



Illinois Department of Corrections

Administrative Directive

Number: 05.02.142	Title: Food Service Sanitation and Safety	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.142 effective 4/1/2021

Authority: 730 ILCS 5/3-2-2 and 410 ILCS 620/1 et seq. IDPH Food Service Sanitation Rules and Regulations, 77 IAC 750	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1D-15, 5-ACI-5C-01 – 03, 05, 09 – 15
Referenced Policies: 03.02.110	Referenced Forms:

I. POLICY

The Department shall ensure all food served is in sound condition and free from spoilage and other contamination. Food shall be stored, prepared and served under sanitary conditions.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures governing the responsibilities of food service staff in ensuring the soundness of food and maximizing the protection of food against contamination.

B. Applicability

This directive is applicable to all food service operations within the Department including those contracted.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Certified Employee – an employee who possesses either Certified Food Service Sanitation Manager (CFSSM) or Certified Food Protection Manager (CFPM) certification.

Food Services Program Manager – the person in charge of the food service operations.

Potentially hazardous food – any food requiring time or temperature control for safety, and consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of microorganisms.

Ready-to-eat food – food in a form that is edible without washing, cooking or additional preparation and is reasonably expected to be consumed in that form. Examples include unpackaged potentially hazardous

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food cooked and held according to correct time and temperature requirements and raw, washed, cut and whole fruits and vegetables.

Tray preparation area – a location where prepared food, or food requiring temperature controlled storage, is served or packaged into containers or sack lunches. For the purpose of this directive, this shall not include commissaries, special events or locations where prepared meals or sack lunches are transported and issued.

F. General Provisions

1. All food service operations shall comply with current Illinois Department of Public Health (IDPH) requirements.
2. A certified employee shall supervise food service operations when:
 - a. Potentially hazardous foods are prepared, reheated or cooled;
 - b. Potentially hazardous foods are prepared and held hot or cold for more than 12 hours before serving;
 - c. Complex preparation of foods or hand contact with raw ingredients occurs for ready-to-eat foods; or
 - d. When potentially hazardous foods are being served, except where Paragraph II.F.3. applies.
3. The presence of a certified employee shall not be required during service of meals containing potentially hazardous food items under the following conditions.
 - a. Self-serve food items commercially prepared and packaged, for example, from a vending machine.
 - b. Meals not commercially prepared and packaged if meals are:
 - (1) Prepared under the supervision of a certified employee with no additional preparation in the absence of a certified employee;
 - (2) Prepared and held at appropriate temperatures for fewer than 12 hours prior to service;
 - (3) Protected against possible sources of contamination;
 - (4) Not cooled or reheated; and
 - (5) Self-serve or pre-packaged.

NOTE: Where a certified employee is required but unable to be present during service of a meal containing potentially hazardous foods, facility personnel may consider a temporary meal adjustment.

4. All food service employees shall maintain certification in accordance with current IDPH requirements.
5. All food service staff shall receive annual refresher training provided by the Food Services Program Manager. The content and duration of the food service training shall be determined by

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the Food Services Program Manager and be in accordance with in-service training requirements. Records of training shall be retained for at least one year.

6. Non-food service employees may be temporarily assigned to food preparation or service areas contingent on either of the following:
 - a. Possession of CFSSM or CFPM certification; or
 - b. Attendance at an IDPH-approved food handler training course within 30 days of assignment start date.
 - (1) Proof of food handler course attendance shall be provided to the Food Services Program Manager.
 - (2) Employees who have not attended a food handler course within 10 days of the assignment start date shall receive basic food service awareness training from the Food Services Program Manager.
 - (a) Training shall include sanitation and personal hygiene, food storage and protection, and any other topic significant for food service operations.
 - (b) Records of training shall be forwarded to the Training Coordinator and retained for a minimum of one year by the Food Services Program Manager.
7. In emergencies, staff may be assigned to food service operation areas without regard to Paragraph II.F.6.
8. The requirements of Paragraphs II.F.6. and 7. shall not apply to contractual food service providers. Contractors shall comply with IDPH training and certification requirements or contractual requirements if they exceed IDPH requirements.
9. Security staff assigned to posts in food preparation and utensil washing areas shall abide by the same standards of personal hygiene as the food service staff.
10. The Food Services Program Manager or Food Services Supervisor in charge shall always accompany the Canine Unit on any inspection of food service operation areas in order to immediately act upon any contamination resulting from such an inspection. If a Canine Unit inspection is conducted during a time when no Food Services Program Manager or food services supervisor is on duty, the Duty Administrative Officer (DAO) or Shift Supervisor shall accompany the Canine Unit and immediately notify the Food Services Program Manager or designated food services supervisor in charge to determine decontamination requirements.
11. In case of fire, flood, power outage or similar event that might result in the contamination of food or might prevent potentially hazardous food from being held at required temperatures, the Food Services Program Manager or Food Services Supervisor in charge shall immediately notify the Chief Administrative Officer (CAO) or the DAO. If the CAO or DAO:
 - a. Determines a need for assistance from the Environmental Health Coordinator or Food Services Administrator to resolve the situation, he or she shall immediately notify one of these individuals. In the event one of these individuals cannot be contacted, the Agency Medical Director shall be contacted via the respective Deputy Director.
 - b. Determines assistance from the Environmental Health Coordinator or Food Service Administrator is not necessary to resolve the situation, he or she shall, as soon as possible during normal business hours, notify the Food Services Administrator and the

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Environmental Health Coordinator of the event.

