

Food Safety Protocol for WNEP Food Preparation & Demonstrations

June 2007

The main objectives of these guidelines are to help WNEP colleagues develop good food handling habits to minimize the risk of food contamination, and so they serve as role models to participants and others in their offices.

PLANNING

Selecting recipes, preparing shopping list, cooking utensil checklist

As you review the lesson plan and recipe(s) you are preparing to teach, keep food safety foremost in your mind. What does the facility have in the way of counter space, running water, sinks, accessible restrooms, etc. This may help you decide your food demonstration limitations.

- If you leave your equipment in your car or in the container from a previous lesson, repack your necessary cooking equipment as well as the lesson plan, handouts, and evaluations.
- All equipment should be transported to the site in a plastic container with a tight fitting lid or in a food safe plastic bag to keep equipment clean. If you are not transporting in this manner, the cooking equipment needs to be wiped down with a sanitizer prior to food preparation. Please wash traveling containers each month.
- Foods not requiring refrigeration should be in a separate container with a tight fitting lid.
- Any food items that need to stay cold (40 degrees or below) must be transported in a cooler with ice packs or ice. If you are traveling for longer than 30 minutes, take the temperature of your product when you arrive at the facility where you will be conducting the class. The temperature of cold foods needs to stay at or below 40 degrees.
- Several sets of utensils are recommended for each lesson, but this can add to the weight you must carry. If a utensil is accidentally dropped on the floor, or you are preparing more than one item or dish, you will need to have clean, sanitized utensils at the ready.
- You can set up a plastic wash basin prior to class with sanitizing solution to use for utensils that get dropped, if you are not in a room with a sink.
- You may choose to carry a plastic bottle of liquid hand soap, a roll of paper towels, and a couple of trash bags if you are not sure the restrooms at the facility will be well equipped. A pump hand sanitizer is recommended for class participants to use when returning from the restroom, blowing their nose, etc.
- Review information for recipes on the WNEP website, visit “[How to Select and Use Recipes in Nutrition Education](http://www.uwex.edu/ces/wnep/teach/index.cfm)” (available at the following link: <http://www.uwex.edu/ces/wnep/teach/index.cfm>)

YOUR VEHICLE

If you normally travel with pets, trash, recycling, etc. in your car when you are not working, be sure to cover the trunk/storage compartment or seats with a clean sheet, towel, or plastic bag before loading equipment to keep pet hair and dirt off food and equipment. This will keep the risk of food contamination at a minimum.

SHOPPING

Protocol for handling hot and cold items

- Make a mental note of what food items will need refrigeration.
- Will you need to bring a cooler with an ice pack?
- Do you have a refrigerator in your office?

- If you will be going directly to the site, how long will your cold items be “out of temperature”?

- If you already have some staple foods from previous lessons, do you need extra plastic bags to portion out smaller quantities?
- **HAVE YOU PACKED YOUR FOOD THERMOMETER?**
- When you make up your grocery list, group groceries for easier shopping. Get items that require refrigeration at the end of your shopping.
- **IMPORTANT:** Food used in class demonstrations or samplings must be from a safe source and always handled safely. Highly perishable foods such as meat, poultry, fish, milk and eggs should be from a grocery store. Home-grown vegetables may be OK if clean and handled properly.

PREPARATION ON SITE (or alternative kitchen)

It is preferable for nutrition educators to prepare food items for any demonstrations in a public kitchen. (Licensed kitchens are ideal). Some extension offices do have a kitchen facility while others do not. Are there other kitchens in your county that would allow food preparation? Are there suitable accommodations at the meeting space you have arranged for the class? If at all possible, try to hold classes at a facility with a licensed kitchen so the food won't have to be transported as well. Here are some examples of kitchens to check on:

- Bank community rooms
- WIC centers
- Community Centers
- Senior Centers
- Local VFW/Masonic Lodge, etc.
- Churches
- Food Banks with licensed kitchens

Note: Be sure to notify the person in charge of the kitchen facility if anything in the kitchen is not in proper working order when you arrive.

ON ARRIVAL AT TEACHING SITE

Arrive early enough to allow time to prepare surfaces, food, and materials before participants arrive. The following guidelines apply to all workspaces.

