



# SAFE FOOD HANDLING BEST PRACTICES



# SAFE FOOD HANDLING

## INTRODUCTION

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The Ottawa Network for Education's School Breakfast Program (ONFE SBP) works closely with Ottawa Public Health (OPH) and your school board to ensure the health and safety of students. All schools operating a breakfast and/or snack program are deemed to be a Food Premise and are subject to inspection, at any time, by Ottawa Public Health.

Understanding food safety is critical to the safe and successful operation of your school's breakfast and/or snack program. In this handbook you will find all the essential safe food handling information that is required to operate your program safely.

The information included in this handbook has been specially curated by the ONFE SBP and OPH. Any/all individual(s) who assist with the food ordering, storage, preparation, or distribution aspects of your school's breakfast and/or snack program should be familiar with the information contained herein.





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# **MODULE 1**

## **UNDERSTANDING FOOD-BORNE ILLNESS, LOW-RISK AND HIGH-RISK FOODS**



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## SCHOOL BREAKFAST PROGRAM



### **Understanding Food-Borne Illness and Low-Risk and High-Risk Foods**

The following information will provide you with a good overview of food safety. It has been reviewed and approved by Ottawa Public Health.

#### **1. Understanding Food-Borne Illnesses**

Viruses - including Norovirus, the leading cause of food-borne illnesses, can and do travel on foods and can cause food poisoning.

Bacteria - can multiply very quickly at room temperature, can live and multiply in food, are not killed by refrigeration or freezing and their toxins can possibly be dangerous after the food is cooked.

Bacteria and viruses can easily enter damaged fruits and vegetables, and some fruits harbor dangerous bacteria on the rind which can be spread to the inside.

► Please review **Appendix 3: Fact Sheet-The Invisible Enemy: Bacteria** and **Appendix 4 – Chill**. These resources further explain simple practices that will help reduce the risk of food-borne illness in your nutrition program.

#### **2. Understanding the Difference Between Low-Risk and High-Risk Foods**

To prevent food-borne illnesses, it is important to understand the difference between low- and high-risk foods.

##### **What is a Low-Risk Food?**

Low-risk foods are considered non-hazardous and do not require refrigeration. They include items such as whole fruits and vegetables, baked goods, jams and preserves, granola, trail mix, nuts and seeds.

► It's important to remember that **low-risk foods are only low-risk when they are handled safely**.

### **What is a High-Risk Food?**

High-risk foods are considered hazardous and require refrigeration at 4°C or below and proper internal cooking temperatures that kill bacteria and make these food items safe for human consumption. Examples of high-risk foods include dairy products, eggs, meat or meat products, poultry, fish and seafood and products containing them.

- ▶ Once a fruit or vegetable has been manipulated (cut-up) it becomes a high-risk food.

### **3. Allowances by Ottawa Public Health**

As per Ontario Regulation 493/17, every operator of a food service premise shall ensure that there is at least one food handler or supervisor on the premise who has completed food handler training during every hour in which the premise is operating.

However, Ottawa Public Health has made allowances for ONFE School Breakfast Programs to serve dairy products, eggs and manipulated (cut-up) fruits and vegetables to be served without the legislated requirement ONLY IF proper safe food handling practices are followed.

- ▶ Please review **Appendix 1– OPH Letter of Support RE: Ontario Regulation 493/17 Food Premises**. This letter further explains several amendments to the Food Premises Regulation applicable to ONFE SBP food premises that prepare only low-risk foods and/or distribute pre-packaged ready to eat food items.

- ▶ If your program is serving high-risk foods (other than those listed in Appendix 1), please contact your CDC immediately to review your safe food handling practices.

**August 1<sup>st</sup>, 2023**

Ottawa Network for Education  
Conseil des Écoles publiques de l'Est de l'Ontario  
Conseil des Écoles catholiques du Centre-Est  
Ottawa Carleton District School Board  
Ottawa Catholic School Board

**RE: Ontario Regulation 493/17 Food Premises:**

- A. Part IV, Section 20, "Mechanical Dishwashers"**
- B. Part III, Section 7(3)(c) and 7(4), "Operation and Maintenance".**

The purpose of the letter is for Ottawa Public Health (OPH) to confirm in writing, the practices that have been determined by OPH to be effective food safety measures for the Ottawa Network for Education's School Breakfast Program (ONFE SBP).

Ottawa Public Health (OPH) is a proud supporter and partner of the ONFE SBP. OPH believes that all children and youth benefit from the opportunity to participate in healthy meal and snack programs at school. As such, OPH is committed to working closely with the SBP and its four school board partners\* to determine the most effective food safety practices and equipment for the program.

ONFE SBP program delivery sites (schools) are considered to be Food Premises and as such, sites are inspected and expected to comply with Ontario Regulation 493/17 [O.Reg.493/17]. OPH understands that Ottawa's four school boards are responsible for ensuring that the physical environments and equipment meet legislated requirements to operate as a Food Premise.

Amendments to the Food Premises Regulation [O.Reg.493/17] made under the *Health Protection and Promotion Act* relating to this matter came into effect on January 1, 2020. These amendments respond to the needs of the community meal programs and food premises serving lower risk food, while balancing public health and safety.

**The following amendments to the Food Premises Regulation apply to food premises that prepare only low-risk\* foods and/or distribute pre-packaged ready to eat food items (\*see description of Low-Risk Foods for School Breakfast and Snack Programs in the text box below):**

Clause 7 (3) (c) Handwashing stations

Applicable food premises are no longer required to have the specified handwashing stations in a food premises. However, there is still a regulatory requirement for food premises operators to ensure that food handlers wash their hands as often as necessary to prevent the contamination of food or food areas.



S. 18 Dishwashing equipment

Applicable premises are no longer required to provide the structural number of a two- or three-compartment sink and/or a commercial mechanical dishwasher. However, any utensils used to prepare food must be cleaned and sanitized in accordance with current regulatory requirements (e.g., sections 19 – 23).

S. 32 Food handler training

Applicable premises are no longer required to ensure there is at least one food handler or supervisor on the premises who has completed food handler training. However, OPH encourages program coordinators and volunteers to be aware of safe food handling practices and OPH is working to support that awareness through the transition of our past training to an on-line/ on-demand resource.

**\*Low-Risk Foods**

The types of food items listed below, when prepared in Ottawa schools for the purposes of School Breakfast and Snack Programs, are considered by OPH to be **Low-Risk Foods** under the Amendments to the Food Premise Regulation O.Reg.493/17 described in this letter.

