

Food Safety Plan

This plan was developed (*month and year*) by (*name, job title and place of employment e.g. sponsor and/or school*)
Assistance was provided by: (*names*)

This food safety plan is based on **USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles** (June 2005) and the Wisconsin Food Code. The school agency may choose to be more restrictive than this code.

Description of this School Facility

1. Name of School Agency:

2. Name of Serving Site:

3. Name and Title of Person in Charge for Food Service at this Site:

4. Type of Site:

- Production Kitchen
- Satellite with no on-site food preparation - food delivered to site is ready-to-serve and any leftovers are discarded.
- Satellite with very limited food preparation - *Describe:*
- Satellite with extensive meal preparation and assembly of menu items - *Describe:*

5. Number of daily meals served:

Breakfast:

After School Care Snacks:

Lunch:

6. School site has A la Carte sales Does Catering

7. Number of food service employees/volunteers working at this site:

Full time employees

Part-time employees

Adult volunteers

Student workers

Substitutes specifically for this site shared with other sites

8. List of equipment for this site is included in plan on the following page.

Foodservice Equipment Inventory For Food Safety Plan

Directions: Use this form to list the equipment items and number of items at the food service site. Complete a separate inventory for each serving site. Keep completed form with the site's food safety plan.

Type	Quantity
Mixer	_____
Food Processor	_____
Walk-In Freezer	_____
Reach-In Refrigerators	_____
Walk-In Cooler	_____
Convection Ovens	_____
Combination Ovens	_____
Microwave	_____
Steamer	_____
Steam Jacketed Kettle	_____
Milk Coolers	_____
Heated Holding Cabinets	_____
Can Opener	_____
Carts (metal)	_____
Carts (plastic)	_____
Heated Serving Units	_____
Tilting Braising Skillet	_____
Slicer	_____
VCM	_____
Dishmachine	_____
Handwashing Sinks	_____
Clothes Washer	_____
Clothes Dryer	_____
Other: List below:	_____
_____	_____
_____	_____
_____	_____
_____	_____





#25- Cooling Potentially Hazardous Foods Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food know how to use a food thermometer and how to cool foods using the established procedure for each specific menu item.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures during course of normal work day, when possible.
3. Prepare and cool food in small batches.
4. Chill food rapidly by effective cooling method specific to the product:
 - Placing food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Stir the food using a chilling paddle designed for cooling foods quickly.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
 - Pre-chill sheet pans in freezer and use to rapidly cool cooked and heated patties.
5. Meet food code requirements for chilling cooked, hot food from:
 - 135 °F to 70 °F within 2 hours - Monitor temperatures at 15 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time - The total cooling process from 140 °F to 41 °F may not exceed six hours. Monitor temperature at 30 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 41 °F within the 6-hour cooling process.
6. Conduct a cooling study for each process 3 menu item to develop appropriate procedures. Record the temperature and corrective action taken to cool product within time periods specified in item # 5 above.
7. Develop separate cooling standard operating procedures for each menu item used to successfully cool the products during the cooling study.
8. Chill prepared, ready-to-eat foods such as macaroni salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.
9. Check the refrigeration unit to make sure it is adequate to support food volume and cooling method, and it is not overloaded.

Monitoring and Recording:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products at regular throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product. Record temperatures on cooling log.

#25 - Cooling Potentially Hazardous Foods, cont.

3. Designate food service employees/volunteer will record temperatures and corrective actions taken on the Cooling Temperature Log. The Cooling Temperature Logs will be kept for current and the prior school year to document compliance with USDA food safety regulations.
4. Develop written cooling procedures based on the cooling study completed for each food item in process 3.
5. Provide training and necessary tools for the process.
6. Maintain copy of the cooling study and the written procedures for cooling process 3 items with the food safety plan.

Corrective Action:

1. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
7. Devise a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
8. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
9. Provide additional training if staff or volunteers fail to follow procedures developed for each food item in process 3.

Cooling Study Temperature Log

(Prototype)

Menu Item: _____ Date: _____

Instructions: Record temperatures every 15 minutes of the cooling cycle as efforts are made to reduce temperature of item from 135° F. to at 70° F within two hours. Frequent logging of temperatures will allow for modifications so that additional measures can be taken to reduce temperature. Record any modifications taken to reduced temperature, if applicable. Record temperature at least every 30 minutes when attempting to lower product from 70°F. to 41° F. within four hours. Develop a Standard Operating Procedure (SOP) for the proper cooling procedures that include the necessary steps. Keep this log with the SOPs for each of the site(s) using the procedures for cooling this particular menu item. Conduct a new cooling study for changes in ingredients.

Cooling product from 135° F. to 70°F. within 2 hours

Time	Temperature	Modifications taken	Initials

Cooling menu from 70° F. to 41° F. within 4 hours

Time	Temperature	Modifications taken	Initials

Introduction	Cooling cooked foods properly is a critical defense in preventing food borne illness.
Critical Action	<p>Cooked foods that are not immediately served need to be cooled quickly and stored in a refrigerator.</p> <p>Make sure that the food has an internal temperature of 41 degrees F or less.</p> <p>Note: If the food remains at a higher temperature before and during storage, an environment for bacterial growth can be created. Slow cooling allows bacteria to grow rapidly, and causes potential danger.</p>
Factors that Influence cooling	The primary factor that influences the rate at which food cools is mass. Generally, the more dense the food and the greater the amount of food, the longer the food will take to cool.
Methods for Cooling	<p>Here are some effective ways to cool food quickly and properly:</p> <ol style="list-style-type: none">1. Reduce food mass2. Use shallow pans3. Use ice water baths4. Adapt recipes5. Use a "quick chill" unit
Reduce food Mass	Reduce the size of mass of the food. Large portions, such as a whole turkey, roast, or stews, should be divided into smaller portions to help cool the food faster. The smaller the portions, the quicker the cool down time.
Use shallow pans	<p>Use shallow pans to cool foods, especially foods that are thick, like refried beans.</p> <ul style="list-style-type: none">• The pan should be no more than four inches high and the food depth should be no more than two inches deep.• During cool-down phase, keep food uncovered if safe, or loosely covered to allow heat to escape.• Do not stack pans on top of one another. Stacking not only increases mass, but also prevents the air from flowing around the pans so heat can be removed quickly from the food product.