12. Upon discovery of a suspected foodborne illness outbreak as identified by the facility's Medical Director, the CAO or DAO shall immediately notify the Agency Medical Director and the respective Deputy Director.

G. Requirements

The CAO shall ensure a written procedure is established for food service sanitation. The written procedure shall require implementation of the provisions in Paragraph II.F. and require:

1. Deficiencies reported by personnel conducting dietary inspections to be corrected. The inspection reports and written records of corrective measures shall be maintained on file by the Food Services Program Manager for a period of not less than three years.
2. The Food Services Supervisor in charge shall ensure compliance with the following:
 - a. Food service staff and individual in custody workers shall adhere to strict standards of cleanliness and hygiene.
 - (1) Staff and individual in custody workers shall be visually evaluated for boils, infected wounds or illness on a continuous basis. When there is reasonable cause to suspect possible disease transmission, the Food Services Supervisor in charge shall require any employee or individual in custody be cleared by medical personnel or a physician before being permitted to work in food service operation areas.

NOTE: No person with diarrhea, vomiting, acute sore throat with fever, or who otherwise may transmit illness via food or food contact surfaces shall work in any food service area.
 - (2) Staff and individual in custody workers shall maintain clean hands and exposed forearms and shall employ hygienic food-handling techniques.
 - (3) Fingernails shall be kept clean and neatly trimmed to no more than one-quarter inch beyond the quick.
 - (4) All sinks used for hand washing shall be maintained in a clean functioning condition and shall be supplied with soap and electric hand dryers or disposable towels. Sinks used for food preparation, ware washing or disposing of mop water or liquid waste, shall not be used for personal hygiene.
 - (5) The cleanliness of food service staff and individual in custody worker outerwear shall be evaluated and maintained.
 - (6) Staff and individual in custody workers shall wear only clean and effective hair restraints in food service operation areas.
 - (7) Staff and individual in custody workers with hair extending below the nape of the neck shall wear a hairnet or surgical type bonnet.
 - (8) Coats and other attire shall not be stored on food service equipment at any time.
 - (9) Staff and individual in custody workers shall consume food and beverages only in designated break areas.

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NOTE: Areas utilized for food production, preparation or storage shall not be designated as break areas.

- b. The temperature of potentially hazardous foods shall be monitored. Thermometers approved for food service use shall be used to assure attainment and maintenance of appropriate cooking, hot and cold holding, thawing and reheating temperatures of food. Thermometers shall be sanitized before and after each use.
 - (1) All potentially hazardous foods subject to cold holding shall be maintained at or below 40 degrees Fahrenheit.
 - (2) All potentially hazardous foods subject to hot holding shall be maintained at or above 135 degrees Fahrenheit.

- c. Written procedures shall be maintained which govern instances where time only is used as the public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food held for service.

- d. Dry stores areas, refrigerator and freezer temperatures shall be monitored. Dry stores areas shall be maintained at an ambient temperature between 40 degrees Fahrenheit and 80 degrees Fahrenheit. Refrigerators shall be maintained at an ambient temperature of 40 degrees Fahrenheit or below. Freezers shall be maintained at an ambient temperature of 10 degrees Fahrenheit or below.
 - (1) Numerically scaled indicating thermometers shall be located in all refrigerators and freezers.
 - (2) A log sheet shall be posted and maintained of dry storage area, refrigerator and freezer ambient temperatures. The temperature shall be logged, at minimum, at the beginning and end of each shift. Each entry shall be initialed by the person making the entry.
 - (3) The Food Services Program Manager shall immediately be notified if temperature recordings of any refrigerator or freezer exceed 45 degrees Fahrenheit or 20 degrees Fahrenheit, respectively, if for reasons other than unit defrost cycles or food product transfers.
 - (4) The log sheets shall be retained in chronological order for a period of 12 months in an area identified in the local procedure.

- e. Manual and mechanical dishwashing operations shall be evaluated at least once during each washing period.
 - (1) The concentration of chemical sanitizing solutions shall be tested with a test kit or chemical test strip with each formulation.
 - (2) The sanitizing effectiveness of the dishwashing machine's final rinse temperature shall be verified with a maximum holding or paper thermometer at the beginning of each session of use.