- Fresh fruits and vegetables
- Frozen fruits and vegetables
- Canned fruits and vegetables (including also, for example: apple sauces etc.)
- Bread, baked goods, grain products (including also, cereals, crackers, muffins etc.)
- Legumes (including also, for example: hummus, soy spreads etc.)
- Dairy products (for example: milk, cream, cheese, yogurt, and products containing these items)
- Eggs – (HACCP audit conducted. Preparation steps are approved by OPH)
- Condiments (for example: jam, margarine, spreadable cheese etc.)

We look forward to our ongoing partnership with ONFE SBP and Ottawa's four school boards to support student nutrition programs in Ottawa schools.

If you have any questions, please contact Blayr Kelly, Supervisor, Public Health Inspections, Ottawa Public Health: [Blayr.Kelly@ottawa.ca](mailto:Blayr.Kelly@ottawa.ca) or 613.580.2424 ext. 19256.

*Blayr Kelly*

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## Appendix 2



### **Eggs: Preparation, Storage and Serving Steps**

HACCP (Hazard Analysis and Critical Control Point) is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

Your breakfast / snack program will meet Ottawa Public Health's HACCP audit for eggs if your program does the following:

1. Only purchase Grade A eggs. All eggs purchased at a grocery store, through a distributor, or by a wholesaler are Grade A.
2. Eggs should be refrigerated as soon as possible and stored in the "body" of the refrigerator, where it is the coldest at 4°C or below. Never store eggs in the door of the refrigerator.
3. When ready to use, remove from refrigeration only the eggs that will be used within 2 hours.
4. Wash hands thoroughly before handling raw eggs as the outer shell has the potential to carry harmful bacteria (i.e., Salmonella).
5. Do not thaw frozen eggs or egg products at room temperature. Thaw only in refrigerator.
6. Use defrosted eggs promptly and use within 3 days.
7. Eggs and egg-based foods should be cooked to an internal temperature of 74°C to ensure they are safe to eat.

8. Eggs and egg-based foods to be served or kept on display, must be held hot at 60°C (140°F) or higher at all times.
9. Cook scrambled eggs in small batches until no liquid is visible.
10. Left over eggs and egg-based foods (scrambled eggs, omelettes, etc.) should be refrigerated as soon as possible. If not being consumed cold, reheat to an internal temperature of 74°C and keep warm at 60C or above. Foods kept in the temperature danger zone (4°C - 60°C) can spoil quickly if left out more than 2 hours.
11. When packing cooked eggs in classroom bins, use freezer packs and use within 2 hours.
12. Hard boiled eggs kept in a sealed container can be stored in the refrigerator for 4-5 days.
13. Follow cleaning and sanitizing procedures to reduce cross contamination.

# FACTSHEET



## THE INVISIBLE ENEMY: BACTERIA

Despite the fact that Canada's food supply is among the safest in the world, sometimes the food we eat can make us sick. Under the right conditions, an invisible enemy called "BAC" (bacteria) may be present on foods.

Scientists have learned these important facts about bacteria:

- Bacteria are an integral part of our environment and play many beneficial, but sometimes harmful roles. They are found on all raw agricultural products.
- Harmful bacteria can be transferred from food to people, people to food, or from one food to another.
- Bacteria can grow rapidly at room temperature.
- Growth of harmful bacteria in food may be slowed or stopped by refrigerating or freezing.
- Foodborne illness can produce symptoms from mild to very serious. Illness can occur 30 minutes to two weeks after eating food containing harmful bacteria.
- People who are most likely to become sick from food-related illness are infants and young children, senior citizens and people with weakened immune systems.

Everyone can prevent foodborne illness if they learn how to *Fight BAC!*<sup>TM</sup>

For more information about *Fight BAC!*<sup>TM</sup> visit the Canadian Partnership for Consumer Food Safety Education website, at: [www.canfightbac.org](http://www.canfightbac.org)

## FOUR SIMPLE STEPS TO *Fight BAC!*<sup>TM</sup>

**CLEAN** - Always wash your hands, utensils and cooking surfaces with soap and hot water before you handle food, repeatedly while you prepare it, and again when you've finished. Sanitize countertops, cutting boards and utensils with a mild bleach and water solution. All produce should be washed under cool running water prior to eating or cooking.

**SEPARATE** - Keep certain foods, like meats and their juices, separated from others during storage and preparation. Keep separate cutting boards for raw meats and vegetables. Always keep foods covered.

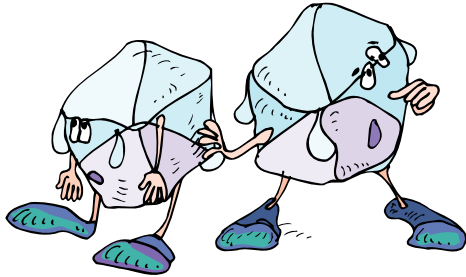
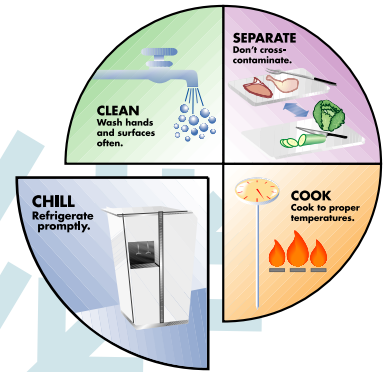
**COOK** - Prepare foods quickly, cook them thoroughly, and serve them immediately. Don't let foods linger at temperatures where bacteria can grow. The danger zone is between 4°C (40°F) and 60°C (140°F).

**CHILL** - Refrigerate or freeze perishables, prepared food and leftovers within two hours. Make sure the refrigerator is set at a temperature of 4°C (40°F) or colder, and keep the freezer set at -18°C (0°F).

Following these simple practices can help you reduce the risk of foodborne illness.



# chill



## 1. The Big Chill

Refrigerate or freeze perishables, prepared foods and leftovers within two hours or less. Marinate foods in the refrigerator.

## 2. The Thaw Law

Never defrost food at room temperature. Thaw food in the refrigerator, in cold water, or in the microwave if you will be cooking it immediately.

## 3. Divide and Conquer

Separate large amounts of leftovers into small, shallow containers for quicker cooling in the refrigerator.

## 4. Avoid the Pack Attack

Don't overstuff the refrigerator. Cold air needs to circulate above and beneath food to keep it safe.