Use ice bath

An ice water bath is effective for cooling soups. This method helps decrease the food temperature quickly and safely.

1. Fill a large container or sink with ice and a small amount of water to make a slush.
 2. Place the food dish to be cooled into the ice bath.
 3. Stir the food frequently to avoid hot spots and to enhance cooling.
-

Adapt recipes

You can reduce cooling time by adapting your recipes. When cooling foods like soups:

1. Reduce the original amount of liquid required for the recipe.
2. Add ice at the final preparation step.

If further cooling is required prior to storage, use an ice bath or shallow containers.

Use a quick chill Unit

A quick chill unit uses advanced technology to cool foods quickly. Although this method is more expensive than the other methods, some facilities may have access to a commercial quick chill unit that can cool food fast and efficiently. Usually hot foods can be cooled to a temperature of 37 degrees F within 90 minutes.

Helpful Hints

Here are some additional hints to remember when cooling foods.

- Verify temperatures. Use a thermometer to record temperatures when cooling to make sure the internal food temperature is cooled from:

140 degrees F to 70 degrees F within two hours; and then 70 degrees F to 41 degrees F or below, within four hours.
 - Use stainless steel containers instead of plastic containers to store divided portions of food. The metal helps cool food faster than plastic.
 - Always label food containers with important information such as the time and date of preparation.
-

Standard Operating Procedures Index

Note: The prototype Standard Operating Procedures (SOPs) listed below were adapted for use in Wisconsin school agencies. Modifications should be made for each serving site based on school's procedures. The General/Specific to Process 1 SOPs apply to menu items categorized in Process 2 and Process 3, where applicable. The SOPs for menu items in the Process 2 category apply to menu items in the Process 3 category, where applicable. Check those that apply to the serving site.

Reference Number and Title _____ Page No _____

General/Specific to Menu Items Categorized in Process 1

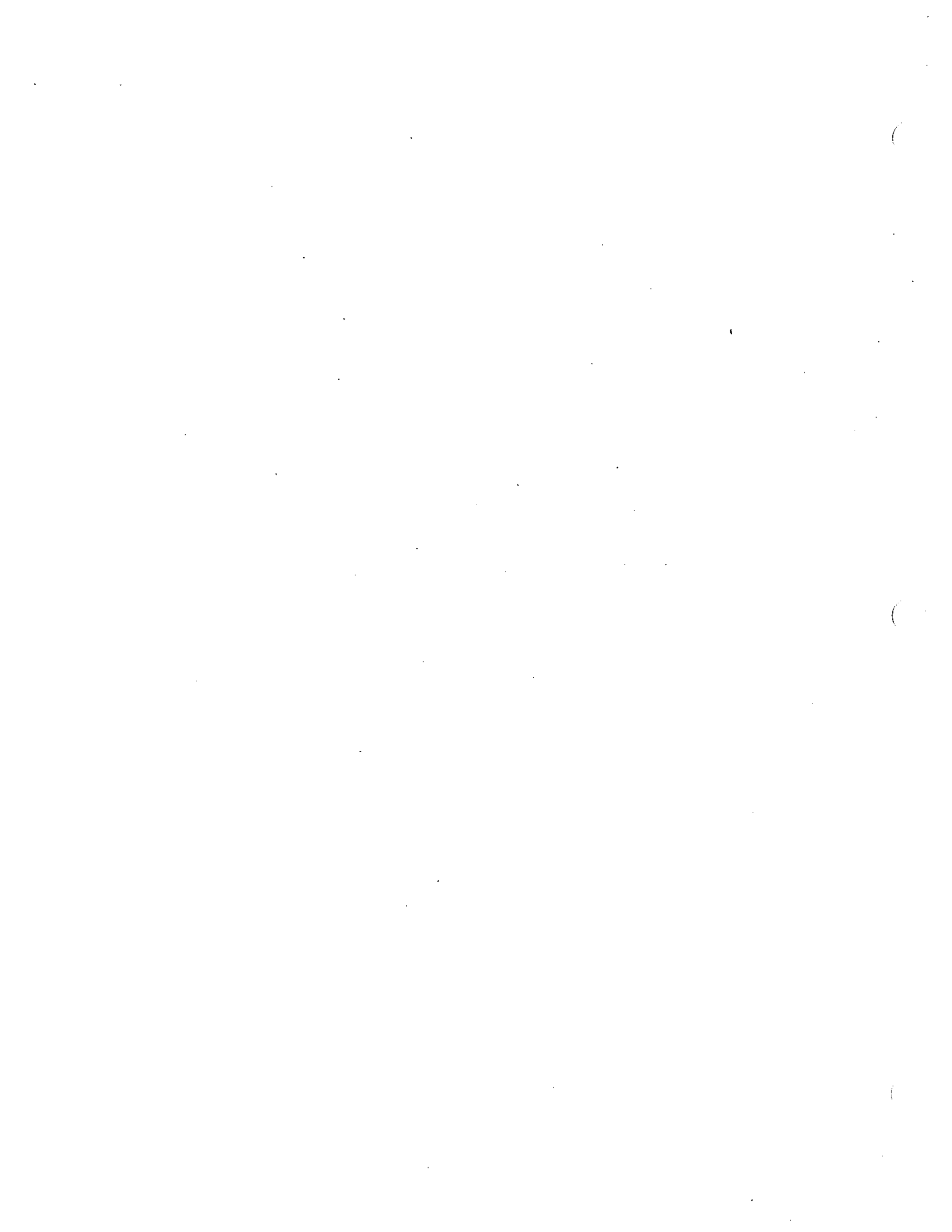
<input type="checkbox"/> #1 - Hand Washing	Page 14
<input type="checkbox"/> #2 - Health & Personal Hygiene.....	Pages 15-16
<input type="checkbox"/> #3 - No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use .	Page 17
<input type="checkbox"/> #4 - Visitors in Food Service	Page 18
<input type="checkbox"/> #5 - Using and Calibrating Food Thermometers	Pages 19-20
<input type="checkbox"/> #6 - Facility and Equipment Maintenance	Page 21
<input type="checkbox"/> #7 - Approved Food Source	Page 22
<input type="checkbox"/> #8 - Handling a Food Recall	Page 23
<input type="checkbox"/> #9 - Receiving Deliveries.....	Pages 24-25
<input type="checkbox"/> #10 - Storing Food	Pages 26-27
<input type="checkbox"/> #11 - Storing and Using Chemicals	Page 28
<input type="checkbox"/> #12 - Washing & and Handling Fresh Fruits and Vegetables.....	Page 29
<input type="checkbox"/> #13 - Thawing	Page 30
<input type="checkbox"/> #14 - Controlling Time and Temperature During Preparation	Page 31
<input type="checkbox"/> #15 - Preventing Cross-Contamination During Storage and Preparation.....	Page 32
<input type="checkbox"/> #16 - Date Marking Ready-to-Eat, Potentially Hazardous Foods.....	Page 33
<input type="checkbox"/> #17 - Holding Potentially Hazardous Foods.....	Pages 34-35
<input type="checkbox"/> #18 - Transporting Food to Remote Sites (Satellite Kitchens)	Pages 36-37
<input type="checkbox"/> #19 - Serving Food.....	Page 38
<input type="checkbox"/> #20 - Preventing Cross-Contamination at Food Bars/Self Service.....	Page 39
<input type="checkbox"/> #21 - Cleaning and Sanitizing Food Contact Surfaces.....	Pages 40-42
<input type="checkbox"/> #22 - Wiping Cloths	Page 43
<input type="checkbox"/> #__ - Using Time As Public Health Control for Potentially Hazardous Foods (only if plan was approved for use)	Pages ____

