 10. NOTE: If racks cannot lay flat, spray, and add degreaser to one-quarter full sink of water.
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Pots and Pans	Each Use	1. Fill first compartment of three-compartment sink with warm water. 2. The temperature of the water should be at least 110°F. 3. Add detergent. 4. Fill second compartment with clear, warm rinse water, change frequently and keep clean. 5. Fill third compartment warm water and appropriate amount of chemical sanitizer. 6. Let pots and pans stand in sanitizer for one minute and remove. 7. Air-dry. OR 8. Wash in a dishmachine.
Pot and Pan Rack	Monthly	1. Empty rack. 2. Wash all surfaces including posts and legs with an all-purpose cleaner. 3. Spray with properly prepared sanitizing solution. 4. Air-dry. 5. Replace pots and pans.
Rack, Open, Bakers	Daily	1. Spray side posts, tray slides and bottom with detergent. 2. Wipe clean.
	Monthly	1. Scrub side posts, tray slides and bottom with an all-purpose cleaner and stiff brush. 2. Rinse with warm water.
Refrigerator, Reach-In	Daily	1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.

	Monthly	Interior: 1. Using a stiff brush, scrub refrigerator including top, sides, bottom, shelves, back, door, and gaskets with an all-purpose cleaner. 2. Rinse with clean water. Exterior: 1. Scrub front, sides, doors, handles, latches, wheels and legs with an all-purpose cleaner. 2. Rinse with clean water. 3. Air-dry.
Refrigerator, Walk In	Daily	1. Clean up spills immediately. 2. Wipe exterior door and handle with detergent. 3. Wipe clean with a clean cloth.
	Monthly	Interior: 1. Wash shelves, walls, door, latch, hinges, floor and air curtain (if applicable) with an all-purpose cleaner. 2. Rinse with clean water.
	As Necessary	1. Remove food. 2. Remove shelving. 3. Scrub with an all-purpose cleaner and stiff brush. 4. Rinse with clean water. 5. Replace food.
Sinks, Food Preparation	Daily	1. Wash tubs, backsplash, drain boards, faucets, matting, apron, and shelves with an all-purpose cleaner. 2. Rinse with clean water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.

	Monthly	1. Organize shelf areas. 2. Scrub tubs, drainboards, around faucets, matting, apron, under apron lip, posts, legs, and shelves with an all-purpose cleaner and stiff brush. 3. Wipe surrounding wall and exposed pipes. 4. Wipe or rinse with clean water, as necessary. 5. Spray with a properly prepared sanitizing solution. 6. Air-dry.
Steamer	Daily	Turn off. Exterior: 1. Wipe top, sides, front, doors, control plate, handles, base/table with a detergent solution. 2. Wipe clean. Interior: 1. Wash sides, pan slides, steam tubes, top, bottom, door gaskets, and door with an all-purpose cleaner. 2. Rinse thoroughly with clean water. 3. Ensure drain is free of food debris. 4. Leave doors open to dry.
	Monthly	1. Remove racks, steam tubes and doors (if removable). 2. Wash in a three-compartment sink. 3. Scrub interior and exterior surfaces with an all-purpose cleaner and stiff brush. 4. Rinse thoroughly with clean water. 5. Air-dry.
	As Necessary	1. Clear holes in steam tubes using end of opened paper clip. 2. Remove hard water stains with paste made of cream of tarter and water.

Steam table	Daily	1. Turn off. 2. Drain water wells. 3. Wash top surface, inside walls, tray slide top and edges sneeze guards and shelves with a detergent solution.
	Monthly	1. Scrub all surfaces, including shelves, under shelves, ledges, legs, tray slide, under-tray slide, front and sides with an all-purpose cleaner and stiff brush. 2. Rinse with clean water. 3. Dry.
Storeroom	Daily	1. Clean up spills immediately.
	Monthly	1. Organize. 2. Dust cans, exposed shelves and pallet surfaces. 3. Upon delivery remove cans from carton, inspect for dents and follow dented can procedure, and date. 4. Rotate all stock (FIFO).
	As Necessary	1. Remove foods from shelving units and pallets. 2. Scrub pallets and shelves, including posts, and legs with an all-purpose cleaner and stiff brush. 3. Rinse. 4. Air-dry.