**Cool Tip:**  
Cold foods should be kept at 4°C (40°F)





## Serve and Preserve:

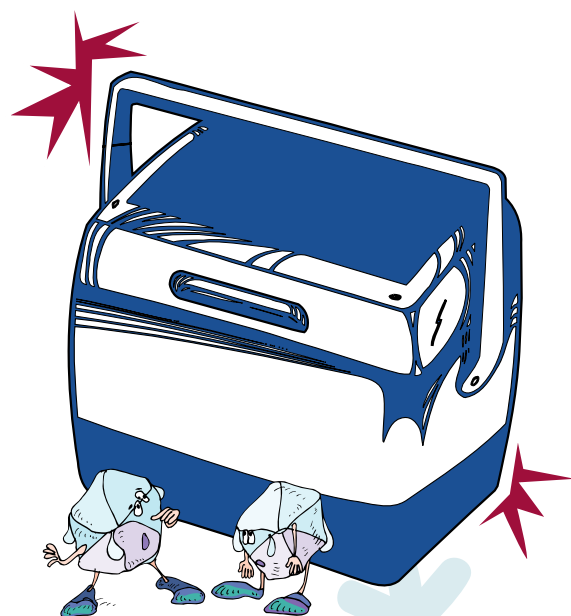
When serving cold food at a buffet, picnic or barbeque, keep these cool tips in mind:

- Cold foods should be kept at 4°C (40°F) or colder.
- Keep all perishable foods chilled right up until serving time.
- Place containers of cold food on ice for serving to make sure they stay cold.
- Refrigerate custards, cream pies and cakes with whipped cream or cream cheese frostings. Don't serve them if refrigeration is not possible.

## Hit the Road:

When travelling with food, be aware that time, temperature and cold containers are key. Here are some tips to keep it cool:

- Keep frozen foods in the refrigerator or freezer until you are ready to go.
- Always use ice or cold packs and fill your cooler with food. A full cooler will maintain its cold temperatures longer than one that is partially filled.
- When travelling, keep the cooler in the air-conditioned passenger compartment of your car, rather than in a hot trunk.
- If you've asked for a 'doggie bag' to take home from a restaurant, the food contained in it should be refrigerated within two hours of serving.
- When running errands, do your grocery shopping last.



## Fridge Quiz:

*Put your knowledge of proper refrigeration to the test.*

1. Should leftovers be placed directly in the refrigerator? Yes or No
2. Refrigeration prevents bacterial growth. True or False
3. At what temperature should refrigerated food be kept to slow down the growth of bacteria?

**Answers:**

1. Yes, but divide large quantities of food into shallow containers (8cm/3 inches or less) and allow to cool slightly before placing in the refrigerator.

2. False. Refrigeration slows, but does not prevent the growth of harmful bacteria.

3. Set the temperature cold enough to maintain an internal food temperature of 4°C (40°F) or colder. This will help to discourage the growth of foodborne bacteria. Be sure your refrigerator is in good working order.

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## **MODULE 2**

# HEALTH SCREENING, HYGIENE, HAND WASHING AND HAND SANITIZING



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## SCHOOL BREAKFAST PROGRAM



### Health Screening

Respiratory viruses (COVID-19, influenza, RSV, etc.) continue to circulate in our community. If you have symptoms of respiratory illness, stop all School Breakfast Program (SBP) operations, and please stay home to protect yourself and the people around you. Advise the school principal to find a replacement to cover your work.

Ottawa Public Health uses a variety of monitoring indicators to assess viral activity throughout the year. This information is available on their [website](#).

### Personal Hygiene

- Wear clean outer clothing
- Tie back hair or wear head gear (ex. hairnet, hat)
- Avoid wearing hand jewelry
- Keep nails well-trimmed
- Avoid nail polish as it can chip and transfer to food
- Wash hands properly after using the toilet, smoking, biting your fingernails, touching your mouth, nose, or hair (including beard or moustache)
- Contain sneezes and coughs to a tissue paper and wash hands immediately
- Use gloves to cover cuts or infections on your hands; otherwise, gloves are not required
- Do NOT prepare or serve food if you are sick with any of these symptoms - diarrhea, vomiting, fever, sore throat or persistent coughing and sneezing





# Ottawa's health is in **your hands**

# La santé d'Ottawa est entre **VOS mains**

## Help prevent the spread of germs

- ➔ Wash your hands with soap and water, or use hand sanitizer
- ➔ Cover your coughs and sneezes with a tissue or your arm, not your hand
- ➔ Stay at home if you are sick
- ➔ Get immunized

## Aidez à prévenir la propagation des germes

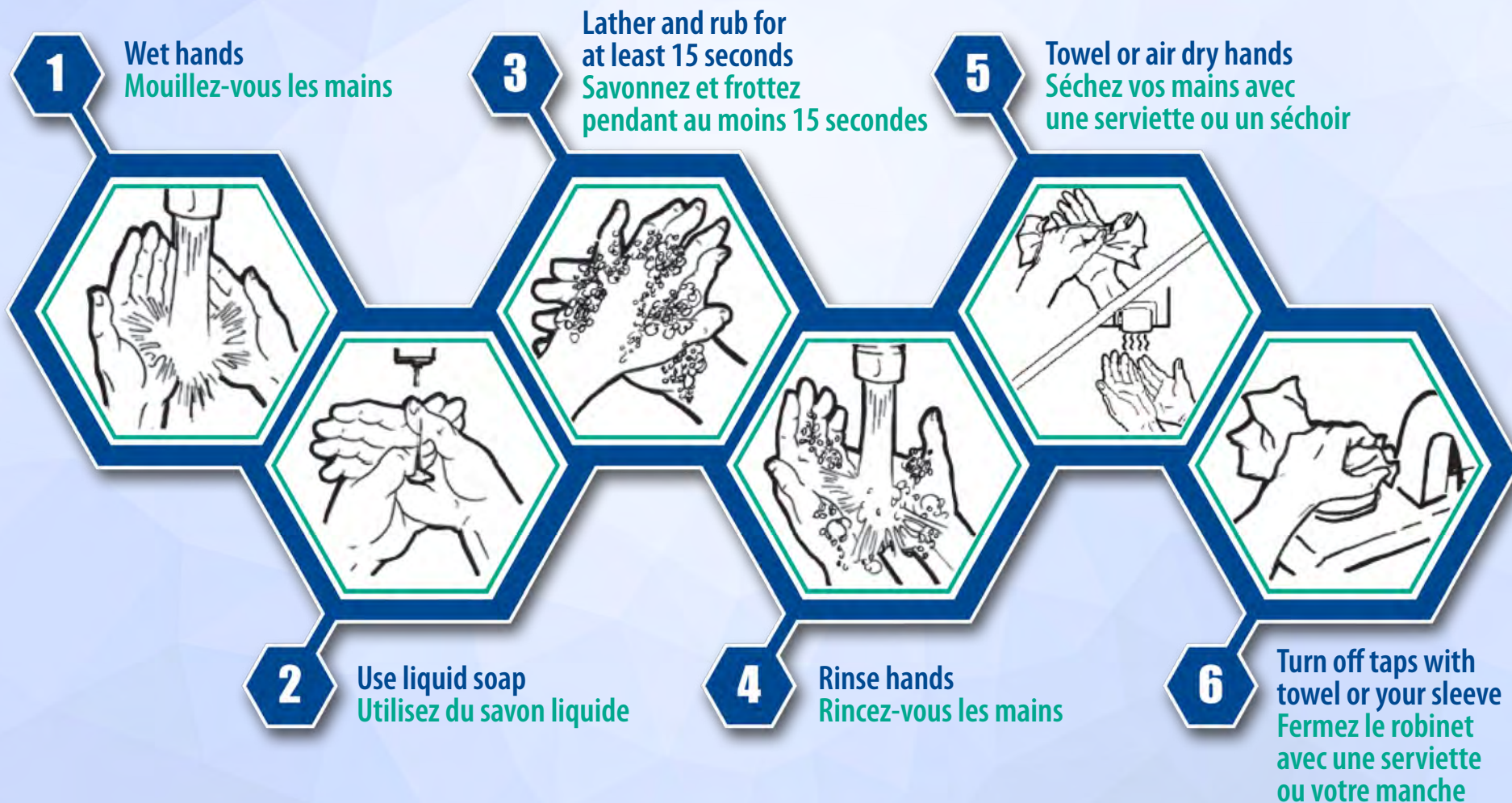
- ➔ Lavez vos mains avec de l'eau et du savon ou utilisez un désinfectant à base d'alcool
- ➔ Toussez et éternuez dans un mouchoir ou dans votre manche et non dans vos mains
- ➔ Restez à la maison si vous êtes malade
- ➔ Faites-vous vacciner