Specific to Menu Items Categorized in Process 2

<input type="checkbox"/> #23 - Cooking Potentially Hazardous Food	Page 44
<input type="checkbox"/> #24 - Reheating Commercial Processed, Fully Cooked Products	Page 45

Specific to Menu Items Categorized in Process 3

<input type="checkbox"/> #25 - Cooling Potentially Hazardous Foods.....	Pages 46-47
<input type="checkbox"/> #26 - Reheating Potentially Hazardous Food	Page 48
Leftovers/Items Prepared Prior Day	



Standard Operating Procedures Food Safety Foundation

Control of Food Contamination

Procedures ensure that:

- Effective handwashing is practiced
- Health reporting agreement system is in place for workers and workers with specific illnesses/symptoms are restricted/excluded
- Food service employees who prepare and serve food wear effective hair restraints and clean clothing; limit jewelry, follow procedures regarding artificial nails and nail polish
- Food codes is followed for eating, smoking & drinking in areas where food is prepared, stored and served
- No bare hand contact with ready-to-eat foods
- Appropriate gloves are worn to prevent bare hand contact /Proper glove usage procedures are followed
- Non-authorized personnel and visitors are restricted in areas where food is stored, prepared and served
- Food items come from approved source/Distributor has HACCP program/Documentation that Good Agricultural Practices (GAP) are followed by suppliers of locally grown produce
- Receiving procedures include checking products for contamination
- Food is protected from contamination in storage areas
- Toxic compounds and other chemicals are properly labeled and stored
- Cross contamination of ready-to-serve items with raw products does not occur during food preparation and service
- Food contact surfaces are cleaned and sanitized
- Food is safely transported to satellite sites
- Presents of pests is minimized

Control Bacterial Growth

Procedures in place to ensure that all foods are:

- Checked at delivery for signs of temperature abuse and appropriate substitutions (fully cooked versus raw/partially cooked items)
- Stored at proper temperatures and conditions
- Prepared to minimize time in danger zone
- Heated to minimum temperatures as stated in WI Food Code
- Cooled to meet WI Food Code (process 3 items)
- Held and/or transported at minimum temperature of 135°F.
- Heated to 165°F. if used as leftovers
- Checked temperatures with appropriate and properly calibrate thermometers

Maintain Facilities & Equipment

Procedures in place for:

- Providing accessible handwashing stations with necessary supplies for effective handwashing
- Maintaining food contact surfaces/Making necessary replacements or repairs
- Checking temperature gauges on equipment for accuracy and making necessary adjustments
- Calibrating cooking/holding equipment gauges
- Properly maintaining warewashing equipment to operate according to manufacturer's instructions
- Storing wiping cloths in proper sanitizing solution
- Replacing equipment, cooking utensils, cookware, and serving utensils

