**2022-2023 ANNUAL USDA/CACFP TRAINING FOR**

**HEAD START AND GSRP STAFF**

**FOOD SAFETY**

**CLEANING AND SANITIZING**

In this section you will find:

* Hand washing
* Serving it Safe
* Temperatures
* Routine Center Cleaning
* Cleaning Sanitizing, and Disinfecting Guidance
* 3 Sink Dishwashing Method

**HANDWASHING**

Handwashing is the first line of defense against the spread of germs and viruses.

The Handwashing poster informs:

* Who must wash their hands
* When they must wash them
* How to wash hands effectively



**Food Safety practices to implement**

* Purchasing – use reputable vendors
* Receiving – Inspect foods when received.
* Storing-

All open food must be dated.

Use oldest food first.

Avoid cross-contamination. Example: keep raw meat away from fresh vegetables.

Store chemicals away from foods and food supplies.

Store at proper temperatures.

* Preparing –

Wash hands frequently, properly, and at appropriate times.

Prepare foods no further in advance than necessary.

Avoid cross-contamination.

Keep foods at proper temperature.

* Cooking-

Avoid cross-contamination.

Use a clean food thermometer.

Record internal temperatures.

Cook foods to proper internal temperatures for the appropriate times without interruption.

* Serving and holding-

Avoid cross-contamination.

Hold foods at proper temps either below 41 degrees F or above 135 degrees F

* Cooling-

Chill rapidly.

Stir frequently.

For large amounts, use shallow, pre-chilled pans to chill.

Store appropriately.

* Reheating-

Reheat rapidly.

Reheat to internal temperature of 165 degrees within 2 hours or less

Record internal TempsFollow rules for good personal hygiene.

T**emperatures**Food must be stored and served at safe temperatures.
Cold foods need to be 41 degrees or below: hot foods 135 degrees or above.

All Refrigerators and Freezers must have thermometers to track temperature.
Refrigerator thermometers must read 41 degrees or lower.
Freezer temperatures must read 0 degrees or less.

**Reheating**Foods that need to be reheated must read 165 degrees after reheating.
Please note ‘RH’ on the menu for the food items that needed to be reheated.
Record both temps on the menu. Example: Corn 125 RH 185.

**Transported Meals**

If Food is delivered in insulated carriers:

* Leave them closed till just before serving
* Take the temperature at that time
* Note temps on the menu at that time
* Serve foods soon after temps are taken

**Clean, Sanitize, Disinfect?
Definitions:**

**Clean** – Remove dirt, food and grease from a surface with soap or dtergent and water.
**Sanitize** – Kill harmful bacteria and viruses that can be on a surface even if it looks clean.
**Disinfect** – Kill more unseen bacteria and viruses.

 **Routine Center Cleaning**

 **Policy:** NMCAA will follow cleaning, sanitizing, and disinfecting requirements. If possible, cleaning staff should wear a face mask, gloves, and a face shield when performing cleaning of these areas. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning products must be stored in a locked cabinet at all times when not in use. Only use products that meet EPA criteria.

 Refer to Cleaning, Sanitizing, and Disinfecting Guidance under the Health section of the Procedure Manual.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classroom, bathroom, outdoor, and food areas** | **Clean****Soap & Rinse** | **Sanitize** | **Disinfect** | **Frequency** |
| Children’s classroom tables.  | X | X |  | Before/after meals and snacks, when soiled, or more frequently if needed  |
| Shelves, cubbies, and other furniture. | X | X |  | Daily, when soiled, or more frequently if needed. |
| Hard surfaced toys: plastic, wood (wooden toys are not ideal but can be used if appropriately cleaned on at least a daily basis). Materials being mouthed are placed in a mouth toy bin. Cloth toys are not recommended at this time. | X | X |  | Ideally after each child’s use.  |
| Bedding (stored so that it does not have contact with other bedding). | X | X |  | Weekly and when soiled. |
| Mats or cots (stored to prevent contact with other sleep surfaces). | X | X |  | Daily between uses by different children. Daily if mats touch in any way. Weekly and when soiled regardless of use. |
| Any surface contaminated with body fluids (vomit, urine, stool, or blood). | X |  | X | Immediately |
| Frequently touched surfaces such as hand washing/kitchen/bathroom faucets, counters, soap dispensers, door handles, and light switches. | X |  | X | Daily or more frequently if needed. |
| Floors, sinks, bathrooms, toilets, and shared items. | X |  | X | Daily or immediately if visibly soiled. |
| Changing tables | X | X |  | After each child’s use.  |
| Waste and diaper containers. | XWaste | X Diaper |  | Daily or more frequently if soiled or needed. |
| Outdoor play equipment such as plastic/metal surfaces, benches, grab bars, and railings. | X |  |  | As needed. |
| Electronics (keyboards, IPAD, computer, telephones, copy machines). | X | X |  | According to manufactures instructions. |
| Food preparation surfaces, tables, and highchairs. | X | X |  | Before and after each use. |
| Eating utensils and dishes. | X | X |  | After each use. |
| Kitchen countertops, food preparation appliances (mixers, stove, microwave, can opener, toaster). | X  | X  |  | Clean before and after each use, sanitize daily at the end of day. |
| Refrigerator | X |  |  | Monthly |

Original: To Be Posted in a place known and easily accessible to staff.