# Ottawa's health is in **your hands**

Proper **hand washing** helps prevent the spread of germs!

# La santé d'Ottawa est entre **vos mains**

Bien **se laver les mains** aide à prévenir la propagation des germes!



# Ottawa's health is in **your hands**

Proper **hand sanitizing** helps prevent the spread of germs!

# La santé d'Ottawa est entre **vos mains**

Bien se **désinfecter les mains** aide à prévenir la propagation des germes!

**1** Place a quarter-size drop of alcohol-based hand sanitizer in your palm  
Versez du gel désinfectant à base d'alcool de la grosseur d'un vingt-cinq sous dans votre paume

**2** Rub hands together; palm to palm  
Frottez vos mains, paume contre paume

**3** Rub back of each hand with palm and fingers of the other hand  
Frottez le dos de chaque main avec la paume et les doigts de l'autre

**4** Rub around each thumb  
Frottez autour de chaque pouce

**5** Rub fingertips of each hand back and forth in the other hand  
Frottez le bout des doigts de chaque main dans la paume de l'autre

**6** Rub until your hands are dry (at least 15 seconds)  
Frottez jusqu'à ce que vos mains soient sèches (au moins 15 secondes)



# MODULE 3

## HOW TO CHOOSE, TRANSPORT AND STORE FOOD SAFELY

## Ontario Student Nutrition Programs

### Tips for how to choose, transport and store food safely

#### Choosing/accepting food for school program:

- Offer and serve food and food products from inspected sources including grocery stores, wholesalers and distributors, food services (e.g., caterers), farmer's markets and community food hubs. Contact your Lead Agency to determine whether food sources meet program requirements.
- Check best before dates when selecting and serving food.
- Select or accept produce that is fresh, not wilted or overripe. Do not offer vegetables and fruits that are partly spoiled (spots or soft mushy parts), or stale bread and baked goods.
- Only use cans that are free from rust and dents and are not leaking or swollen.
- Shop for cold foods last.
- Do not accept food from an emergency food source, such as a food bank.
- Avoid serving foods with a high risk of causing a food-borne illness such as: cold deli salads made with egg or dairy; home canned food items; home cooked or baked food items; foods which are not in their original container; food packages which have seals broken
- Prepare food for your SNP in an appropriate facility. Foods prepared at home are not permitted in your SNP under the Ontario Food Premises Regulation.

#### Transporting food from store to school:

- Keep re-usable grocery bags clean and wash them regularly (if used).
- Keep raw food away from cooked or ready to eat foods.
- Transport food in a clean, pet-free vehicle and separate from contaminants such as washer fluid, and other toxic and poisonous substances
- Take food directly from the store to the school
- Keep perishable foods cold during transport using a cooler and thermometer. Bacteria can multiply rapidly in foods that are left in the temperature danger zone - between 4°C (40°F) and 60°C (140°F) – for longer than 2 hours.



## Storing food at school:

- Always wash your hands before handling food.
- Refrigerate perishable food immediately.
- Place raw meat, poultry and seafood on the bottom shelf of the refrigerator so that raw meat juice can't drip onto other foods
- Cover all foods in the refrigerator.
- Store non-perishable food at least 15 cm off the ground in a clean, dry place – such as cupboards or shelves
- Date all food when it is received. Make sure that older foods are used up first to maintain nutrition and freshness.

Schools that provide meal or snack programs are considered “food premises” and are covered by provincial food safety laws (*Ontario Food Premises Regulation 493*). Refer to the [Ontario Food Premises Regulation 493 \(O.Reg 493/17\)](#) of the Health Promotion and Protection Act to find out more about preparing, storing and serving food using public health practices.

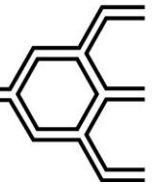
## For more information:

- Refer to section 5 of the Student Nutrition Program Nutrition Guidelines (2020): Food Safety.
- Contact your [local public health unit](#) or check their website for more information and resources about hand washing, safe food handling and provincial food safety laws
- The [In Good Hands](#) online safe food handling course is based on Canadian content as well as Ministry of Health guidelines for the province of Ontario. The course is also available in French.
- The Canadian Partnership for [Consumer Food Safety Education website](#) has lots of information for the general public about food safety issues such as food selection, handling, preparation and storage and food-borne illness. The web-site has facts sheets and other resources that you can download for free.
- The Canadian Food Inspection Agency has more information on [date labelling on pre-packaged foods](#).

