



Food Safety: The Basics

This information must be shared with everyone who is working in the kitchen.

1. Identify who the person on your team who has completed food handler training (must have current food handler card!). This is the **PERSON IN CHARGE!** If they tell you to stop doing something, or to wash your hands again, just do it!
2. Do not help prepare food if within the last 72 hours you have a fever or sore throat, if you have diarrhea, if you have been vomiting, if you have yellowing of the skin. Do not handle food if you have had a fever, dry cough, or trouble breathing within the past 2 weeks. (unless you have a doctor's confirmation that it was not COVID-19). The 72-hour rule also applies to anyone who is in your household (if your child has had diarrhea, wait 72 hours before you come into the kitchen). If you know you have been exposed to COVID 19, **GO HOME**, quarantine yourself and call your doctor to get instructions about getting tested.
3. Dress properly for kitchen work:
 - a. Remove all jewelry on your hands and arms except for one plain ring band before working in the kitchen.
 - b. Do not help prepare food if you have acrylic nails or nail polish (you may if you wear gloves).
 - c. You may not wear open-toed shoes, sleeveless shirts, or short-shorts when working in the kitchen.
 - d. Hair restraints (long hair tied back, a clean hat or cap, or kerchief or hair net) are highly recommended.
4. Do not eat or drink beverages, chew gum, or chew tobacco while in the food prep or serving areas of the kitchen. You may keep a closed beverage container from which you may drink when away from the food prep and food service areas.
5. Wash your hands frequently if you are working in the kitchen ~ as often as required.
 - a. **Always remember to wash your hands:**
 - As soon as you enter the kitchen.
 - Before touching anything used to prepare food.
 - Before you touch food that will served as is (not be cooked).
 - Before you put on latex free gloves and after you remove them.
 - After you work with raw meat, fish, and poultry.

- After you handle trash or take out garbage.
- After you handle dirty dishes (do not wash dishes and then put them away without washing your hands in between).
- After cleaning or using chemicals.
- After touching your hair or face.

b. DRY HANDS WITH PAPER TOWELS!

c. Double wash your hands:

- After you eat or drink an open beverage
- After you blow your nose, cough, or sneeze.
- After smoking or using tobacco products.

6. Bathroom breaks:

- a. Remove aprons and leave them in the kitchen area during a bathroom break.
- b. Wash your hands in the bathroom, again after returning to the kitchen, and again after putting the apron back on.

7. Wear single use **gloves**:

- When you have any cut or wound on your hand.
- When you wear nail polish or have on acrylic nails.
- When you are handling food that is ready to be served. Change gloves between tasks (i.e. if you change from preparing one food to preparing another food).
- When you are serving food.
- When you are preparing raw meat.

8. **AVOID CROSS CONTAMINATION:** Do not prepare foods that are ready to serve on the same counters as those foods which haven't been cooked.

9. Wash countertops thoroughly with sanitizing solution after any preparation of raw animal products (eggs, meat, poultry, fish).

- Wipe away as much of the debris as possible with paper towels and throw them out.
- Then with a clean cloth, sanitize the surface thoroughly and allow it to air dry.
- **DURING THE AGE OF COVID 19, KEEP ALL COUNTERS THIS CLEAN!**

10. Cook all animal products to the required internal temperature, which is posted on the fridge doors. Keep hot foods hot (>140° F) and cold foods cold (<40° F).

11. Store all uncooked animal products on the lowest shelf in the fridge (including raw eggs!!)

12. Air dry all dishes before putting them away.

13. Enter the kitchen **only** IF you are preparing food.

14. Do NOT help with food prep if you are under the age of 14.

15. Wear an apron. This protects the food against any debris or germs on your clothing.

16. Wear a face mask to prevent transfer of germs from you onto the food.