Stoves and Ranges	After each use	1. Wipe off all surfaces.
Tilt Skillet	After each use	1. Turn off. 2. Immediately after removing food, flush with warm water, and drain. 3. Spray with a degreaser and fill above food line with warm water and allow to soak. 4. Scrub inside, outside, including base, legs, hinges, lid, handle, water faucets, and splashes on surrounding walls with brush and nylon scrub pad. 5. Wipe around controls. 6. Wipe or rinse with water as necessary. 7. Spray interior of tilt skillet with properly prepared sanitizing solution and let air-dry.
Trash Cans	Daily	1. Empty. 2. Rinse with warm water to ensure all loose food particles are dislodged. 3. Replace liners.
	Monthly	1. Scrub inside, outside, handles and base with an all-purpose cleaner and stiff brush. 2. Rinse with clean water. 3. Turn upside down to drain.
Utility Carts	Daily	1. Wipe top, sides, handles, ledges, shelves, under shelves, and wheels with an all-purpose cleaner and rinse.
	Monthly	2. Scrub top, sides, handle, ledges, shelves, and wheels with an all-purpose cleaner and stiff brush. 3. Rinse with warm water.

Ventilation Hood	As needed	Method 1: 1. Remove all vents and racks from the vent hood. 2. Place vents and racks in trash bag and spray with a degreaser. 3. Let vents and racks stand overnight. 4. Next morning, remove vents and racks from the bags (holding your head away from the bag) and run through the dish machine or rinse off in sink. 5. Replace racks and vents. Method 2: 1. Remove all vents and racks from the vent hoods. 2. Fill sink halfway with warm water and add degreaser. 3. Soak overnight. 4. Next morning remove vents and racks. 5. Run through the dish machine or rinse them off in the three-compartment sink. 6. Replace racks and vents. 7. Repeat the cleaning during winter break and after the school year ends. 8. Always wear gloves when cleaning with a degreaser.
Hot Holding Cabinet/Proofer	Daily	1. Unplug. 2. Remove, empty, and clean reservoir pan in a three-compartment sink. 3. Wipe entire interior surfaces including top, door, sides, tray slides, bottom, around dials and back heater shield and exterior including top, door, sides, and back using detergent. 4. Leave door open to dry.
	Monthly	Unplug. Interior: 1. Scrub interior surfaces including top, door, sides, tray slides, bottom, and back heater shield using nylon scouring pad and all-purpose cleaner. 2. Rinse with clean water (avoiding getting water in back heater vents). Exterior: 1. Spray surfaces including tip, sides, back, door hinges, and wheels with detergent. 2. Wipe clean.

Washer and Dryer	Daily	1. Clean lint baskets.
	Monthly	1. Wipe cabinets with an all-purpose cleaner. 2. Rinse with clean water. 3. Dry.

Table 2. Advantages and Disadvantages of Different Chemical Sanitizers

Chemical	Concentration	Contact Time	Advantage	Disadvantage
Chlorine	50 ppm in water between 75°F and 100°F	7 seconds	Effective on a wide variety of bacteria and viruses; highly effective; not affected by hard water; generally inexpensive	Corrosive, irritating to the skin, effectiveness decreases with increasing pH of solution; deteriorates during storage and when exposed to light; dissipates rapidly; loses activity in the presence of organic matter
Iodine	12.5-25 ppm in water that is at least 75°F	30 seconds	Forms brown color that indicates strength; not affected by hard water; less irritating to the skin than is chlorine; and activity not lost rapidly in the presence of organic matter.	Effectiveness decreases greatly with an increase in pH (most active at pH 3.0; very low acting at pH 7.0); should not be used in water that is at 120°F or hotter; and might discolor equipment and surfaces.
Quaternary Ammonium Compounds	Up to 200 ppm in water that is at least 75°F	30 seconds	Nontoxic, odorless, colorless, non-corrosive, nonirritating; stable to heat and relatively stable in the presence of organic matter; active over a wide pH range.	Slow destruction of some microorganisms, not effective against viral agents; not compatible with some detergents and hard water Ineffective against Noroviruses