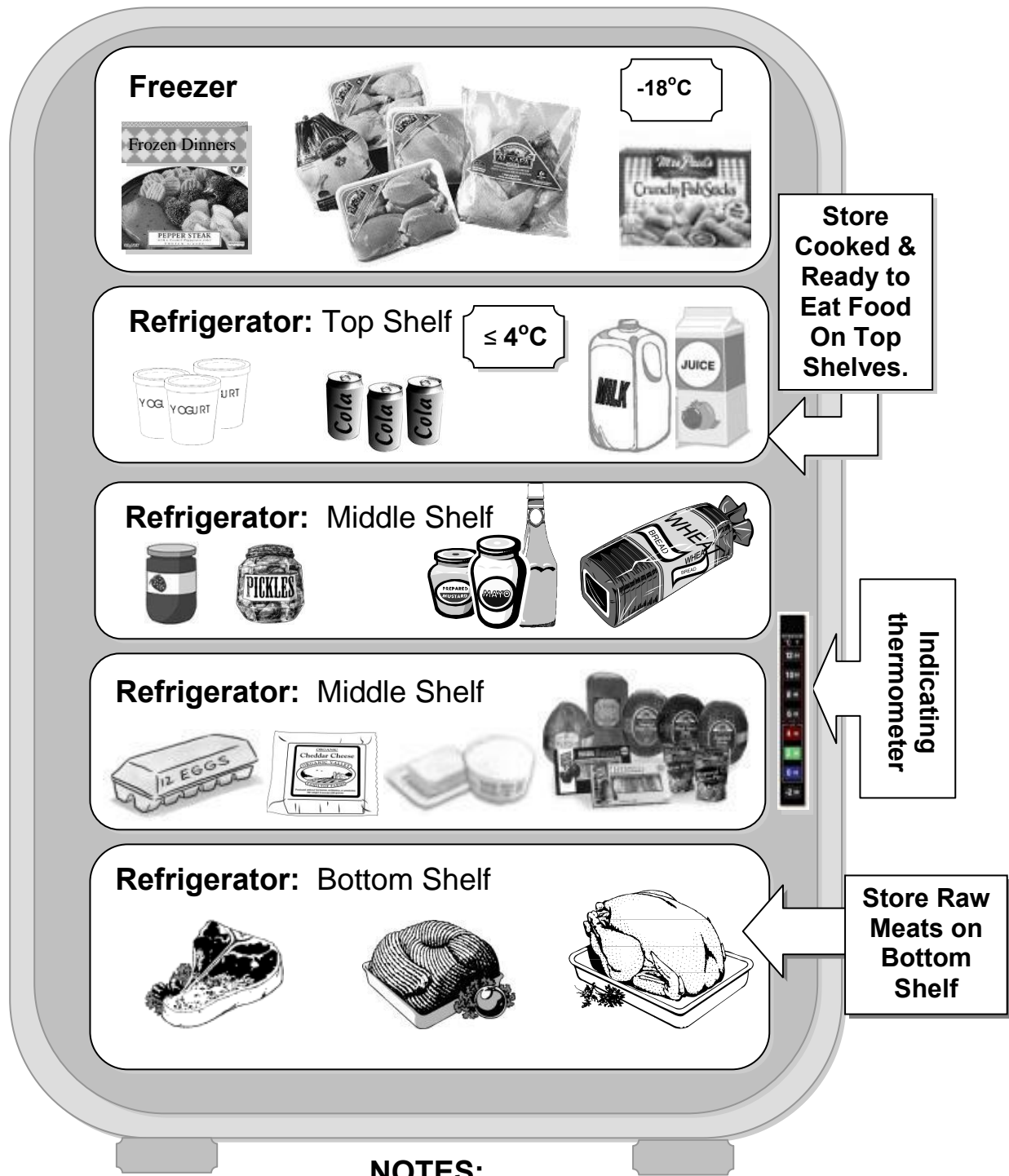


# MODULE 4

## ORGANIZING YOUR REFRIGERATOR AND KEEPING A TEMPERATURE LOG



## Where to Store Food in the Refrigerator



- An accurate indicating thermometer must be located in each refrigerator and freezer.
- Don't overload the units.

03/2011







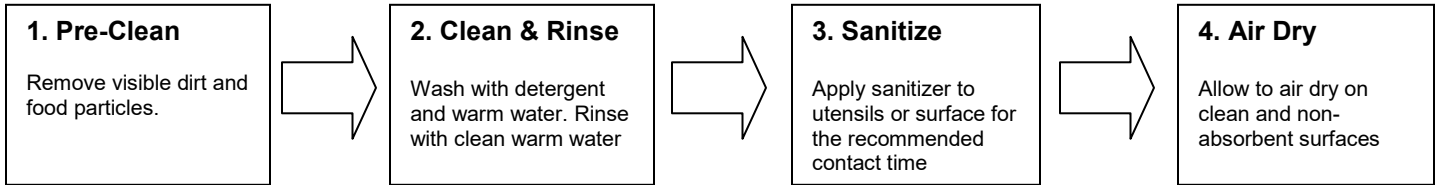
# **MODULE 5**

## **CLEANING AND SANITIZING**



## Cleaning & Sanitizing of Food Contact Surfaces

### Four basic steps to effective cleaning & sanitizing



### What is the difference between cleaning & sanitizing?

Cleaning removes visible material such as grease, food, dust, chemical residues, odours, flavours, stains, and **only some germs**. Sanitizing **reduces** the number of germs on surfaces to a **safe** level. If surfaces are not *clean* then heat or chemical sanitization cannot work properly

### When to clean and sanitize food contact surfaces.

All food contact surfaces used in the preparation, service or storage of food must be cleaned, *rinsed with clear potable water* and sanitized as required.

### What is a good cleaning product?

Any detergent (powdered or liquid soap) can be used to remove dirt and grease. However, the use of friction is an important element in proper cleaning.

### What kinds of sanitizers are available?

Chlorine bleach is cheap and highly effective; however, some establishments may choose to use a quaternary ammonium, iodine or others as approved by the Medical Officer of Health. No single chemical sanitizer may be appropriate for every use. Sanitizing can be also done through high temperatures equal to or greater than 82 degrees C. for at least 10 seconds.

### How to mix a sanitizing solution.

Sanitizer	Minimum Required Concentration (ppm)	Contact Time
Chlorine (5.25 per cent household bleach) for utensils that can be soaked in water	100 ppm 2.5 ml (½tsp.) per 1 L water 1 oz. per 1 gallon water	At least 45 seconds
Chlorine (5.25 per cent household bleach) for items too large to be immersed in water	200 ppm 5.0 ml (1tsp.) per 1 Litre water 2 oz. per 1 gallon of water	At least one minute
Quaternary Ammonium for utensils that can be soaked in water	200 ppm	At least 45 seconds
Quaternary Ammonium for items too large to be immersed in water	400 ppm or double the strength that is set out on the product directions	At least one minute
Iodine	25 ppm	At least 45 seconds

### **Verify the concentration of the chemical sanitizer being used!**

A sanitizer test kit must be used to verify the chemical concentration of the chemical agent being used. Chlorine and quaternary ammonium test kits are available from most restaurant dish-washing supply companies