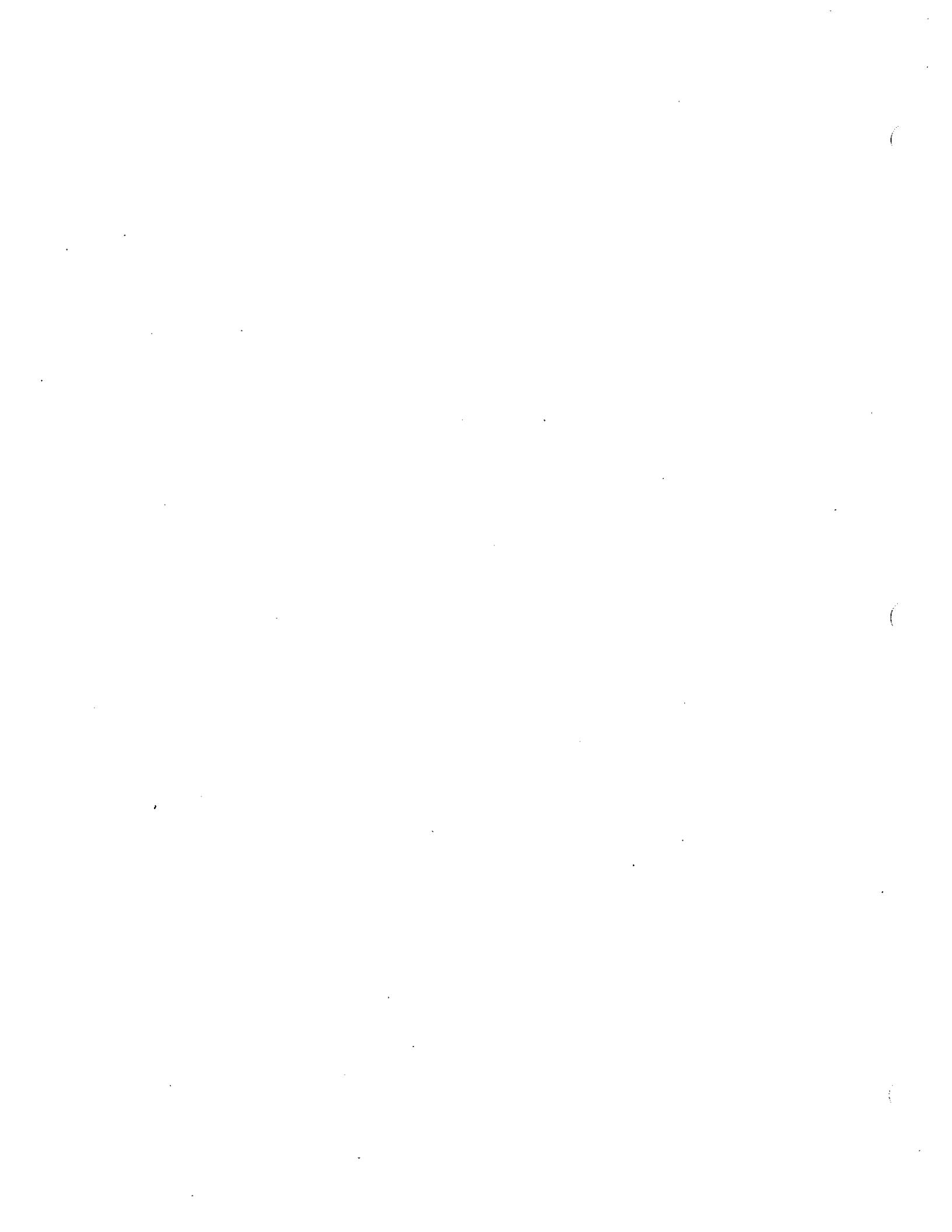
SELECTING A DISTRIBUTOR

Evaluate a distributor's commitment to food safety by:

- Asking to see recent government agency or independent third party inspection reports
- Requesting written statement that distributor has HACCP certification program as part of procurement process
- Evaluating the distributor's reputation as a supplier to school operations
- Determining distributor's willingness to schedule delivery times that are optimal for your receiving resources
- Assessing the distributor's capacity to establish a sound receiving process in partnership with you
- Asking if delivery trucks are equipped with recording thermometers and GPS systems to track truck locations
- Asking if delivery drivers are trained in food safety
- Assessing ability to answer any food safety question
- Requesting a guarantee that returns are disposed of and not redistributed as part of procurement process

Taken from article entitled "Supplier Relationships Are Key to Safe Food Receiving - Your distributor can serve as both a Strategic and On-Call Safety Consultant in the Receiving Process"

by Jorge Hernandez published in Food Management, March 2006



Basic Food Safety/Food Safety Plan Training Program

(Prototype)

Policy: All food service employees will complete basic food safety training plus training specific to the school/district's food safety plan required by U.S. Department of Agriculture (USDA) for participation in the federal school meal programs (lunch, after school snack and breakfast). Training will be on-going to ensure that employees follow food safety procedures and ensure that the food safety plan is operational.

Procedures/Activities: The school food service manager/director or site supervisor will:

1. Include basic food safety training as part of new employee orientation. Include others in the training that assist with meal preparation, service and/or clean up. In addition, consideration will be given to the schools that purchase meals under a joint agreement and groups who use the food service facilities (if applicable).
2. Provide food service staff with training on food safety and the food safety plan at least two times per year. The training may be scheduled prior to the start or during the school year.
3. Require and document that the designated person in charge at each serving site complete a food safety certification course.
4. Provide all employees and others involved with meal preparation, service and/or clean up with the opportunity to take a food safety certification course.
5. Use outside resources, including materials, to provide basic food safety training. Resources include stream videos and training materials posted on Wisconsin Department of Public Instruction (DPI) School Nutrition Team's School Food Safety and Food Biosecurity webpage and resource specialist such as environmental specialist that conducts inspections, vendors, county extension specialists, and DPI School Nutrition Team.
6. Post job aids to remind employees of food safety practices. Job aids will include hand washing signs; gloves use signs, process 1, 2 and 3 charts designating critical control points.
7. Observe employees and others who assist with meal preparation, service and /or clean up to ensure that they follow proper food safety practices and follow up when re-training is needed.
8. Keep documentation with food safety plan or specific file to show employee involvement in food safety plan to meet USDA requirements for participation in the federal school meal programs.

