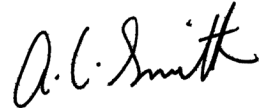




Department of
Rehabilitation & Correction

SUBJECT: Safety and Health Protection for Staff and Incarcerated Individuals Assigned to Food Service	PAGE <u> 1 </u> OF <u> 4 </u> NUMBER: 60-FSM-06
RULE/CODE REFERENCE: Administrative Code: 3717-1-02, 3717-1-03	SUPERSEDES: 60-FSM-06 dated 04-22-2019
RELATED ACA STANDARDS: 5-ACI-5C-10 (4321-1), 5C-11M (4322M), 5C-13M (4324M), 5C-14 (4325)	EFFECTIVE DATE: March 2, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to direct staff and inmate food service workers on health precautions, hand-washing and proper food storage requirements to prevent food borne illnesses.

III. APPLICABILITY

This policy applies to all persons employed by or under contract with the Ohio Department of Rehabilitation and Correction (ODRC) and especially the food service manager who is responsible for administrating food service operations.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide adequate health protection for all incarcerated individuals and staff in the institution by providing instructions about good hand washing, the importance of maintaining foods properly at the recommended temperatures, and the safe use of food service equipment.

VI. PROCEDURES

A. Health Precautions

1. Staff and incarcerated individuals assigned to food service shall wash their hands and exposed portions of their arms before engaging in food preparation, working with exposed food, and working with clean equipment. Staff and incarcerated individuals assigned to food services shall also wash their hands in situations such as the following:

- a. After touching bare human body parts;
 - b. After using the toilet;
 - c. After coughing, sneezing, using a handkerchief or disposable tissue, eating, or drinking;
 - d. After handling soiled dishes, equipment. or utensils;
 - e. During food preparation, as often as necessary, to remove soil and contamination and to prevent cross-contamination when changing tasks;
 - f. When switching between working with raw food and working with ready-to-eat food;
 - g. After four hours of continuous work in the same food prep station;
 - h. After engaging in any other activities that contaminate the hands.
2. Staff and incarcerated individuals assigned to food service shall wash their hands in sinks designated for hand washing.
 3. Staff and incarcerated individuals assigned to food service shall clean their hands and exposed portions of their arms with soap by vigorously rubbing them together for at least twenty seconds and thoroughly rinsing with clean warm water.
 4. Staff and incarcerated individuals assigned to food service shall pay particular attention to the areas underneath the fingernails and between the fingers. Hands shall be dried with disposable single use paper towels or air hand dryer.
 5. Staff and incarcerated individuals assigned to food service shall wear hands, hair, and body protection.
 - a. Single-use durable non-absorbent gloves must be worn after hand washing is completed and before food is handled.
 - b. Staff and incarcerated individuals assigned to food service shall keep their fingernails trimmed and maintained.
 - c. Staff and incarcerated individuals assigned to food service shall wear clean outer clothing to prevent contamination of food, equipment, and utensils.
 - d. Staff and incarcerated individuals assigned to food service shall wear hair restraints such as hats, hair nets, and beard restraints that keep hair from exposed food, equipment, and utensils.
 6. It shall be the responsibility of the food service staff to monitor the obvious health problems and cleanliness of staff and incarcerated individuals working in food service. This shall be documented on the Food Service Daily Checklist (DRC1595), with any deficiencies and the corrective action taken.

B. Storage Temperatures

1. Frozen food items shall be stored at a temperature of 0⁰ Fahrenheit or below.
2. Refrigerated foods shall be stored at temperatures between 35⁰ and 40⁰ Fahrenheit.
3. Dry foods shall be stored at temperatures between 45⁰ and 80⁰ Fahrenheit.

4. Temperatures shall be recorded daily on the Daily Food Production Record/Cooks Worksheet (DRC1181) for internal storage, Dry Storage Temperatures (DRC1775) and Warehouse Temperature Form (DRC1774) for external/warehouse facilities.

C. Training

1. The food service staff shall train staff and incarcerated individuals assigned to food service on the importance of proper handwashing techniques. This training shall address how food borne illness is prevented by hand washing and the use of gloves when preparing ready-to-eat foods. Training shall be completed upon assignment to food service and then on an as needed basis. Training shall be documented for staff and incarcerated individuals on the Elements of Personal Hygiene (DRC1913 – staff, DRC2079 – inmates). A copy of the forms detailing successful completion of the handwashing technique training shall be filed in the food service area.
2. The food service manager shall ensure all staff, contractors, and incarcerated individuals assigned to work in the food service area are trained in the use of food service equipment and in the safety procedures to be followed in the food service department.
3. Training in the use of food service equipment and in the safety procedures in the food service department shall be documented for staff on the Equipment Training (DRC2175) and for incarcerated individuals on the Inmate Training form (DRC1953). A copy of the inmate training record shall be filed in the food service area and a copy sent to unit management to be scanned into the incarcerated individual's record in OnBase. Employee training shall be documented as required by ODRC Policy 39-TRN-09, Training Record Keeping. Contractor training shall be documented as required by ODRC Policy 39-TRN-12, Contractor Orientation.
4. Food safety education is provided to contract staff by the contractor through the ServSafe Manager course.
5. The contractor shall show documentation of training for all food service staff with regards to vomiting and diarrhea. This shall be documented on the Elements of Vomiting and/or ~~Diarrhea~~ Diarrhea Events (DRC2085).
6. The contractor shall show documentation of training for all food service staff and incarcerated individuals assigned to food service in reporting diseases defined by the medical professional, that are transmissible through foods. Training shall be documented for staff and incarcerated individuals on the Food Employee Reporting Agreement (DRC2119 – staff, DRC2174-inmate).
7. The contractor shall show documentation of orientation and training for all incarcerated individuals assigned to food service as outlined in the job tasks listed on the Food Service Inmate Job Description (DRC3273).

D. Pre-Assignment Medical Examinations

Ohio Uniform Food Safety Code 3717-1-02-1 does not require a pre-assignment for medical examination or periodic reexamination for food service employees, including incarcerated individuals.

Related Department Forms:

Daily Food Production Record/Cooks Worksheet	DRC1181
Food Service Daily Checklist	DRC1595
Warehouse Temperature Log	DRC1774
Dry Storage Temperatures	DRC1775
Elements of Personal Hygiene (Staff)	DRC1913
Inmate Training Form	DRC1953
Elements of Personal Hygiene (Inmate)	DRC2079
Elements of Vomiting and/or Diarrhea Events	DRC2085
Food Employee Reporting Agreement (Staff)	DRC2119
Food Employee Reporting Agreement (Inmate)	DRC2174
Equipment Training	DRC2175
Food Service Inmate Job Description	DRC3273