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| Performance Standard: | Part 1302 - Subpart D Health Program Services | INCA Community Services Head Start & Early Head Start Policies and Procedures  |
| Sub Category: | 1302.44 a 2 ix 1302.47 b 5 1302.47 b 6 ii Child Nutrition | |
| References: | CACFP- Food Safety for Food Service OKDHS - Section 2-301.12, 205 Food Code | |
| PC Approval Date: | 9/2018 | |
| GB Approval Date: | 8/2018 | |
| Form: | (see documents) | |
| Responsible: | Nutrition Manager, Food Technician, Food Service Assistant, Teaching Staff | |
| Safe Food Preparation | | |
| Policy | | |
| INCA food is safely prepared. Staff shall follow guidelines to systematically and routinely implement hygiene practices. | | |
| Safe Food Preparation | | |
| Food Technician, Food Service Assistant and other INCA staff who are responsible for preparing meals and snacks for enrolled children have training in proper food handling and preparation practices. Hair, nails, clothes are to be kept clean. . | | |
| Food Service staff and volunteers must wear hair coverings. | | |
| Hats, nets, beard restraints, and clothing that covers body hair, are worn effectively to keep their hair from contacting exposed food and equipment. | | |
| Appropriate hand washing | | |
| <ul style="list-style-type: none"> Wet your hands with hot running water and apply soap; Rub your hands together to make lather and scrub them well be sure to rub the backs of your hands, between your fingers, and under you nails; Continue rubbing your hands for at least 20 seconds. “Happy Birthday” son from beginning to end twice; Rinse your hands well under running water; Dry your hands using a clean disposable towel or air dry them; Do not wash hands in the food preparation sinks. | | |
| Safe food preparation; when should you wash your hands? | | |

- Before, during, and after preparing food (handling uncooked food, especially raw meat and poultry);
- Anytime you change tasks;
- After taking off or before putting on a new pair of gloves;
- Smoking, touching your hair, face, or clothing;
- After touching garbage;
- After using the toilet;
- Before eating food;
- Before and after caring for someone who is sick;
- Before and after treating a cut or wound;
- After blowing your nose, coughing, or sneezing;
- After touching an animal or animal waste.

Food Service Fingernail Care

Food Service Staff and Volunteers shall see that their nails do not pose a risk for contamination, when food handling.

- Keep nails clean and trimmed;
- Unless wearing intact gloves in good repair may not wear fingernail polish or artificial nails when working with exposed food

Food Service Dress Code

Food Service Staff and Volunteers shall dress for safety when cooking.

- Avoid wearing loose clothing when cooking. If clothes catch on fire...Stop, Drop, and Roll, Cool the burned area with cool water and seek medical attention for serious burns;
- Wear low heeled, closed toe shoes to prevent slips, falls, trips, burns and cuts;
- Wear clean outer garments, maintain a high degree of personal cleanliness, and conform to hygienic practices while on duty;
- While preparing food, staff may not wear jewelry including medical information jewelry on their arms and hands (310:257-3-16)
- Hair nets must be worn.

Kitchen Checklist

Food Service staff shall review checklist to make a conscientious effort to keep self, children, volunteer and facility safe.

- Food Service staff must post evidence of compliance with all Federal, State, Tribal and local food safety and sanitation laws
- The Kitchen Checklist is completed monthly and turned into Nutrition Manager.
- Food Service staff are to:
 - Ensure the maintenance of Equipment;
 - Read labels on all food products;
 - Follow safety precautions;
 - Never mix chemicals.

Reporting and Record Keeping

- Report concerns or request to Nutrition Manager;
- Food Service staff will send a copy of reports from State Licensing and the Health department to Head Start Director, and post a copy in the wall mount document holder.
- Nutrition Manager will do a CACFP On-Site Monitoring Review three times a year on each site. Nutrition Manager keeps document.
- Consumer Protection Division Food Inspection Report - ODH (Health Inspection)
 - Completed every two years by the request of Licensing
 - Facilities Manager maintains forms.

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| Documents |
| <ul style="list-style-type: none">● INCA Kitchen Checklist● CACFP Administrative Review Checklist● CACFP On-Site Monitoring● ODH Consumer Protection Division Food Inspection Report State Code OAC 310:275 - ODH#541 |
| Definitions/Acronyms |
| <p>INCA - Head Start and Early Head Start programs HS - Head Start program EHS - Early Head Start program PC - Policy Council GB - Governing Body 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.</p> |
| Dissemination of Policy |
| <p>The policy will be made available to all Head Start employees through the agency's website @ 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.</p> |