### **Using other chemical sanitizers?**

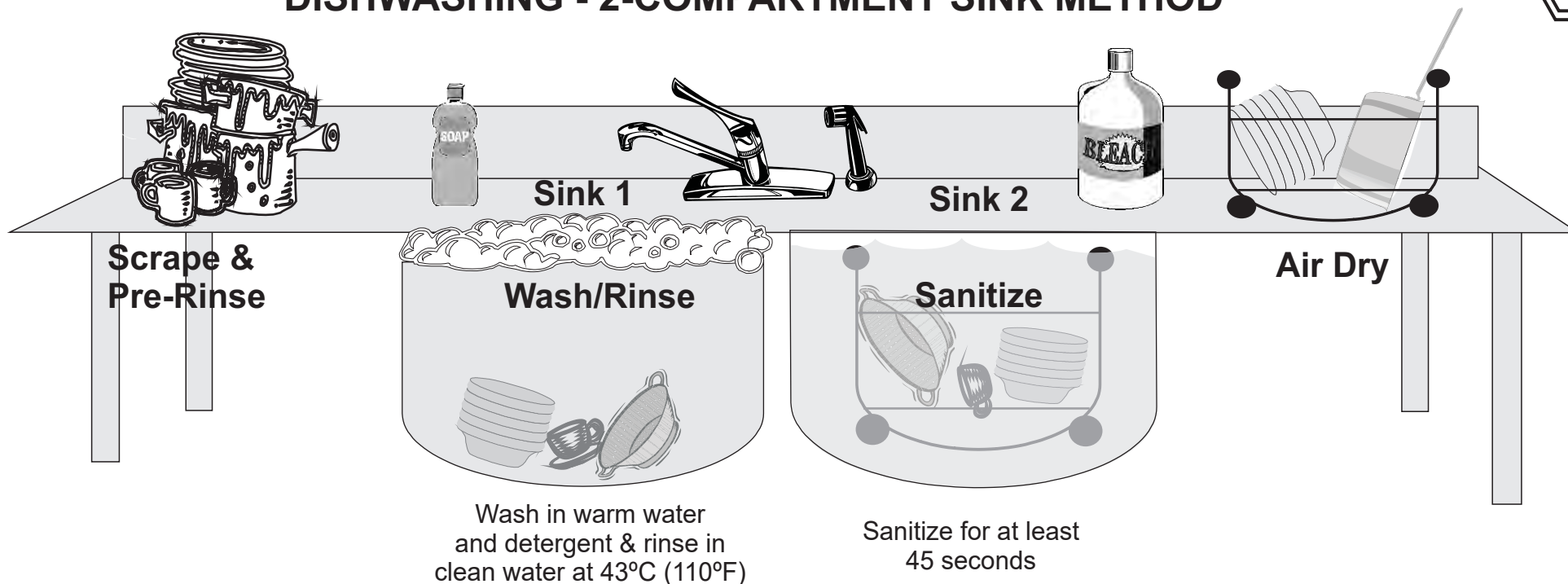
- ✓ Always follow the manufacturer's directions on the product label regarding concentration and contact time
- ✓ Ensure that products used on food surfaces are **food safe**
- ✓ Rinse with clean potable water after use
- ✓ Avoid mixing different chemicals together

### **When to sanitize food contact surfaces.**

- ✓ Before food preparation begins
- ✓ After preparing raw food
- ✓ Once food preparation and cleaning is complete
- ✓ Minimum of once every four hours, or as often as necessary, if the surface is in constant use
- ✓ When contamination may have occurred



## DISHWASHING - 2-COMPARTMENT SINK METHOD



Use clean hot water no colder than 77°C (170°F)

**OR**

Mix clean water no colder than 24°C (75°F) with Chlorine to make a mixture no weaker than 100 parts per million (ppm).  
(You may use 1.5 to 2 tablespoons of bleach with 6% Chlorine on the label in a 13 litre (3 gallon) sink).

**OR**

Mix clean water no colder than 24°C (75°F) with Quaternary Ammonium to make a mixture no weaker than 200 ppm.

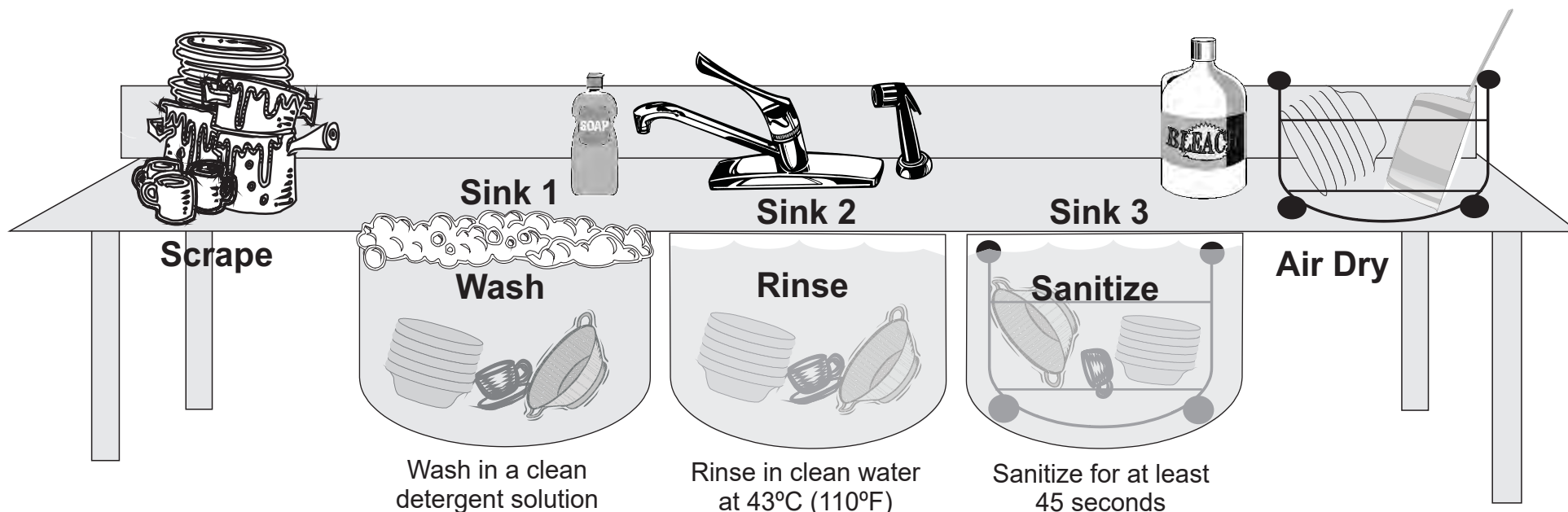
**OR**

Mix clean water no colder than 24°C (75°F) with Iodine to make mixture no weaker than 25ppm

05/2014



## DISHWASHING - 3-COMPARTMENT SINK METHOD



Use clean hot water no colder than 77°C (170°F)

**OR**

Mix clean water no colder than 24°C (75°F) with Chlorine to make a mixture no weaker than 100 parts per million (ppm).  
(You may use 1.5 to 2 tablespoons of bleach with 6% Chlorine on the label in a 13 litre (3 gallon) sink).

