

FOOD FROM OUTSIDE SOURCES

POLICY STATEMENT

It is the center's responsibility to inform people living and working in this community as well as visitors and family members about this policy. When foods are brought in from outside sources, everyone must take accountability for safe food handling. The center is to have a sufficient system of controls for receiving, storing, and serving of food and beverages to ensure safe food handling practices for everyone.

RECEIVING & STORAGE LOCATION	<p>When bringing food in from outside sources, the resident or visitor will inform _____ (list responsible position). _____ (list responsible position) will explain to residents and visitors where food may be stored. _____ (list designated location)</p>	<p><i>The community educates residents and visitors about bringing in food from outside by providing information when the person moves into the community and having information readily available when needed.</i></p> <p><i>will clean nourishment room refrigerators/freezers as part of infection control requirements.</i></p>
FOOD ALLERGIES	<p>When bringing foods that most often trigger allergic reactions, visitors will label the food item with the common ingredient that might cause allergic reactions.</p>	<p><u>List of the top 8 food allergens.</u></p>
PRESCRIBED DINING PLANS	<p>If food brought in does not match the resident's dining plan, documentation will be completed by _____ (list responsible position) of the information provided to resident so he or she can make an informed decision.</p>	<p><i>Documentation per community protocol; see <u>Informed Choice Made Easy</u>, <u>Resident Dining Rights</u>, <u>Information on Heimlich maneuver accessible and included in staff training.</u></i></p>
EATING AND FEEDING SKILLS	<p>There will be sufficient staff to assist the resident in accessing and consuming foods brought in by visitors.</p>	<p><u>Food Handling Tip Sheet</u></p>
FOOD CONTAINERS	<p>Food and beverages brought in must be in re-sealable container or package. Food is labeled with name of item, resident's name, room number, date delivered, use by date, and who delivered it. Supplies for sealing and labeling needs can be found _____ (name location).</p>	<p><i>A sample label will be posted for reference in food storage area.</i></p>
COLD FOOD HOLDING	<p>All refrigeration and freezer units will have internal thermometers to monitor temperatures. All cold foods must be kept cold, this means store foods: <b style="text-align: center;">Below 41 degrees _____ (list responsible position)</p>	<p><i>will record refrigerator and freezer temperatures on a log to ensure proper temperatures at or below 41 degrees in the refrigerator and 0 or below degrees in the freezer.</i></p>
HEATING FOOD	<p>Food will be heated to 165 degrees or above when using a microwave. Temperature should be confirmed by a calibrated food thermometer stored _____ (name location). Use caution. Food product will be HOT.</p>	<p><i>Staff are trained on correct methods of reheating food using a microwave. Sanitizer or alcohol wipes are available to sanitize thermometer probe. A sign is posted in the area with instructions on how to take food temperatures.</i></p>

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HOT FOOD HOLDING	All hot foods must be kept hot: Above 135F. <i>Steamtable, soup kettle, chafing dish or other equipment is needed for hot food holding.</i>	<i>Staff are trained on correct methods to take and record hot food temperatures.</i>
DISCARDING FOOD	<ul style="list-style-type: none"> • _____(list responsible position) will inspect contents of refrigerator and freezers and discard: Any food or beverage without a name or date • Any food or beverage past package expiration dates • All perishable items after 3-7 days, or as specified by community guidelines <p>Perishable foods that are left out without a source of heat or refrigeration longer than 2 hours will be discarded by _____ (list responsible position)</p>	<i>A list of potentially hazardous foods and length of storage for food quality and food safety is posted in the food storage area,</i>
SAFE FOOD HANDLING	<ul style="list-style-type: none"> • Never eat raw meat or seafood if you are 65 years or older. • Never touch ready-to-eat foods with bare hands. • Always use gloves or clean utensils such as tongs and serving ware to serve food. • Wash hands for at least 20 seconds with warm soapy water before serving food. <p>_____ (list all responsible positions).</p>	<i>will be trained in proper food handling procedures and proper use of thermometers</i>
EQUIPMENT MAINTENANCE	_____ (list responsible person) will inspect equipment (refrigerator, microwave oven, toaster, etc.) to ensure equipment is maintained in good repair. Equipment must be plugged directly into the wall outlet.	<i>The person responsible includes this inspection as part of routine inspection.</i>
INFECTION CONTROL	_____ (list responsible position) will clean nourishment room refrigerator/freezer and personal units as part of infection control requirements.	<i>The person responsible includes this cleaning as part of the scheduled cleaning.</i>
MANAGERIAL CONTROL	List education material needed to ensure safe food handling practices List the audits and other tools used to for the control systems	SEE ITEMS LISTED IN THIS COLUMN FOR TRAINING NEEDS AND SYSTEMS FOR CONTROL.

This information is subject to applicable state and local regulations.