- Visitors in the kitchen should be discouraged (pets, and others not essential to the program).
- Smoking should not be allowed anywhere near your food or dish handling area.
- All prep and eating surfaces need to be wiped down with a sanitizing solution. (Wipe surfaces with warm, soapy water. Rinse with clear water and dry with a paper towel. Sanitize with a dilute bleach solution: 1 quart of water mixed with 1 teaspoon of bleach. Let surface air-dry. OR use a quaternary ammonium sanitizer such as Fantastic or Lysol. Follow label directions – many of these products are sprayed on a surface and then allowed to air-dry for 10 minutes before the excess is removed with a paper towel).

FOOD DEMONSTRATION

- Personal appearance and hygiene:
 - Be sure your clothing is clean and appropriate.
 - Remove jewelry.
 - Keep your hair away from the face.
 - Use a clean apron.
- Before you begin be sure to set a good example by washing your hands thoroughly following “Hand Washing Guidelines for WNEP Teaching” (available at the following link: <http://www.uwex.edu/ces/wnep/teach/index.cfm>)
- Be sure to stop and wash hands after handling raw food, trash, touching hair, face, or body, eating or drinking, cleaning, etc.
- If you are demonstrating a food item that is not going to be cooked, wear disposable plastic food-handling gloves. Have participants who are helping with any food prep of raw product also wear food-handling gloves. (Remember to wash hands even if wearing gloves).

- If you need to prepare foods that have cross-contamination potential, you need to have two separate cutting boards. If you are having several participants cut items that do not really require a cutting board or will not be a cross-contamination hazard, you may use two or three paper plates stacked together for cutting.
- All fruits and vegetables must be washed before cutting. If this is to be done prior to your lesson, place the washed and cut items in clean (not re-used) sealed plastic bags.
- The lids of all cans to be opened must be washed. Cleaning with a paper towel that has been moistened with sanitizing solution is preferable if you do not have a sink with hot water available.

CLEAN UP

Participants may choose to help you with final clean up. All surfaces need to be wiped down. All utensils and equipment used during the lesson must be washed, rinsed and sanitized. Remember to include the can opener as well. Most licensed kitchens have three compartment sinks that make this step easier. **IF** you **DO NOT** have a three-compartment sink, bring an extra plastic dishpan for the sanitizing step. If you are using a facility that has **NO DISH SINK** available, scrape solid food particles from equipment and place equipment in a large trash bag to transport to another location.

- Sanitize all sink compartments **PRIOR** to washing dishes.
- Remove visible debris from plates, cutting boards, etc.
- Wash in warm soapy water.
- Rinse in hot water.
- Submerge rinsed items in a sanitizing solution (warm water with 1 tablespoon of bleach per gallon of water) in the third sink compartment or plastic dishpan. Leave items submerged for 1 minute. (Occasionally your equipment may be too large to submerge in the sanitizing solution. Pour some of the solution into the item and gently swirl the item to swish around the sanitizer).
- Air drying in a drain board is the best drying option, but if time does not allow, be sure to use a freshly laundered dish towel or paper towels.
- If you have used a blender for food preparation, remove the bottom blade and gasket by unscrewing the base of the blender. Wash all parts separately. Air dry before re-assembling when possible as it prevents mold from developing on the rubber gasket.
- Clean all table surfaces and countertops. Wash with a cloth dipped in warm, soapy water and rinse with warm water. Dry with paper towels. Sanitize with a dilute bleach solution or a commercial quaternary ammonium spray such as Fantastic (see 'On Arrival').

STORAGE OF DRY GOODS

Transfer extra dry goods to clean containers with tight fitting lids. (ie. rice, pasta, sugar, flour). Storage of all containers must be stored off the floor and in a cool location.

STORAGE OF PERISHABLE ITEMS

- Leftover food needs proper attention. Determine if the product has been stored properly.
- Do you have disposable containers for the food?
- If participants are to take food home, do they have proper refrigeration and live close enough to transport safely?
- If there is any question, quietly dispose of leftovers after the participants have left.

To access additional information pertaining to food safety issues or food borne illness, go to:

<http://www.wisc.edu/foodsafety/>

Adapted with permission, from: "Food Safety Protocol for EFNEP/FSNEP Food Preparation & Demonstration,"
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