References: R 400.8137 (1,4,11), R 400.8173 (4)(b), R 400.8176 (15-17), R 400.8320 (2), TA and Consultation Manual R 400.8325 (1,4)

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 **Cleaning, Sanitizing, and Disinfecting Guidance**

**Policy: The premises shall be maintained in a clean and safe condition and shall not pose a threat to health or safety. All equipment and materials must be clean and safe for children’s use and are appropriately disinfected.**

 ***Disinfecting and sanitizing solutions must be in a locked cabinet at all times.***

**Cleaning and Sanitizing Procedure:**

**Surfaces to clean and sanitize**: Countertops, multipurpose tables (before and after meals), sinks, food contact and preparation surfaces, plastic-coated placemats, cots/mats, changing tables/mats, mouthed toys, waste, and diaper containers. Also hard surfaced toys, shelves, cubbies, and other furniture.

The following steps are to be followed for cleaning and sanitizing:

* Always wear non-porous gloves
* Wash the surface or article vigorously with soap and water
* Rinse the surface or article with clean water
* Submerge, wipe or spray the surface or the article with a sanitizing solution
* For surfaces: spread the sprayed solution over the surface with a clean paper towel
* Let the article or surface air dry for at least two minutes. Do not rinse off the sanitizing solution. (When sanitizing surfaces, it is okay to use a dry paper towel and wipe off.)
* Sponges shall not be used to clean surfaces.
* Dispose of gloves after each use and wash hands thoroughly using soap and disposable towels.

Best practice is that food should not be placed directly on the table surface or highchair tray. Even washed and sanitized tables are more likely to be contaminated than disposable plates or washed and sanitized plates. Eating from a plate reduces contamination of the table surface when children put down partially eaten food while they are eating.

Centers are required to use three properly labeled spray bottles containing soapy water, rinse water and a sanitizing solution.

**Sanitizing Solution for a spray bottle**:

* For a spray bottle, use water and an EPA- registered product of non-scented chlorine bleach with a concentration of bleach between **50 to 200 parts per million**. (Approximately 1 teaspoon to 1 tablespoon bleach per 1 gallon of lukewarm water.) **(Note: there are different bleach concentrations for spray bottle application or immersion method.)**
* Test strips must be used to check the concentration of the bleach/water solution each day. Frequently check the sanitizing solution to assure the strength and cleanliness of the solution.
* Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to assure they are used according to the manufacturer’s instructions. Test strips must be used to check the concentration of the sanitation solution.

**Tips Regarding Bleach:**

* Handle bleach water carefully – avoid skin contact
* Bleach at disinfecting strength will corrode metal
* Do not mix bleach with anything other than fresh water because a poisonous gas can result. For instance, mixing chlorine bleach with ammonia will cause dangerous fumes.
* Use non-scented chlorine bleach
* Check bottle to be sure the bleach has an EPA number indicating approval for food sanitizing. It’s usually very small printing; on Clorox brand it is beneath “Questions and Comments”. Ex. “EPA reg. no. 5813-100”
* This bleach can also be used for toys as well as cot and mat cleaning.
* Open bottles of concentrated chlorine will lose effectiveness after 30 days. Change bottles of bleach every 30 days for accurate concentrations. (Use test strips to test effectiveness of the bleach.)
* **Bleach is recommended as a sanitizing product as it is safe, effective, and inexpensive. Bleach works best in killing Norovirus.**

**Other sanitizing products and methods:**

* Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to assure they are used according to the manufacturer’s directions. Note: Commercial disinfecting or sanitizing wipes may be used as long as a test strip is used daily to check the concentration of the wipes in the container. The concentration must be at least 50 – 200 parts per million.
* A commercial dishwasher or a domestic dishwasher with a sanitizing cycle can be used to sanitize toys. The sanitizing capacity of domestic dishwashers should comply with National Sanitation Foundation (NSF)/American National Standards Institute (ANSI) Standard 184.
* If a site does not have a commercial dishwasher or a domestic dishwasher with a sanitizing cycle – the three-compartment sink method must be used.

**Note**: Laundering bedding, stuffed toys, and dress-up clothes in hot water and detergent **clean and sanitizes** the item. If the item cannot be laundered, it must be discarded when soiled.

