**WALWORTH POLICY: 765**

**PROTOCOL FOR FOOD SAFETY IN THE SCHOOLS**

This document attempts to comply with Wisconsin Administrative Code/Chapter HFS 196: Wisconsin Food Code to outline our district’s expectations relative to food in schools. Food safety principles need to be understood and practiced by those who handle food in the Walworth Jt. District #1.

Proper and frequent hand washing is the single most effective means of preventing the spread of bacteria and viruses that can cause food-borne illness. District Administrators will promote and make reasonable efforts to arrange class schedules to allow students and staff to frequently and thoroughly wash their hands with soap and warm water (minimum 110° F) for at least 20 seconds. Hand washing facilities will have liquid soap and a supply of single-service paper towels or hand dryers at all times.

Individuals will thoroughly wash their hands before handling food, including but not limited to the following times: after using the toilet; after coughing, sneezing, using a handkerchief or disposable tissue; after handling raw meats or unwashed produce; after handling animals; and/or after engaging in any activity that may contaminate the hands.

The District Administrator will be responsible for informing parents, staff and students of food safety guidelines, as appropriate for the function and/or site. The District’s Food Service Supervisor will make certain that food is prepared, transported, stored and distributed according to food safety principles:

* Clean- Wash hands and surfaces often.
* Separate- Don’t cross-contaminate.
* Cook- Cook to proper temperatures.
* Chill- Refrigerate promptly.

If there is reason to suspect a food item was not prepared, stored, transported and/or distributed using the food safety principles, the food will not be served. Unless specific IEP or parental requests are in place, no student may be required to eat any given food.

**Ready-to-eat foods:** The person in charge will make certain that **bare-hand contact of ready-to-eat foods** is prevented through the use of suitable utensils such as deli paper, waxed paper, tongs, forks, spatulas, spoons, single-use gloves, etc. Only adult staff may distribute unwrapped food. Students may distribute wrapped foods at the direction of the adult supervisor. The use of disposable gloves is not a substitute for thorough and frequent hand washing. Hand sanitizers are not intended to replace the hand washing process and may only be applied to hands that have been thoroughly washed.

Individuals handling foods will not have any open cuts or sores or food-borne diseases. Food handlers will not have a fever, diarrhea, vomiting, jaundice, and sore throat with fever or a pus-containing lesion.

Raw fruits and vegetables will be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to- eat form.

Potentially hazardous foods (i.e. perishable foods) shall be kept under mechanical refrigeration at 41° F or below if held for more than two hours, or in a freezer unit at 0° F. Ice may be used in an effectively insulated container to cool potentially hazardous food intended for immediate service for up to two hours.

Reheat cold, pre-cooked food rapidly on a stovetop to a temperature of 165° F within one hour. Re-heat hot food that will be served within two hours to 165° F for 15 seconds. Microwaved foods must be reheated to 165° F, covered, rotated or stirred throughout or midway through the cooking process and held covered for 2 minutes. Hot food holding units shall be used where necessary to keep potentially hazardous foods at 140° F or above. A metal stem thermometer, calibrated monthly (weekly), shall be used to check the internal temperatures of both hot and cold food. The thermometer must be accurate to less than 2° F and have a minimum range of 0-220° F.

Reconstituted beverages will be prepared in a clean and sanitized area, not in bathrooms, custodial areas or classrooms where contamination may occur.

Utensils and food-handling equipment will be stored at least 6 inches off the floor/ground and in a manner that protects from dust, wind, rain, spillage, drainage and other sources of contamination. Foods will be protected from contamination by storing the food in a clean, dry location where it is not exposed to splash, dust, or other contamination and is at least 6 inches above the floor.

Food preparation and serving areas will be sanitized in the following manner: Wash surface with a tightly- woven wiping cloth and soapy water. Sponges may not be used. Rinse surface with clear water. Apply EPA-approved food contact, hard surface sanitizer. Allow to air dry.

Food contact surfaces, including tables, desks, and counters, will be sanitized before and after eating. Lunchroom tables will be sanitized prior to 1st lunch or after the last lunch hour of the previous school day using the Wash-Rinse-Sanitize Cleaning Procedure for Food-Contact Surfaces.

**Field trips:** Ice may be used in an effectively insulated container to cool potentially hazardous food intended for immediate service for up to two hours. Students on field trips will wash their hands before eating. Food and beverages will be served and eaten only in “animal-free” areas.

**Fundraisers:** Groups that prepare, serve or sell foods to the general public will apply for a temporary food permit from the Walworth County Public Health Department after the third function or event in a 12-month period. The person in charge of the group is responsible for safe food handling practices. A copy of this guideline and/or other food safety information will be provided to the person in charge.

**Groups using school facilities per contractual agreemen**t: A copy of this guidelines and/or other food safety information will be provided to the person in charge with the “Use of District Facilities”.

**Suspected disease outbreak**: The school nurse will report excessive absenteeism and suspected food- borne illnesses to the Walworth County Public Health Department. The District Administrator, in cooperation with the School Nurse, will function as the district’s liaison with students, parents, staff, public health officials and the community at large if a foodborne illness is confirmed by the Walworth County Public Health Department and/or district medical advisor. Walworth Jt. District #1 will maintain confidentiality and will not disclose information provided by students, parents or staff except to the extent required by law. School nurses will serve as a resource for providing information regarding the control of communicable diseases.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**CROSS REFERENCES:** 453.3- Communicable Diseases

760- Food Services Management

764- Food Safe Schools

District Food Safety Plan

**POLICY ADOPTED:** November 26, 2007