



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section - PSYCHIATRIC HEALTH FACILITY</b>	<b>Effective:</b>
<b>Policy- Infection Control in the Kitchen</b>	<b>Revised:</b>
PHF CEO's Approval <u>Ann Detrick</u>	Date: <u>3/12/12</u>
Executive Medical Staff Chair's Approval <u>Dr. Schwenitzer</u>	Date: <u>3/14/12</u>
Committee Chair's Approval <u>E. Curtis</u>	Date: <u>3/20/12</u>
Registered Dietitian's Approval <u>Caralyn Swartz RD</u>	Date: <u>3/23/12</u>
Form Ref. <b>ND-1.6</b>	

## POLICY:

The Psychiatric Health Facility (PHF) staff serves meals to patients for breakfast, lunch, dinner and one evening snack. Insulated food carts carrying metal trays of food are picked up from the Food Contractor and brought back to the PHF no more than 30 minutes before scheduled meals. Food remains covered in the insulated cart until just before temperatures are measured and it is served. Food is transferred to the steam table and served by staff wearing gloves and hats/hairnets. Any staff member who is exhibiting symptoms of illness such as sneezing/coughing, etc will not enter the kitchen or serve food. Disposable items are discarded after each meal. Non-disposable serving pieces are appropriately stored in the dirty dishes bin until returned to Food Contractor for washing and sanitizing.

## PROCEDURE:

### *Equipment*

- Food cart with metal serving trays.
- Steam table.
- Disposable latex or non-latex gloves.
- Reusable plates, bowls, cups, and spoons.
- Sugar, creamer, condiments, butter, peanut butter, jelly, honey, napkins, straws, etc.
- Coffee pot and pitchers for mixing powdered drinks.

### *Serving Food:*

- Survey the dining room and ensure that the tables have been wiped down.

- Close the hallway doors to the dining room while dining room is being set up.
- Open the door between the kitchen and the dining room once ready to serve.
- **STEAM TABLE** – make sure that the steam table has water in the three tray holders and that the temperature gauges are set between 8 and 10.
- Wash hands and don latex or non-latex gloves.
- Measure temperatures of the food. Ensure hot foods are at or above 135°F and cold foods are at or below 41°F.
- Remove empty pans from steam table wells and replace with food trays from the cart.
- Place the flatware, napkin, spices, and condiment tray on the serving table.
- Uncover food just prior to serving.
- Place the milk, juices, and/or cold salads on the serving table.
- Announce over that PA system that the meal is being served.
- Have another staff member open the dining room doors and do rounds to notify the patients that food is being served so they will come for the meal as soon as possible.
- As patients enter the dining room, prepare their plates using the correct utensils to ensure proper portion sizes.
- Hand patients their plates one at a time.
- When diet orders permit, serve patients who request second portions on a clean plate.

#### *Meal Clean-up*

- Discard the remaining food in the garbage or put back on the food cart for return to vendor for disposal.
- Return empty metal trays to steam table wells.
- Make sure that all used food serving items are placed in the dirty dishes bin to return to contractor for washing and sanitizing.

#### *Food Storage*

- Perishable food should be dated and immediately stored in the refrigerator.
- Patients may have personal food items stored for them in the patients' refrigerator. Label these items with their name and the date.
- Staff members may have personal food items stored in the staff refrigerator in the staff break room. Staff members are not to store personal food items in the patient refrigerator.

#### *Kitchen Clean-up*

- Housekeeping staff sweeps and mops the floors, and cleans and sanitizes tables, counters, and the steam table.
- Housekeeping staff also cleans the refrigerator and freezer on a regular basis.