**Sanitizing Solution when immersing the object in a bleach solution**:

* **Immersion** for at least 1 minute in a solution containing between ***50 and 100 parts per million*** of chlorine or comparable sanitizing agent **at a temperature of at least 75 degrees Fahrenheit**. (Use test strips to ensure parts per million).
* **(Note: there are different bleach concentrations for spray bottle application or immersion method.)**

**Washing and sanitizing dishes, cutting boards, utensils, pots, pans, and toys:**

A three-compartment sink should be used for washing, rinsing, and sanitizing (if you only have two sinks then a plastic tub can be used for the third sink). Refer to the posting 3 Sink Dishwashing Method.

**Cleaning toys:**

**Toys that cannot be washed and sanitized shall not be used.**

Toys and materials mouthed by a child are to be placed in a container labeled “Mouthed Toy Bin’’. The objects in this bin will then be washed, rinsed, sanitized, and air dried before their return to the shelves.

**Manual washing method – See 3 Sink Dishwashing Method**

* Rinse and scrape all utensils and tableware before washing.
* Wash dishes with warm soapy water in compartment one.
* Rinse dishes with clear water in compartment two to remove all soap
* **Immersion for at least 1 minute in a sanitizing solution as described in the paragraph above.**
* Air dry on a drying rack. Do not rinse off sanitizing solution.
* Sponges shall not be used to clean surfaces.

**Dishwasher**

Only a commercial dishwasher or a domestic dishwasher with a sanitizing cycle may be used to clean and sanitize toys and dishes. The sanitizing capacity of domestic dishwashers should comply with National Sanitation Foundation (NSF)/American National Standards Institute (ANSI) Standard 184. If a site does not have a commercial dishwasher or a domestic dishwasher with a sanitizing cycle – the three-compartment sick method must be used.

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| --- | --- | --- |
| **Method of sanitizing** | **Bleach Concentrations** | **Approximate amounts of bleach needed** |
| Spray Bottle | 50-200 parts per million  | Use test strips to determine amount |
| Immersion | 50-100 parts per million | Use test strips to determine amount |
| Commercial Sanitizer |  | Use according to manufactures instructions |

**Disinfecting Procedures:**

**Surfaces to be cleaned and disinfected:** Any surface contaminated with body fluids (vomit, urine, stool, or blood, etc,), potty chairs, hand washing sinks, faucets, surrounding counters, soap dispensers, door knobs, toilet seats, toilet handles, toilet bowls, and floors.

1. **Disinfecting Steps:**
* Avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have.
* Always wear non-porous gloves.
* Wipe up as much of the visible material as possible with disposable paper towels and/or absorbent material. Carefully place the soiled paper towels and other soiled disposable material in a bio-hazard bag that has been securely tied or sealed.
* Prior to using a disinfectant, clean the surface with a detergent and rinse well with water. Follow the manufacture’s instruction for preparation and use of disinfectant.
* Floors, rugs, and carpeting that have been contaminated by body fluids should be cleaned by blotting to remove the fluid as quickly as possible, then disinfected by spot cleaning with a detergent-disinfectant. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary.
* Any tools or equipment contaminated with blood must be disposed of in a bio-hazard bag that has been securely tied or sealed.
* Dispose of gloves after each use and wash hands thoroughly using soap and disposable towels.
1. **Disinfecting Solutions**:
* A disinfecting solution can be made using cool water and non-scented chlorine bleach.
* The amount of bleach and water depends on if the item is something that would come in contact with food/mouth or the type of surface to be cleaned.
* Disinfecting solution must be always in a locked cabinet when not in use and under supervision.

**A disinfecting solution can be made using water and non-scented chlorine bleach as follows:**

|  |  |
| --- | --- |
| Stainless steel and food/mouth contact items | 1 tablespoon of bleach per gallon of cool water |
| Non-porous surfaces, tile floors, sinks, and toilets | 1/3 cup bleach per gallon of cool water |
| Porous surfaces and wood floors | 12/3 cups bleach per gallon of cool water |

* ***The bleach solution should be left on the surface for 10 to 20 minutes and then rinsed with clean water.***

 **Spills of body fluid should be cleaned up and surfaces disinfected immediately.**

**Staff should refer to the posted Routine Center Cleaning for sanitizing and disinfecting frequency**

**Distribution:** Keep a copy in the Universal Precautions Kit and in Safety and Emergency Preparedness Bag, if applicable.

Reference: Licensing R 400.8325(1,4), R400.8137(1,4,11), R 400.8173(4), R 400.8176(15-17), R 400.8320(2), HSPPS 1302.47(2)(i), HSPPS 1302.47(6)

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**Miscellaneous:**

**Garbage shall be removed from the center daily.**

**One more section to go over…. ‘Food Allotment and Receipt Instructions, additional menu guidance and Procurement Form.**

**All staff need to sit in on this section, as some of the information pertains to you also.**