


<b>Performance Standard:</b>	<b>Part 1302 - Subpart D Health Program Services, Nutrition and Safety</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1302.44, 1032.47</b>	
<b>Reference:</b>	ODOH-CACFP- Food Safety for Food Service	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>	CACFP On-site Monitor Review,	
<b>Responsible:</b>	Nutrition Manager, Food Service, and Classroom Staff	
<b>Cross Contamination of Food</b>		
<b>Policy</b>		
<p>INCA food is safely prepared. INCA trains, implements and enforces a system of safe food and hygiene practices and guidelines to ensure against cross contamination. Staff will be aware of indicators that are signs of food spoiling.</p> <p>Food is protected at all times from contamination including cross contamination between raw and cooked foods, toxic substances, or contamination by insects or rodents while being store, prepared, displayed, dispensed, packaged or transported.</p>		
<b>Cross Contamination</b>		
<p>Cross Contamination occurs when food is contaminated with something that does not belong there, usually making the food unsafe to eat. These contaminations are called hazards.</p> <p>The three categories of cross contaminations are:</p> <ul style="list-style-type: none"><li>• Biological (bacteria, viruses, molds, parasites)<ul style="list-style-type: none"><li>◦ Biological hazards can cause serious harm if they come in contact with food. These hazards include:<ul style="list-style-type: none"><li>▪ E. coli</li><li>▪ Hepatitis A virus</li><li>▪ Listeria</li><li>▪ Salmonella</li><li>▪ Staph</li></ul></li></ul></li><li>• Chemical (cleaners, sanitizers, pesticides)</li><li>• Physical ( metal bits, chips from broken dishes, wood, plastic)</li></ul>		

## **Biological Hazards Prevention Practices**

Prevent and control Biological Hazards by following these practices:

- Keep raw and cooked foods separate.
- Use only clean and sanitized work areas, equipment and utensils.
- Prevent insects, animals and birds from entering rooms where food is kept.
- Maintain good personal hygiene, such as hand washing.
- Keep foods out of the "Temperature Danger Zone" (between 40° and 140°F) by following time and temperature controls.

## **Chemical Hazards Prevention Practices**

Prevent and control Chemical Hazards by following these practices:

- Store chemicals and cleaners away from food.
- Never let chemicals come in contact with food.
- Wash all fresh fruits and vegetables thoroughly.

## **Physical Hazards Prevention Practices:**

Prevent and control Physical Hazards by following these practices:

- Constantly look out for foreign objects in food area.
- Inspect all broken or damaged cartons, bags, or containers.
- Inspect utensils to see if any are broken.
- Watch out for chipped plates and glasses when clearing tables.
- Only handle food when unavoidable. Gloves, tongs, and other utensils should be used in preference to hands, but must be washed or changed frequently.
- Keep food covered as much as possible.
- Promptly remove waste from food areas.

## **Training**

- Food Technician and classroom staff handling food will receive training on safe food handling yearly. Training may include ServSAFE certification.
- Where county code requires a Food Handlers Permit must be acquired for all food service staff.

## **Documentation/Monitoring**

- CACFP On-site monitoring review is conducted three times a year by Nutrition Manager.
  - Review monitoring results with food service staff.
  - Nutrition Manager makes recommendations and follow-ups as needed.
- Oklahoma Consumer Protection Division conducts annual Food Inspection Review.
  - Food Inspection Reports is posted in classrooms.
- OK-DHS Licensing inspection including nutrition done annually. Report is posted in classroom.
- Handwashing Poster required near all sinks.

## **Definitions/Acronyms**

PC - Policy Council

GB - Governing Board

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

CACFP - The Child Nutrition Programs Child and Adult Care Food Program provides reimbursement for well-balanced, nutritious meals served to individuals enrolled in daycare

centers, Family Day Care Homes (FDCH), after school programs, emergency shelters, and/or head start programs. Funding is provided to the Oklahoma State Department of Education (state agency) from the United States Department of Agriculture (USDA) based on claims submitted by program participants.

#### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.