**PURPOSE:**

The Food Service (FS) and Clinical Nutrition Services (CNS) Departments must protect patients, employees and visitors from the hazards of food borne illness as well as provide for their nutritional needs.

Prevention of infection in a Food Service and Clinical Nutrition Departments requires healthy personnel, properly maintained equipment, uncontaminated supplies, and an on-going awareness of proper sanitation and hygiene.

**PROCEDURE:**

**ACCOUNTABILITY**

1. Food Service Director
   1. To provide clean and properly equipped storage and work areas that meet state and local health department standards.
   2. To purchase wholesome food from sources complying with regulatory agency procedures and to receive and store such foods under conditions that maintain wholesomeness and minimize risk of contamination by microorganisms, insects, rodents, or other toxic material.
   3. To develop written policies and work procedures for cleaning and sanitizing equipment, utensils, and work areas. Submit all policies and procedures that may relate to infection control to the committee for review prior to adoption.
   4. To properly dispose of waste material according to sanitation principles and local health department regulations.
   5. To develop programs for training and supervising employees to ensure application of policies and procedures established by the department and approved by the administration of the facility.
   6. Report any knowledge or suspected food-associated illness or infection to the Infection Prevention and Control staff.
   7. Perform monthly food safety audits
2. Infection Prevention and Control personnel
   1. Act as resource persons.
   2. Assist in preparing and revising policies and procedures regarding infection prevention and control.
   3. Assist in preparing and presenting educational programs relevant to infection prevention and control in the FS Department.
   4. Investigate any outbreak of foodborne disease.
   5. Perform an annual comprehensive food safety risk assessment inspection of the HBO cafeteria and protected environment kitchen.
3. Hospital Infection Prevention and Control Committee
   1. Review and approve all policies and practices relevant to infection control.
   2. Review data concerning infections, practices and food safety audit results.

**INFECTION PREVENTION AND CONTROL PRACTICES**

Precautions

1. FS and CNS personnel may enter an isolation room if they perform hand hygiene and observe the required personal protective equipment instructions as indicated on the door sign.
2. FS and CNS personnel will avoid direct contact with the soiled portion of all used dishes, glasses and utensils.
3. Persons working with soiled dishes will wear gloves and plastic aprons. These will be removed, and the hands washed prior to handling clean items.
4. Wearing gloves to pick up dietary carts is unnecessary.
5. Disposable trays and dishes will be used for all emerging infectious disease patients. Reference the Emerging Infectious Diseases Response Plan for more information on this.

Food Purchasing

1. Food purchasing will be made from supply sources that comply with all laws related to food processing and labeling. The FS department has on file vendors that are in compliance.
2. Fluid milk and fluid milk products must be pasteurized and must meet the Grade A quality standards.
3. Only USDA or State inspected meat and meat products, USDA inspected poultry, poultry products, egg products and USDA inspected fishery products will be purchased.
4. Shellfish if utilized will be purchased from a reputable dealer who complies with regulations of state and local agencies.
5. Only clean whole eggs with shells intact and without cracks or pasteurized liquid, frozen, or dried egg products will be used.
6. Food products that may have been contaminated by insects, rodents or foods in cans that bulge or are severely dented will not be accepted.
7. All incoming food will be inspected for quality by looking for evidence of damage to cartons, packaging, or contamination from filth, water, insects, or rodents. Damaged or spoiled products or frozen foods that show evidence of thawing or refreezing will be rejected.

Food Storage - Dry Storage

1. Dry storage area will be clean, cool well ventilated and adequately lighted. A temperature range from 50º Fahrenheit to 70º Fahrenheit (10º Celsius – 18º Celsius) will be maintained.
2. Floor drains that might permit contamination by sewage backflow are prohibited.
3. Food will be stored 12 inches above floor. All bottom shelves will have a plastic shelf liner.
4. Food and containers of food will not be stored under exposed or unprotected water or sewer lines except for automatic fire protection sprinkler heads that is required by law.
5. Floors, shelving, and walls of the storeroom will be kept clean and dry at all times, with cleaning scheduled at regular intervals.

Food Storage – Refrigerator and Freezer Storage

1. Walls, floors, and shelves are constructed of easily cleaned material.
2. Walls, floors, and shelves are free of spills and debris.
3. Properly functioning thermometers are located in each unit.
4. Proper temperatures are maintained 40º Fahrenheit (7º Celsius) or lower in refrigerators and 0º Fahrenheit (-18º Celsius) or lower in freezers.
5. Cooked foods are stored above raw foods.
6. Foods are properly wrapped or covered.
7. Frost build-up is kept to a minimum.
8. Foods are dated and rotated according to standard procedures.
9. Refrigerator and freezer temperatures are logged daily. Log records are maintained in the FS Director's office. All refrigerator or freezer problems are reported to maintenance immediately by use of the regular maintenance request procedures.

