

**HEAD START/EARLY HEAD START
FOOD SAFETY AND SANITATION POLICY**

Policy Number: NU201207	Policy Council Approval Date: 7/24/12	Revision Date: 10/20/20
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PERFORMANCE OBJECTIVE: Food is handled, prepared and served in a safe and sanitary environment.

Summary: This policy will address procedures to be taken when preparing and serving food in classrooms, socializations, and family engagement events.

Operational Procedures:

1. Employees engaging in food service activities must wash their hands before any contact with food. Employees may not touch exposed, ready-to-eat food with their bare hands. Employees shall use suitable utensils such as deli tissue, spatulas, tongs and single-use gloves to handle prepared foods.
2. When employees prepare food they shall wear hair restraints such as hats, hair coverings or nets to effectively keep their hair from contacting exposed food, clean equipment and utensils. If hair is longer than shoulder length, it must be contained within a hair restraint.
3. Foods prepared ahead of time must be covered with plastic wrap or aluminum foil until served. Food needs to maintain appropriate temperatures. Cold foods need to be stored at 41 degrees or below. Hot food should be served at 145 degrees or above. Food being sent to classrooms should be served within 10 minutes of it being placed on the cart.
4. All children, staff, parents and volunteers will wash their hands before eating.
5. Food in wrapped containers/plates that has not been used must be returned to the kitchen. All leftover food that is not acceptable for use must be disposed of properly. No food is allowed to leave the center/site with staff or parents.
6. All leftover food that is acceptable for use needs to be placed in a container and properly labeled with the date it was opened and the date it will expire. When it is out of date, it needs to be disposed of by putting it in the trash. Staff may use these items for nutrition experiences if applicable.
7. Children will use warm, soapy water to clean up their meal area after eating. Parents who are present for meals can assist their children in cleaning up. Using small spray bottles is recommended to allow young children the opportunity to clean up after themselves.
8. Tabletops and eating surfaces will be cleaned, rinsed and sanitized before and

after eating and as needed. A spray bottle containing ¼ tsp. of bleach to one quart of water will be used to sanitize the tabletops. The sanitizer will be checked daily using a test strip; the test strip should read between 100 ppm to 200 ppm.

9. The EHS/HS Kitchen area will not be used as a traffic way, meeting room, or coffee serving area. Visitors, children, and staff, other than food service employees, are not allowed in the kitchen during program hours. The kitchen may be used to prepare food for parent meetings and other evening activities.
10. When preparing food with participants in their homes, everyone should wash their hands. Please instruct children and parents on proper hand washing techniques. Also instruct them on proper clean up procedures and discuss avoiding cross contamination.
11. All toxic materials must be stored in a locked area separate from food and medications.