New Employee Orientation Program **Basic Food Safety & Food Safety Plan** (Prototype)

Policy: All new food service employees will receive training on basic food safety and the school/district's food safety plan prior to or during the first day of employment. The food plan is required by U.S. Department of Agriculture for school agencies participating in the federal school meal programs (lunch, after school snack and breakfast).

Procedures/Activities: All employees in food service must:

1. Meet with the director/manager or designated person to receive training on basic food safety procedures that include, but not limited to, handwashing, glove use, critical control measures for process 1, 2 and 3 items.
2. Review each of the standard operating procedures in the food safety plan pertaining to their job duties.
3. Ask questions when procedures are not clear.
4. Read, sign and date the employee orientation form to indicate that they understand and agree to follow the stated procedures. The person in charge will also sign and date the agreement.
5. Receive a signed copy.

The food service manager/director or person in charge will:

1. Schedule the orientation session.
2. Inform new employees of the time and purpose for the session.
3. Explain the purpose for completing the orientation checklist to the employees.
4. Discuss each procedure on the checklist applicable to the employees' job duties. Check off the appropriate box as each procedure is discussed. Check the "N/A" box if the procedure is not applicable to that employee's job duties. Address and questions or concerns of employees.
5. After reviewing all procedures, the manager/director or person in charge will request the employee to read, sign, and date the statement at the end of the form.
6. Keep the completed forms in designated location which may include the food safety plan, individual employee file, or file with other employees signed statements.
7. Provide a copy of the signed form to each employee and notify employees where the original signed copy will be kept.
8. Inform employees of the location of the food safety plan and encourage the employees to use it as a reference when questions or concerns occur.
9. Thank employees for participating and emphasize that food safety requires involvement of all employees.

Orientation and Training

Food Service Staff/Volunteers/Student Workers

The *(job title of person in charge)* will provide/arrange for training of food service staff, volunteers and/or student workers as part of orientation, annual in-service and other times during the school year.

New Employee/Volunteer/Student Workers/Other School Personnel Orientation

All employees and volunteers involved in food preparation and service will:

1. Meet with the person in charge to receive training on basic food safety. This training will include proper hand washing procedures.
2. The person in charge at each of the school serving locations will obtain Department of Health and Family Services Restaurant Manager Certification and keep this current certification current. **Note: School agencies that are not under contract with a food service management company are not required to meet Wisconsin Food Code regulations regarding Restaurant Certification. However, this certification is highly recommended for the person in charge at each serving sites.**
3. Receive training on following the standard operating procedures specific to their job assignments in school food service.

On-going Food Safety Training

1. Training needs of employees/volunteers/student workers will be identified prior to the start of each school year.
2. The needs are based on observations, corrective actions that were required, and/or recommendations by sanitarian during recent food safety inspections.
3. Training calendar will be completed prior to the start of each school year.
4. Appropriate resources used in the training activities including videos, DVDS, pre-planned lesson, and/or guest speakers.
5. Source of materials for the training activities include those distributed by U.S. Department of Agriculture and National Food Service Management Institute, Safe Food Crew (City of Madison) and the National Restaurant Association's National Food Safety Education Month archives. These resources are posted on DPI School Nutrition Team website at: <http://www.dpi.wi.gov/fns/foodsafety.html>
6. Those who attend the training activity held at the school will sign in on a roster.
7. Training activities may also include food safety courses held off site.



New Employee/Volunteer Orientation Agreement

Name _____ Position _____ School _____

Standard Operating Procedures	✓ if discussed	✓ if not applicable
General/Specific to Menu Items Categorized in Process 1		
Hand Washing		
Personal Hygiene/Health		
No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use		
Visitors in Food Service		
Using & Calibrating Food Thermometers		
Facility and Equipment Maintenance		
Approved Food Source		
Handling a Food Recall		
Receiving Deliveries		
Storing Food		
Storing and Using Chemicals		
Washing Fresh Fruits and Vegetables		
Thawing Potentially Hazardous Foods		
Controlling Time and Temperature During Preparation		
Preventing Cross Contamination		
Date Marking Potentially Hazardous Foods		
Holding Potentially Hazardous Foods		
Transporting Food to Remote Sites (Satellite Kitchens)		
Serving Food		
Preventing Cross-Contamination at Food Bars/Self Service Locations		
Cleaning & Sanitizing Food Contact Surfaces		
Wiping Cloths		
Using Time as Public Health Control (approved plans only)		

Specific to Menu Items Categorized in Process 2		
Cooking Potentially Hazardous Foods		

Specific to Menu Items Categorized in Process 3		
Cooling Potentially Hazardous Foods		
Reheating Potentially Hazardous Foods		

Other Information		

I understand that these procedures were developed to protect the safety of students and other food service customers. I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer _____ Date _____ Person In Charge/Supervisor _____ Date _____



Food Safety Training Roster

School Site(s)	Date:
Topic:	
Length of Time:	
Presenter:	
Training Materials Used:	

Attendance Sign In:



Model Board Level Policy for Food Safety in School Districts

The district will take reasonable precautions to ensure that food prepared and served anywhere at school is safe for consumption.