Food Prepared by an Outside Source:

1. Patients may be provided food prepared by an outside source unless expressly contraindicated by their attending physician.
   1. In some settings (example BMT unit) specific instructions and protocols must be followed for food brought from home.
   2. Reference Appendix B: Tips for Bringing Food from Home for families bringing food from an outside source.
   3. PCS staff must follow protocol for labeling and storing food brought from home outlined in Appendix A: Food Brought in from the Outside provide patient’s family with the information of food handling safety
2. All uneaten refrigerated food will be discarded after 72 hours by PCS staff.

Food Preparation and Service

1. Raw, unprocessed fruits and vegetables will be thoroughly washed under running water before use.
2. Food coming from broken packages or swollen cans, or food with an abnormal appearance or odor, will be discarded.
3. Food will be served with clean tongs, scoops, forks, spoons, spatulas, or gloves to avoid direct contact with food.
4. Individual portions of food once served will be discarded.
5. Prepared food is transported to other areas in closed food carts or covered containers.
6. Unwrapped foods are protected from contamination by sneeze guards.
7. Single-service articles are discarded after one use.

Protected Environment Kitchen

1. A separate area is reserved for preparation of special formulas.
2. Clinical Nutrition staff working in that areas are trained in aseptic techniques, strictly follow hand hygiene practices (refer to Policy IC - 212.0) and must wear bouffant caps, gowns and sterile gloves while preparing the formula.
3. The Protected Environment Kitchen will be cleaned daily by Clinical Nutrition and EVS. An approved sanitizer solution will be used to sanitize all work surfaces.
4. Formula Preparation:
   1. After daily preparation, all used containers will be washed and sterilized in the protected kitchen dishwasher.
   2. Sterile water is used for formula preparation. Prepared formulas are provided to the units in sterile 1-liter bottles. Prepared liquid breast milk fortifiers are provided to the units in sterile 0.5-liter bottles.
   3. Each formula bottle is labeled with the specific product name (with additives), patient name, room number and formula expiration time and date. The formula will be delivered to the units in a refrigerated cart and placed directly in the designated refrigerator.
   4. Old formulas and breast milk fortifiers will be removed and discarded after 24 hours by the formula technician.
   5. Blenderized formulas will only be prepared for oral consumptions, bolus feedings and continuous feedings not to exceed 2 hours upon order from the physician.
   6. Staff competency will be validated annually by the Clinical Nutrition Manager or designee. Together, Infection Prevention and Control and the Clinical Nutrition Manager will conduct an annual review of the processes and procedures and interview staff to ensure compliance with all aseptic techniques.

Cleaning:

1. All food carts will be sanitized after each meal. They are also cleaned and sanitized at the end of the day.
2. Ranges and grills will be cleaned daily.
3. All work surfaces, utensils, and equipment will be cleaned and sanitized after each use.
4. All counters will be cleaned and sanitized after each use.
5. The salad bar will be cleaned following every meal.
6. All floor surfaces will be wet-mopped daily and as needed.
7. Storage facilities for raw and cooked food will be cleaned on a fixed schedule.
8. Rodent and pest control will be provided on a fixed schedule and as needed.
9. Maintain ice machines in a clean and sanitary condition.
10. There will be no culturing of ice unless authorized by the Infection Prevention and Control Committee.
11. Provide for the removal and proper disposal of garbage from the kitchen.
12. Keep carts clean and sanitary according to daily cleaning schedules.
13. Provide for continuing preventive maintenance of equipment. Provide dietary with a copy of this program.
14. Vending machines will be serviced and monitored weekly by the approved vending company. (refer to Policy IC – 227.0)

Equipment

1. Cutting boards are washed and sanitized between uses and will be made of hard rubber rather than wood.
2. Plastic ware or china that has lost its glaze or is chipped or cracked will be disposed.
3. Disposable containers and utensils will be discarded after one use.
4. All food grinders, choppers, mixers, etc., will be cleaned, sanitized, dried, and reassembled after each use.
5. Dishwashers.
   1. Will be drained and flushed daily.
   2. The machine will be maintained and run according to manufacturer's instructions.
   3. The dishwasher will maintain a final sanitizing rinse of at least 180º Fahrenheit and wash water of 150º Fahrenheit or more.
6. All pots, pans, equipment will be washed in the dishwasher.
7. Stacking and emptying of the dishwasher will be done by separate personnel to prevent recontamination of dishes. When only one person is available, he will wash hands thoroughly and put on a clean apron before handling clean dishes.
8. Refrigerators.
   1. Patient refrigerators hospital-wide will be cleaned on the fourth Friday of each month between 8am and 10am by Environmental Services (EVS) staff using approved procedures.
   2. Unit patient care services staff will be expected to reduce refrigerator stock on the previous Thursday through disposal of expired foods and collaboration with families/staff regarding any food stored.
   3. Food items will be removed from the refrigerators by unit staff prior to the EVS cleaning.
   4. EVS staff will complete the refrigerator cleaning.
   5. Food items will be returned to the refrigerator by unit staff once cleaning is completed allowing the food to be unrefrigerated no longer than 20 minutes.
   6. Environmental Services staff will document completion of cleaning.

