



**Programmatic
Policy and Procedure**

Policy	Infection Control in the Kitchen	Effective:	3/12/12
		Last Revised:	DRAFT
Section	Psychiatric Health Facility (PHF)	Version:	1.1
Sub-Section	Dietary Services		
Director's Approval	_____	Date	_____
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PHF Medical Director's Approval	_____		_____
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Supersedes:	Infection Control in the Kitchen eff. 3/12/12		
Approvals:	PHF Medical Practice Committee:	PHF Governing Board:	

1. POLICY:

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

2. PROCEDURE:

- 2.1. Equipment
 - Food cart with metal serving trays.
 - Steam table.

- Disposable latex or non-latex gloves.
- Reusable plates, bowls, cups, and sporks.
- Sugar, creamer, condiments, butter, peanut butter, jelly, honey, napkins, straws, etc.
- Coffee pot and pitchers for mixing powdered drinks.

2.2. 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. 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 put on latex or non-latex gloves in accordance with the PHF's Food Handling and Handwashing Policy and Procedure.
- Turn on the steam dry table knobs.
- 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.~~
- Place the milk, juices, and/or cold salads on the serving table.
- Uncover food just prior to serving.
- 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~~ Set all plates on table for patients.
- Place plasticware on plates.
- In accordance with the Dietary Services, Requests for Additional Food Policy and Procedure, serve patients who request second additional portions on a clean plate.

2.3. Meal Clean-up

- Discard the remaining food in the garbage or put back on the food cart for return to ~~vendor~~ Contractor 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.

2.4. 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.

2.5. Kitchen Clean-up

- Housekeeping staff sweeps and mops the floors, and cleans and sanitizes tables, counters, and the steam table.
- Staff shall only use food code compliant sanitizing wipes to clean food contact surfaces in accordance with the manufacturer's label.
- Housekeeping staff also cleans the refrigerator and freezer on a regular basis.

2.6. Dining Room Clean-up

- Wipe down tables and chairs after each meal.
- Staff shall only use food code compliant sanitizing wipes to clean food contact surfaces in accordance with the manufacturer's label.

ASSISTANCE

Psychiatric Health Facility Registered Dietician

RELATED POLICIES

Meal Pick-up and Service

Food Handling and Handwashing

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
10/11/19	1.1	Revised to reflect current process.

Culturally and Linguistically Competent Policies

The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).