1. The district's foodservice director is responsible for the foodservice operation. Decisions about use of the food service facilities, equipment, utensils, and supplies will be in consultation with the foodservice director to ensure that food safety is not compromised. This individual has relevant experience in foodservice management and has current certification in food safety.
2. The district will support food safety training for all foodservice employees, and other district employees involved in preparation, transportation, and/or service of foods. Volunteers involved in food preparation, transportation, or service will receive appropriate food safety instructions from district's foodservice director, as needed.
3. The district's foodservice director will oversee implementation of a food safety plan based on Hazardous Analysis Critical Control Point (HACCP) principles in each school where school meals are served and other venues serving food in the district.
4. U.S. Department of Agriculture guidelines for developing and implementing the food safety program will be followed. Special attention will be given to incorporating Wisconsin Food Code requirements in the plan.
5. Food safety education, including handwashing and contamination, will be included in the curriculum and reasonable attempts will be made to give students an opportunity to wash their hands prior to meal service.
6. Foods brought from home intended to be served to others must be purchased in ready-to-eat form and wrapped in the original packaging.
7. Vending companies supplying foods for machines must provide the district with documentation that a HACCP Plan or Good Manufacturing Practices (GMP) is in place at their facilities.
8. Groups that use the school kitchens, including school personnel and the public, must:
 - (a) receive written approval from the school district foodservice director.
 - (b) be supervised by a school district foodservice employee who is certified in food safety.
 - (c) purchase foods prepared or brought into the kitchen from an approved source.
9. District food storage facilities can not be used to store products not purchased for the school food service operation. The district foodservice director has the authority to waive this policy for special circumstances. In these instances, the product must be inspected and then labeled with appropriate information.
10. Access to school district food production and storage areas is restricted to school foodservice employees and to others, as approved by the district foodservice director.

Based on Iowa State University HRIM Extension Model Policy, 2006



September 2006

Luck School District Food Safety Policy

Policy: Efforts will be made to assure that all food served by the school district is safe for consumption by children and adults and that children will receive food safety education.

: Foods brought from home for consumption in the classroom ARE STRONGLY SUGGESTED TO be purchased ready-to-eat and be wrapped in the original packaging.

: Vending companies supplying foods for vending machines must document that they follow a Hazard Analysis Critical Control Point (HACCP) program or Good Manufacturing Practices (GMPS).

: External groups that use the school kitchen must do so under the supervision of a food safety certified foodservice employee designated by the district foodservice director and must purchase food from approved sources.

: When external caterers are used, the safety of food purchased is the responsibility of the caterer and the party responsible for serving the food.

: The foodservice program will have a HACCP program.

: The school foodservice director must approve Use of kitchen facilities.

: Food safety education should be provided to students in the classroom and in the school cafeteria.

School District of Adams Friendship
Bylaws & Policies

506 - FOOD SAFETY POLICY

The mission of the District is to promote and protect the health of all school community members consuming food on school premises by maintaining food safety standards. Food distributed throughout the schools is of high quality and safe to eat. To protect and maintain a safe school environment, it is the policy of the Board of Education to:

- A. require good hand washing techniques, using soap and water, for students and staff after toileting, diapering a child or assisting a child with toileting needs, after personal use of rest room facilities and before participating in any school means or treat(s) snacks;
Hand washing is required even if gloves have been used.
- B. expect that school events requiring food preparation and service will be organized in accordance with State and county food safety and sanitation guidelines;
These guidelines include, hand washing facilities easily accessible, preparation requirements, food holding temperatures, and serving requirements.
- C. require all food and beverages to be prepared in a clean and sanitized area;
Nothing is to be washed or prepared for consumption in bathroom sinks, custodial areas, or classrooms where food borne illness or chemical contamination may occur.
- D. encourage all staff and students to bring commercially prepared treats when distributing them to others.

ic. District-Wide Food Safety Policy

The Board recognizes its responsibility to provide safe and healthful facilities and properly educate staff, students, and the community on all reasonable procedures to protect the health, safety, and welfare of students, staff, and visitors to the District. In an effort to provide food safe schools and limit incidences of food borne illnesses, measures shall be taken to provide for the proper handling, preparation, and serving of foods in the schools. These measures shall include, but not necessarily be limited to the following:

- A. District staff shall work in collaboration with local and State health officials to maintain a safe and healthful school environment.
- B. School facilities shall be kept clean and in sanitary condition. The District shall comply with all applicable health and safety codes, order and regulations including, but not limited to, those related to facilities inspections, food preparation, sanitation, service, and storage.
- C. Food safety and sanitation principles shall be observed when preparing and/or serving food in the schools or on school grounds. This applies to food prepared and/or served in school food service programs, in classrooms as part of instructional program activities, in school concession stands, at school banquets, parties, or meetings, or at other functions held in school or on school grounds.
- D. District employees shall be informed of food safety and sanitary principles and requirements annually. In addition, information regarding food safety shall be provided to individuals or groups using school facilities under District facility use policies.
- E. Instruction in food safety and infection control shall be incorporated into the curriculum of appropriate courses for students. Proper hand washing techniques shall be displayed and demonstrated. Hand washing will be encouraged before eating.
- F. When food is brought into the classroom, parents must supply treats or other food items that are commercially prepared or prepared by a licensed food vendor. Birthday treats and such may be purchased from the food service department.
- G. Suspected communicable diseases present in the school shall be reported in accordance with State law and established Board policy.
- H. The District will follow an established procedure in cases of food recall.

- I. The District will respond to all complaints of food borne illness.

The food safety committee and District safety committee shall oversee District compliance with this policy.

Food Service

The supervisor of food service is responsible for implementation and enforcement of all policies and procedures in the food service department to provide safe food and limit incidences of food borne illness. Food service staff shall be provided with proper training, supplies, and equipment to promote safe food handling. The following measures shall be followed at all times:

- A. The food service department shall comply with all applicable health and safety codes including the Wisconsin Food Code.
- B. School food service staff responsible for food production shall be required to complete a food safety and sanitation course, including information on food allergies, within one (1) year of hire. All production staff must complete a refresher course every five (5) years. Team leaders at each school site must complete requirements to be a certified food handler.
- C. Food service staff must report to the supervisor of food service any of the following symptoms: diarrhea, fever, vomiting, jaundice, sore throat with fever, wounds on hands, wrist, or exposed body part OR if they have been exposed to and/or diagnosed with a food borne illness.
- D. Food service staff shall be trained regarding Hazardous Analysis Critical Control Points (HACCP) principles. Standard operating procedures shall be established for:
 1. employee hygiene and proper conduct
 2. equipment monitor and maintenance
 3. purchasing to storage of food
 4. food preparation and service
 5. food hazard procedures
 6. HACCP training and monitoring
- E. All incidents of physical and chemical hazards shall be reported on an incident form and suppliers and manufacturers notified.