**OR**

Mix clean water no colder than 24°C (75°F) with Quaternary Ammonium to make a mixture no weaker than 200 ppm.

**OR**

Mix clean water no colder than 24°C (75°F) with Iodine to make mixture no weaker than 25ppm

## Sanitizing With a Household-Type Dishwasher

All breakfast and snack programs in the ONFE-School Breakfast Program are subject to inspection by Ottawa Public Health. Consequently, it is important to understand and follow appropriate cleaning and sanitizing methods to reduce the possibility of food-borne illness.

1) What is the difference between cleaning and sanitizing?

Cleaning removes visible material from surfaces, such as food, dirt and grease. Sanitizing reduces the number of germs from surfaces after cleaning, so that they cannot contaminate food at the next meal.

2) Do I still need to sanitize if I use a household-type dishwasher?

Yes! Most household-type dishwashers cannot sanitize dishes because their water heaters do not produce sufficiently hot water. Even household-type dishwashers with booster water heaters or “sanitizer” buttons cannot reach the necessary sanitizing temperature of 82<sup>0</sup> C required by Ottawa Public Health.

3) What product should I use?

If your school has a household-type dishwasher you should be using a detergent with a sanitizing agent. There are currently no products available in stores that are suitable. Please contact your Community Development Coordinator for suitable product information and how to purchase it.

4) How much sanitizing dishwasher detergent do I use?

Approximately one level tablespoon should be sufficient. It is important that you test the water with precision chlorine test strips (see **resource document** “*How to Use Your Precision Chlorine Test Strips*”) to ensure you are not using too little, or too much detergent. To do this:

- Add detergent and let dishwasher run for about 5 minutes AFTER the soap has been dispensed.
- Stop the dishwasher and use a test strip to test the water in the bottom.
- If the concentration is 100 ppm then the amount of detergent used is appropriate.
- If the concentration is not 100 pm then adjust the amount of detergent the next day and retest
- Continue to adjust and retest until you know the proper amount of detergent to use.

5) I have items that cannot be put in the dishwasher. How do I sanitize them?

Please follow instructions on using the “sink” method.



# MODULE 6

## SAFETY PROTOCOLS & DELIVERY MODELS



## **RESPIRATORY VIRUSES**

### **Safety Protocols and Delivery Models for Ottawa Network for Education’s School Breakfast Program 2023/24 School Year**

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The Ottawa Network for Education School Breakfast Program (ONFE SBP), in consultation with Ottawa Public Health (OPH) has updated its program delivery and food handling guidelines for student nutrition programs to operate safely.

► It is important to note that all School Breakfast Programs must continue to follow practices prescribed in [Ontario Regulation 493/17 - Food Premises](#). Under provincial legislation, schools with breakfast programs are considered “food premises” and are subject to inspection by OPH food inspectors and any applicable fines; and must follow all measures that have been developed by public health officials. For further information, please visit the [Safe Food Handling](#) section of our website.

**ALL SCHOOLS MUST READ THIS DOCUMENT CAREFULLY and ENTIRELY!  
THE FOLLOWING SAFETY AND OPERATIONAL MEASURES ARE REQUIRED FOR ALL  
PROGRAM MODELS TO REDUCE THE SPREAD OF RESPIRATORY VIRUSES IN SCHOOLS.**

**1. Delivery Model Options:**

Ottawa Public Health approves the use of the following delivery models:

Delivery Approach	Serve & Go / Grab & Go		Bin Program		Sit Down	
<b>Description of model</b>	Meals or snacks are provided in a central location. Students take food with them to eat in another location.		A bin is provided to each classroom and/or group of students. Bins contain individual, pre-wrapped portions. Non-perishable items may be placed in one bin. Refrigerated items must be in a cooler with ice packs and a thermometer.		Students are served and eat together before or during the school day.	
	<b>Serve &amp; Go:</b>  Individual portions are served directly to students.	<b>Grab &amp; Go:</b>  Individual portions <u>are wrapped</u> , and students serve themselves.	<b>Serve &amp; Go:</b>  Individual portions are served directly to students.	<b>Grab &amp; Go:</b>  Individual portions <u>are wrapped</u> , and students serve themselves.	<b>Serve &amp; Sit:</b>  Individual portions are served directly to students.	<b>Grab &amp; Sit:</b>  Individual portions <u>are wrapped</u> , and students serve themselves.

► *Further details by service model appear in the shaded sections at the end of this document*

**2. Health Assessment of Staff | On-site Program Coordinator:**

Any person assisting in SBP daily operations should not prepare nor distribute food when ill.

Ottawa Public Health provides this [tool](#) to help you assess your personal risk level.

**3. Food Preparation & Service:**

- Schools are permitted to prepare and process foods as per the [OPH Letter of Support](#). If food is being served to students, food does not need to be individually portioned and wrapped.
- If students are serving themselves, foods must be kept individually portioned and wrapped. There are a few exceptions for whole fruits that do not require

wrapping. These include only fruits that can be washed and served whole and not processed (cut).

- During an ever-changing environment and when increased preparation steps are required, on-site program coordinators may prefer to keep menus simple.

#### 4. Cutlery and Dishes

- Program may use either reusable and/or disposable cutlery and dishes.
- Cutlery is not required to be individually wrapped.
- Cutlery should be placed in clean and sanitized containers with the handles pointing up.
- If disposable, cutlery, and dishes must be placed in the garbage after use. They cannot be reused.
- If reusable, cutlery, and dishes must be placed in bus bins for washing and sanitizing.

#### 5. Food Distribution & Service:

- Sanitization (or handwashing if hands are visibly soiled) is required before, after, and during (as needed) serving food items to students.
- If food is being served to students, tongs are the preferred method to serve food. Alternatively, a single-use paper towel can be used to serve food to students.
- If students are serving themselves, a hand sanitizing station must be available and highly encourage use before they handle food. All food must be individually wrapped and portioned unless whole fruit.
- Specific details by service model appear in the shaded areas at the end of this document.

#### 6. Cleaning and Sanitizing:

School Breakfast Programs must follow all school board established cleaning and sanitizing procedures, as well as all provincial legislation related to [Cleaning and Sanitizing](#).

