

POLICY AND PROCEDURES

NUMBER: 1004

SUBJECT: Food Service health and Safety Standards

ACA STANDARDS: 4-ALDF- 1A-01, 06; 4A-03, 11, 12, 13, 15, 17

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86 REVISION DATE: 3/1/90, 9/97,
3/00, 11/00, 4/02, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall ensure all health, safety and inspection standards and requirements are met, in order to comply with all applicable laws and regulations.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Housing Unit Officers, Food Service and Corrections Medicine staff are responsible for the following procedures.

III. PROCEDURES

A. Health Standards

1. The Food Service Manager shall ensure:
 - a. Adequate health protection is provided for all Food Service employees and inmates.
 - b. A medical assessment of all inmates will be completed by Corrections Medicine staff within fourteen (14) days of an inmate being housed in the facility. Inmates will receive an assessment prior to working in the Food Service area.

- c. Inmates are not to be assigned to Food Service prior to Mantoux test (TB) clearance being received.
- d. Inmates who refuse a physical assessment shall not be selected for a Food Service assignment.
- e. The Corrections Medicine staff will give all inmates working in Food Service a Hepatitis A shot within two (2) weeks of those inmates starting in the kitchen. A second shot will be given to the inmate after six (6) months.
- f. No inmate shall work in any area of food operations if he/she is known or suspected of having a communicable disease, open wounds, sores or respiratory infections.
- g. The grease trap will be cleaned once a month by the Department of Public Works.
- h. All kitchen cooking utensils, pots/pans will be washed in hot water (140 degrees) in the dishwasher and the temperature of the dishwasher will be checked daily and logged by the Correctional Cook.
- i. The kitchen staff will take at least one (1) try from each meal, seal it, tag the tray with date and place the tray in the freezer for seventy-two (72) hours. This is to ensure the Department has a sample of meals in case there are any accusations of sickness due to the meal. The tray will then be given to the appropriate Department of Health personnel for examination. The kitchen staff will dispose of the meal after seventy-two (72) hours.

B. Personal Hygiene for Food Service Workers

- 1. The Housing Unit Officer shall ensure:
 - a. Inmates take a full-body shower.
 - b. Males are clean shaven or beards and mustaches are kept short and neatly trimmed.
 - c. Inmate workers wear a complete and clean uniform daily. (female uniform to include bra and t-shirt)

2. The Correctional Cook shall ensure that kitchen workers:
 - a. Keep fingernails clean and trimmed.
 - b. Keep hair covered by wearing a disposable paper cap.
 - c. Keep abrasions and minor cuts cleaned and covered with a sterile bandage.
 - d. Wear disposable gloves while dispensing or serving food.
 - e. Wash their hands upon reporting for duty, after using toilet facilities, handling garbage and as often as necessary to remove contaminants.
3. The Correctional Cook will monitor all inmates for health and cleanliness and complete the Kitchen Worker Daily Inspection Check Off List. (See Attachment 2)

C. Hand Washing Facilities

1. Hand washing facilities shall be available in all areas of Food Service.
2. 'Wash Hands' signs shall be posted above all sinks in the Food Service areas.
3. Trash, garbage, and other refuse shall be removed from the kitchen to prevent accumulation that could pose safety or sanitation hazards.

D. Kitchen Safety

The Food Service Manager shall:

1. Ensure Food Service staff are trained in the safe operation of equipment as well as other safety practices, to include:
 - a. Procedures as outlined by the Department. (See Policy #144 Employee Health Precautions)
 - b. First Aid procedures.
 - c. Use of fire extinguishers.

- d.** Use and storage of hazardous tools.
 - e.** Accident prevention techniques for scalds, burns and related injuries.
 - f.** Proper lifting/bending techniques for staff and inmates.
 - g.** Waste disposal.
- 2.** Ensure the Fire Evacuation Plan for Food Service is posted in a conspicuous place and the Correctional Cooks are trained in emergency procedures.
- 3.** Maintain an adequate number of fire extinguishers, strategically placed throughout Food Service.
- 4.** Ensure that First Aid Kits are available in Food Service.
- 5.** Ensure that fire safety equipment is tested monthly and test results documented in log book located in the Food Service Manager's office.
- 6.** Maintain proper storage facilities for chemicals and other hazardous materials and ensure that material data sheets are kept noting location and quantity of such items.
- 7.** Ensure that all accidents and injuries are documented and reviewed to determine causes and possible corrective safety measures.
- 8.** Ensure the inmate workers are trained in the safe operations of any necessary food service's equipment.

E. Sanitation and Safety Inspections

- 1.** A weekly sanitation/safety inspection will be taken of the Food Service areas by the Food Service Manager.
- 2.** The purpose of the inspection is to certify that:
 - a.** All areas are clean and orderly.
 - b.** Lighting, ventilation and heating equipment function properly.