Food Brought From Home

The District wishes to promote safe food handling and service in all school sites including lunches and treats brought from home. Parents shall be encouraged to supply treats or other food items that are commercially prepared, prepared by a licensed food vendor or purchased directly from the food service department. Parents will also be encouraged to pack lunches from home to ensure temperature maintenance - hot foods hot and cold foods cold. Information on proper food handling will be provided yearly at the beginning of the school year and at parent-teacher conferences. Parents will be encouraged to:

- A. use ice packs in insulated coolers to keep cold foods at 36-41 degrees F;
- B. use insulated thermos containers to keep hot foods at 140 degrees or above; and/or
- C. inform school nurse, food service, and teacher of any food allergies.

Concessions

The District desires to promote safe food handling during school events involving food concession sales. The Activity Director shall ensure student/community groups are trained in hand washing, food handling, and sanitation.

Learning in the Classroom

The District desires to enhance curriculum by hands on training for students. The classroom teacher is responsible to ensure proper

procedures are used when cooking in the classroom. Teachers and students shall observe:

- A. proper hand washing procedures;
Hands are to be thoroughly washed with soap and water after using the bathroom, coughing, sneezing, and before food preparation.
- B. food storage methods to meet temperature standards for hot and cold foods;
- C. food preparation methods to meet temperature standards for hot and cold foods;
- D. no bare hand contact when serving food;
Disposable gloves, tongs, or proper utensils will be used.
- E. calibrated thermometers shall be used to check temperatures;
- F. disposable gloves must be worn at all times if students/staff have any cuts, abrasions, or open areas on hands and forearms; and/or
- G. an approved sanitizing solution must be used on cutting boards, work surfaces and utensils.

Teachers that desire to cook in the classroom must have completed an approved sanitation course such as Serve Safe with a refresher course every five (5) years.

Special Occasion Events

Special occasion events such as banquets, field trips, picnics, and sports tournaments will have a designated person responsible for overseeing food preparation, handling, serving, and storage. This person may be the classroom teacher, tournament director, or advisor of the group. Information on proper food handling, preparation, and storage will be provided to each group requesting use of school facilities. The District is not responsible for food borne outbreaks that occur when outside groups serve food in school facilities. Parents will be encouraged to pack lunches using approved food storage methods for field trips.

Groups requesting use of District kitchen facilities must observe the following:

- A. Obtain permission from the building and grounds and food service departments through an approved written contract.
- B. No home cooked, home canned/processed products can be brought into or disseminated from the District's kitchens.
- C. Any foods served from school kitchens must be purchased through reputable/licensed retailers.
- D. No raw meat may be stored in freezers or coolers by outside groups.
- E. Coolers and freezers can be used with written request and permission of the supervisor of food service.
- F. A District food service employee must be present when using the kitchen/dishwashing facilities.
- G. The food service employee is present only to oversee operations. The organization is responsible to have persons available for cooking, serving, and cleanup.
- H. NO ONE under age sixteen (16) is allowed in the kitchen during production! This is a serious safety hazard and it must be strictly enforced.
- I. All State and local health codes must be followed while preparing, serving, and storing foods. These health codes include EVERYONE working in the kitchen.
 - 1. Must wear a hair restraint and apron.
 - 2. Wash hands thoroughly upon entering kitchen and every time they enter throughout the event.
 - 3. Must wear plastic, disposable gloves when any broken skin or scab is present.
 - 4. All food must be:
 - a. cooked to the proper temperature prior to serving (food service staff will monitor);
 - b. kept at or above 150 degrees F for service of hot food;
 - c. kept at or below 40 degrees F for service of cold food;

- d. prepared and served on the same day;
 - e. removed from premises, in personal containers, immediately after event. (School containers may not be taken from the building.)
- J. Any food products, including milk, are the responsibility of the organization. The food service staff is not responsible to order or check on any food or supplies necessary.
 - K. Any supplies and/or food needed from the school must be ordered through the Food Service Director, at least two (2) weeks in advance, at catering costs.
 - L. Any equipment broken during the event will be the responsibility of the organization.
 - M. An organization representative should call the Food Service Director one (1) week in advance to reserve coffee pots, punch bowl, soup bowls, etc. These items are used throughout the District and do not stay in one (1) school.
 - N. All persons must abide by the Presence on School Premises and Sexual Harassment policies approved by the Board.

Food Borne Illness Complaint

School personnel will respond to a complaint of a food borne illness promptly and will show concern for the individual making the complaint. All school personnel will contact the appropriate supervisory staff of the complaint. Supervisory staff will complete a "Food Borne Illness Incident Report". Other actions to be taken will include:

- A. Remove food from service and store in refrigerator - label it "DO NOT EAT" and date it.
- B. Call the local health department to report the suspected outbreak and obtain assistance with the food borne illness investigation.
- C. call the District nurse to be on the scene to assess and document symptoms, names, phone numbers, and addresses of students and staff affected.
- D. Notify the District Administrator. Provide that individual with the pertinent information needed to answer questions.
- E. Supervisor of food service will provide student purchase information, production sheets, and temperature monitoring records.

Education of students and staff will be provided regarding the cause of the food borne illness and policies and procedures will be put in place to prevent future incidents.

Allergy Awareness

Allergy information regarding a student should be shared with all staff that has contact with that particular student. Food service staff and teachers should have that information to assist the student in making good choices. The Director of Food Service will maintain a list of ingredients for menu items to the greatest degree possible. This information will be available to staff, parents, and others, as necessary.