## ► UPDATED PROTOCOLS FOR SERVE & GO *and* GRAB & GO MODELS

Schools can opt for Serve & Go defined as school staff or adult volunteer serving food to students or for Grab & Go defined as students serving themselves.

### Required Food Service Safety Measures

- Manage flow to ensure that a student accessing food does not take more than 15 minutes and maintain physical distance as much as possible.
- Serve & Go: Staff/Program Coordinator/Adult Volunteer must sanitize hands before, after, and during (as needed) serving food. Food does not need to be individually pre-packaged and /or portioned and wrapped. Use tongs to hand out items to students, or place items directly into a bag.
- Grab & Go: Students must use hand sanitizer prior to handling foods. All foods must be individually pre-packaged and/or portioned and wrapped. The exception is whole fruit (e.g., bananas, apples, clementines).
- Place cutlery in clean and sanitized containers with the handles pointing up.
- Wipe down all surfaces with approved sanitizing agent before and after service.

### Operational Suggestions:

- Create and post weekly menus to communicate food options before students form a queue.
- Use signage to clearly instruct students where to find their meals.
- Create one-way directions to avoid bottlenecks and encourages physical distancing as much as possible.
- Unserved food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Provide hand sanitizing stations and highly encourage use.

## ► UPDATED PROTOCOLS FOR IN-CLASS BINS PROGRAM

Bins are provided to each classroom and contain all the meals or snacks for a classroom participating in the program.

### Required Food Service Safety Measures

- Use bins and/or coolers to transport food to classrooms. Refrigerated items must be in a cooler with ice packs and a thermometer.
- Individual items must be individually pre-packaged and/or portioned and wrapped prior to placing in bins/coolers except for whole fruit (e.g., bananas, apples, clementines).
- Serve & Go: Staff/Program Coordinator/Adult Volunteer must sanitize hands before, after, and during (as needed) serving food. Food does not need to be individually pre-packaged and /or portioned and wrapped. Use tongs to hand out food.
- Grab & Go: Students must sanitize their hands prior to serving themselves. All foods must be individually pre-packaged and/or portioned and wrapped. The exception is whole fruit (e.g., bananas, apples, clementines).
- Students are discouraged from sharing food items, dishes or cutlery.
- Bins/coolers must be cleaned and sanitized each day before they are refilled.

### Operational Suggestions:

- Students should use hand sanitizer (or wash their hands with soap and water if visually soiled) before and after eating.
- Untouched food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Provide hand sanitizing stations and highly encourage use.

## ► UPDATED PROTOCOLS FOR SIT-DOWN BREAKFAST

Meals are provided and consumed in a central location.

### Required Food Service Safety Measures

- Manage flow to ensure that a student accessing food does not take more than 15 minutes and maintain physical distancing as much as possible.
- Serve & Sit: Staff/Program Coordinator/Adult Volunteer must sanitize hands before, after, and during (as needed) serving food. Food does not need to be individually pre-packaged and /or portioned and wrapped. Use tongs to place food on plates.
- Grab & Sit: Students must sanitize their hands prior to placing food on plates. All foods must be individually pre-packaged and/or portioned and wrapped. The exception is whole fruit (e.g., bananas, apples, clementines).
- Place utensils in clean and sanitized containers with the handles pointing up.
- All disposable cutlery, plates and cups must be placed in the garbage after use. They cannot be reused.
- All reusable cutlery, plates and cups must be placed in bus bins for washing and sanitizing.
- Wipe down all surfaces with approved sanitizing agent before and after service.

### Operational Suggestions:

- Create and post weekly menus to communicate food options before students form a queue.
- Use signage to clearly instruct students where to find their meals.
- Create one-way directions to avoid bottlenecks and encourages physical distancing as much as possible.
- Coordinators may opt to keep menus simple to deal with increased preparation steps in an ever-changing environment.
- Unserved food can be returned to kitchen and re-used. However, re-rinse fruits/vegetables with edible peels (e.g., apples).
- Provide hand sanitizing stations and highly encourage use.



# **MODULE 7**

## **ADDITIONAL RESOURCES**



# Food safety during a power failure

Safe food handling and preparation is always important in preventing foodborne illness, but power failure can result in food spoiling due to a lack of temperature control. Follow these safe food-handling tips during a power failure to reduce the risk of foodborne illness:

## Frozen Food

Bacteria will not grow on frozen food. If kept closed, a full upright or chest freezer will keep food frozen for up to 48 hrs during a power failure and a half-full freezer will keep the food frozen for about 24 hrs.



- If you know the power will be back on soon, keep the freezer door closed as much as possible to help the food stay colder longer, and put ice in the freezer to help keep it cold.
- If you know that a power failure will last for a long period of time, transport the food to a friend's or family member's freezer if possible.
- Discard any thawed hazardous food items that have remained at room temperature for 2 or more hours. *When in doubt throw it out!*
- Discard any food that has an obvious strange colour or odour.
- If raw food has leaked during thawing, clean and disinfect the areas the food has touched. Do not reuse washcloths until they have been cleaned and disinfected.
- Discard all food items that are cooked/ready to eat that may have been contaminated by raw foods/ juices.
- Food that still contains ice crystals or feels refrigerator-cold can be re-frozen. The quality may change, however the food is still safe.

## Dry Goods

- Do not store dry goods on the floor because insects and rodents may get inside.
- Dry items such as cookies, potato chips, etc. do not need to be kept cool.

## Refrigerated Food

During a power failure, the refrigerator will keep food cool for 4 to 6 hours, depending on the kitchen temperature and the original temperature of the refrigerator.



- Keep the refrigerator closed as much as possible.
- Use a thermometer to make sure the temperature of hazardous food items stays cold (below 4°C/40°F).
- Add ice packs or bagged ice to the refrigerator to help keep it cool.
- Place securely wrapped packages of raw meat, poultry or fish in the coldest section of your refrigerator.
- A cooler filled with ice will keep hazardous food items temporarily chilled.
- Discard any hazardous food items that have remained at room temperature for 2 or more hours. *When in doubt throw it out!*
- If a power failure has lasted 8 hours or more, and you were not able to keep your refrigerator cold (below 4°C/40°F), discard all hazardous food items that have remained in the refrigerator. *When in doubt, throw it out!*

Ottawa Public Health does not recommend placing food items outdoors to keep cold (e.g. in the snow or cold air) as they can attract animals and can potentially become contaminated. The sun's rays can warm up or even thaw the surface of food items, exposing the products to fluctuations in temperatures and increasing the chances of bacterial growth.

Instead, consider colder locations within your home such as your garage or cold cellar. Use a cooler with a tight fitting lid and ice. Monitor the internal temperature of the food to ensure it has remained at 4°C and below.

**When in doubt, throw it out!**