Ice Supply

1. Ice machines are cleaned daily exteriorly and maintained in a sanitary manner (refer to Facility Operation P&P section 13).
2. Maintenance will do quarterly internal maintenance and cleaning.

Waste Disposal

1. Waste cans with plastic liners will be used for all non-food waste.
2. Food waste is to be disposed of in garbage disposal or waste cans which are covered when not in use.
3. Non-food garbage will be removed at regular intervals. Trash carts are cleaned and sanitized daily by the FS.
4. Mechanical sink garbage disposal units, which can generate bacterial aerosols, are not to be used in the salad preparation areas during food preparation.

**On-Campus Customer-Facing Locations Selling Food and Drinks (including but not limited to HBO Café and dining room, coffee vendors, marketplaces)**

1. Hand sanitizer should be readily available at all locations selling food and drinks.
2. Public dining areas, particularly high touch surfaces, should be cleaned and disinfected regularly according to defined cleaning schedules.
3. Food should be distributed to customers in a clean manner to reduce cross-contamination.

3. During infectious disease outbreaks or pandemics, the following additional practices should be implemented:

* Remove all buffet or self-serve food items
* Remove paper orders from the grill station
* Implement floor markings for all queues to ensure that customers stay six feet apart
* Spread out tables to ensure six feet distance between tables
* High-touch surface items should be disinfected regularly or removed from public access

**PERSONNEL**

Employee Health

1. Personnel will comply with pre-employment and annual employee health policies (refer to IPC policies section 600).
2. FS employees must be free of active or communicable diseases such as skin lesions, boils, gastrointestinal or respiratory infection. Employees with any of the above conditions, or ill for five or more days, will be cleared by their personal physician before returning to work. Food handlers with diarrhea are removed from duty until asymptomatic.
3. Chronic carriers of shigella or salmonella will not be permitted to work in the FS Department.
4. Basic orientation for all new dietary personnel to include hygiene, sanitation, and hand hygiene techniques.
5. Annual in-service education includes personal hygiene, sanitation, and hand hygiene techniques. Periodic educational programs on infection prevention and control practices must be presented and documented.

Personal Hygiene

1. Proper attire for food handlers includes a proper hair covering, freshly laundered uniform, and short clean fingernails. Moustaches and sideburns must be kept trimmed. Beards must be covered if not close-cropped.
2. Smoking, chewing gums, drinking and eating are not permitted in food preparation or serving areas.

**CONTROLS ON THE SYSTEM**

1. All preventive and corrective maintenance will be documented by the Engineering department.
2. Environmental cultures will be done as necessary. A foodborne outbreak or suspicion of such would be grounds for cultures of possible sources. Results will be reviewed by the Infection Prevention and Control Committee.
3. Periodic prevalence walks will be conducted by the Infection Prevention and Control and Environmental Services and the FS Director.
4. Records of proper temperatures for refrigeration and freezing equipment are maintained by the FS staff daily.
5. All policies and procedures that may present an infection hazard must be considered by the Infection Prevention and Control Committee prior to adoption.
6. A sanitizer/disinfectant approved for use in FS Department will be available.

**ATTACHMENTS:**

1. [IC – 717.1 Food Brought in from Home](https://secure.compliance360.com/ext/qDupSIhBCIhm9ChF_uuL8A==)
2. [IC – 717.2 Attachment B Basics for Handling Food Safely (English)](https://secure.compliance360.com/ext/OYJUyEXZ8OZdavow_gbk3Q==)
3. [IC – 717.3 Attachment C Basics for Handling Food Safely (Spanish)](https://secure.compliance360.com/ext/5tK7LFqSFErR2OvC_KDxIg==)

**REFERENCES:**

1. American Dietetic Association. Guidelines for the Preparation of Human Milk and Formula in Health Care Facilities, second edition, 2011.
2. APIC Test of Infection Control and Epidemiology, Chapter 109. Nutrition Services. 2014 Ruby Puckett, MA, FCSI
3. Infant formula preparation, handling, and related practices in the United States. J AmDiet Assoc 1999 Oct;99(10):1234-40
4. [IC – 212.0 Hand Hygiene](https://secure.compliance360.com/ext/JV1CGYJFKb_ghMHC0mnqSw==)
5. [IC - 227.0 Vending Machines, Food Services](https://secure.compliance360.com/ext/gnF9MZ6kY3m216lufZhuGw==)

**POLICY OWNER:**

*Director, Accreditation, Infection Prevention and Control, and Emergency Management*