Revised 10/13/03

Organization of Food Safety Plan & What to Include

- Required components
- Table of contents/Index
- Any food safety policy/kitchen use policy & forms
- Prerequisite programs
- Additional SOPs
- USDA guidance pertaining to food safety
- Signed employee health reporting agreements
- Blank copy of each monitoring logs
- Completed monitoring logs for six months/more
- Employee training records
- Food safety inspection reports
- Annual review/revision documentation
- Others *List:*

Components of Food Safety Plan

FOOD SAFETY PLAN/DESCRIPTION OF THIS SCHOOL FACILITY Pages 1-2

CATEGORIZING MENU ITEMS

Procedures Followed when Categorizing Menu Items Page 3
Chart - Menu Items Categorized According to Process 1, 2 or 3 Page 4

IDENTIFIED CONTROL MEASURES (CCPS)

Process 1 Page 5
Process 2 Page 6
Process 3 Page 7
Process 1 – Chart (for posting as job aid) Page 8
Process 2 – Chart (for posting as job aid) Page 9
Process 3 – Chart (for posting as job aid) Page 10
Minimum Internal Cooking Temperature Chart Page 11
Informing Food Service Employees/Volunteers Page 12

STANDARD OPERATING PROCEDURES

Index Page 13
General/Specific to Process 1 Pages 14-43
Specific to Process 2 Pages 44-45
Specific to Process 3 Pages 46-48

MONITORING

Monitoring Responsibilities Page 49

CORRECTIVE ACTIONS

Corrective Action Responsibilities Page 50
Summary of Specific Corrective Actions for Critical Control Points.... Pages 51-52

RECORDKEEPING

Responsibilities for Recordkeeping/Location & Retention of Records..... Page 53

EMPLOYEE HEALTH/TRAINING

School Employee Reporting Agreement Page 54
Employee/Volunteer Orientation & Ongoing Training Page 55
New Employee/Volunteer Orientation Agreement..... Page 56
Training Calendar..... Page 57
In-service Training Session Roster Page 58

REVIEW OF FOOD SAFETY PLAN & CHECKLIST Pages 59-61

IMPORTANT TERMS Pages 62-63

June 2009

Checklist for Review of Food Safety System and Plan

Instructions: The person in charge or other designee _____ will use this checklist to determine strengths and weaknesses of the food safety plan Monthly Twice per year Annually Other

Note responses and corrective action taken on this plan. Keep completed records for future reference.

Date _____ Observer _____

Personal Hygiene/Health

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees are properly attired including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair net or designated hair restrains properly worn	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean unless suitable arrangements are made with person in charge	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to plain ring	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at appropriate times/not reused	<input type="checkbox"/>	<input type="checkbox"/>		Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>		Employees/volunteers comply with restrictions/exclusion, per SOP	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	<input type="checkbox"/>	<input type="checkbox"/>		There are no bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food and other food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment/Maintenance

	Yes	No	Corrective Action		Yes	No	Corrective Action
All surfaces of equipment are clean to sight and touch including serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean and odor free	<input type="checkbox"/>	<input type="checkbox"/>	
Food slicer is broken down, cleaned and sanitized after use	<input type="checkbox"/>	<input type="checkbox"/>		Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Boxes, containers and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>					

Refrigeration, Freezer and Milk Cooler Units

	Yes	No	Corrective Action		Yes	No	Corrective Action
Appropriate thermometers are placed in warmest locations, readily available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>		Established cleaning schedule is followed to keep units clean	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate corrective action is taken and noted on temperature logs	<input type="checkbox"/>	<input type="checkbox"/>		Food is stored 6 inches off floor in walk-ins	<input type="checkbox"/>	<input type="checkbox"/>	

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
All food items are from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Food is tasted using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Potentially hazardous frozen food is properly thawed	<input type="checkbox"/>	<input type="checkbox"/>		Potentially hazardous foods are quickly heated/re-heated to required temperature	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food Thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Ready-to-eat food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>		Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>	

Food Preparation Utensils and Food Contact Surfaces

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Drawers, racks and storage bins are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Wash and rinse water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage cans are emptied as necessary	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpster lids are closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	
Pest control services are provided by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>					

Food Safety Plan Review

School Year 20____ Date Completed _____

Instructions: Complete plan review for each preparation and serving location periodically, but at least annually, to reflect changes. Make updates and add new items where applicable. Include effective date on any modified items or forms. Keep with the food safety plan at each of the school food preparation and serving site.

Checklist for Review of Food Safety Plan

1. Check if there were there changes and note date of update to plan:

_____ Descriptions	Date Updated_____
_____ Equipment	Date Updated_____
_____ Listing of menu items categorized as process 1, 2, or 3	Date Updated_____
_____ Vendors	Date Updated_____
_____ Wisconsin Food Code	Date Updated_____
_____ USDA Regulations	Date Updated_____
_____ Recordkeeping Procedures	Date Updated_____
_____ Standard Operating Procedures	Date Updated_____
_____ Monitoring Procedures	Date Updated_____
_____ Monitoring Forms	Date Updated_____
_____ Recordkeeping Procedure	Date Updated_____
_____ Corrective Actions	Date Updated_____

2. Changes made for any additional programs or services? yes no

3. Were improvements suggested by environmental health specialist conducting the food safety inspections made in the plan? yes N/A no, not deemed necessary

4. What additional training is needed to support the food safety plan?

5. How will identified training needs be met?

Anticipated date for training: _____, 20__.

6. Does the person in charge at each site demonstrate knowledge of the plan? yes no

7. Changes were conveyed to all employees and volunteers? yes no

8. Name of person responsible for verifying that the required records and logs are accurately completed and properly maintained at this school preparation or serving site:

Name Title

Completed by: _____
Name Title