- 3. The Food Services Program Manager shall ensure compliance with the following:
 - a. When sack lunches are prepared, potentially hazardous food items shall be maintained at 40 degrees Fahrenheit or below.

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- b. Refrigerators and freezers shall be in good repair and maintain ambient temperatures of 40 degrees Fahrenheit or below and 10 degrees Fahrenheit or below, respectively. The Food Services Program Manager shall initial records indicating refrigerator temperatures above 45 degrees Fahrenheit and freezer temperatures above 20 degrees Fahrenheit, not due to unit defrost cycles or food product transfers.
- c. A comprehensive cleaning schedule shall be developed and implemented. The cleaning schedule shall be specific and include each item to be cleaned, when and how it is to be cleaned, and identify by name the individual who is to evaluate cleaning effectiveness.
- d. Kitchenware and utensils that are cracked, chipped, pitted, dented or otherwise damaged to a degree that prevents cleaning and sanitization shall be systematically replaced.
- e. Kitchen equipment shall be repaired or replaced, whenever appropriate.
- f. The Food Services Program Manager shall conduct evaluations during the service of at least one meal per week in each tray preparation area.

(1) Evaluations shall:

- (a) Be conducted during a different meal each week; and
- (b) Include a review of sanitation and food protection practices and a temperature check of bulk items requiring hot or cold storage.

NOTE: Temperature checks of pre-plated meals and sack lunches shall not be required provided time controls are utilized in accordance with Paragraph II.G.2.c.

(2) A record of the evaluations, including any findings, temperature checks and any action necessary, shall be maintained for not less than three years from the date of evaluation.

- g. Staff in each food preparation area shall maintain refrigerated samples of at least four-ounce portions of prepared food from each meal for a period of 72 hours after being served. The following shall be exempt from this requirement: packaged foods served without cooking, cookies, bread and unprocessed raw fruits and vegetables.
 - (1) Each sample shall be dispensed with a utensil that has not been used with other foods.
 - (2) Samples shall be stored physically separate, for example, one food item per tray compartment or container, under refrigeration.
 - (3) Sample containers shall be labeled with what the item is (breakfast, lunch or supper), current date and what the individual food item is.
- h. All food shall be served with a suitable dispensing utensil, from a suitable dispensing device or offered pre-wrapped. Food items that do not lend themselves for dispensing by a utensil may be served by individuals wearing single-use plastic gloves. Food shall not be served by individuals with bare hands.

NOTE: Handling of food with suitable utensils shall not be a substitute for proper hand washing. Use of utensils, including deli tissue, spatulas, tongs or single-use gloves, shall be preceded by thorough hand washing.

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- i. An accident prevention program shall be developed and implemented. This program shall include accident prevention, first aid, use of fire extinguishers, correcting unsafe practices and identifying and correcting hazards in the physical plant and with equipment.
 - j. Staff shall adhere to the Food Service Operation Manual outline as maintained and issued by the Office of Food Services.
 - k. Staff shall adhere to dress requirements contained in Administrative Directive 03.02.110.
 - l. Individual in custody workers shall be supplied with and wear clean, standard clothing or outerwear. If clothing storage or clean change areas are not located within the dietary area, local procedures shall include procedures for use of hygienic clothing.
 - m. Contractors shall comply with the terms of the contract. The requirements of Paragraphs II.G.3.k. and l. shall not apply to contractual food service providers.
 - n. The Food Services Program Manager shall have the authority to remove individuals in custody from a food service assignment.
 - o. Food supply protection practices, such as, improperly refrigerated delivered items, worker hygiene, damaged goods or containers and potential sources of contamination, shall be periodically reviewed in consultation with the central supply supervisor.
4. The central supply supervisor shall ensure:
- a. Dry storage, refrigerator and freezer temperatures in central receiving and storage areas are monitored. Dry stores areas shall be maintained at an ambient temperature between 40 degrees Fahrenheit and 80 degrees Fahrenheit. Refrigerators shall be maintained at an ambient temperature of 40 degrees Fahrenheit or below. Freezers shall be maintained at an ambient temperature of 10 degrees Fahrenheit or below.
 - (1) A log sheet shall be posted and maintained of refrigerator and freezer ambient temperatures. At minimum, the temperatures shall be logged at the beginning and end of each attended shift. Each entry shall be initialed by the person making the entry.
 - (2) Maintenance personnel and the Food Services Program Manager shall immediately be notified upon refrigerator or freezer malfunction, or if temperature recordings of any refrigerator or freezer exceed 45 degrees Fahrenheit and 20 degrees Fahrenheit, respectively, if for reasons other than unit defrost cycles or food product transfers.
 - b. Refrigerated and frozen food and beverage deliveries are moved into appropriate cold storage locations as soon as possible following delivery.
 - c. Food supply protection practices, such as, improperly refrigerated delivered items, worker hygiene, damaged goods or containers and potential sources of contamination, shall be reviewed annually in consultation with the Food Services Program Manager.
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