

South Central CUSD #401

South Central Elementary



Food Safety Plan

Revised August 2015

South Central Schools Food Safety Plan

School District: South Central CUSD #401

School: South Central Elementary

This program was developed January 8, 2007 by Judy Cole, Superintendent for South Central CUSD #401 and is intended for use at the South Central Elementary School. The program follows the USDA guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on the USDA recommendations in conjunction with the National Food Service Management Institute.

School Foodservice Staff

<u>Name</u>	<u>Position</u>
Lori Jeter	Cook
Shirley White	Cook

Introduction

Food is an integral part of our country's infrastructure and comprises approximately 20% of our gross domestic product. An attack on the Nation's food supply could have devastating consequences on both the public's health and the economy. The Illinois Food Code now requires the food industry to have a **food safety plan**.

"The Person in Charge shall ensure that food establishment operations are conducted in accordance with a food defense plan."

Food safety, formerly known as food security, is defined by the 2007 IL Food Code as "activities associated with protecting the food supply from intentional acts of contamination or tampering." Besides the IL Food Code requiring a food defense plan, the Food and Drug Administration (FDA) recommends that retail food stores and food establishments prepare for the possibility of tampering or other malicious, criminal or terrorist event. Therefore, it is the responsibility of the (South Central CUSD #401) to develop a food safety plan, and to ensure that control measures are in place to prevent an unsafe food program.

The food safety plan contained herein is intended to raise awareness of food safety. Additionally, the plan provides the policies to prevent a malicious or criminal act against this establishment, where the intent is to compromise the food that is served to the public. This plan is adopted from the United States Food and Drug Administration's "Retail Food Stores and Food Service Establishment's Food Security Preventive Measures Guidance."

It is the employer and employees' responsibility to adhere to the *Food Safety Plan*, and to immediately report any suspicious activity to management. A checklist tool is provided at the end of this document to evaluate the food safety plan.

For additional information on food defense, the FDA provides a free web-based training, ALERT, at: <http://www.cfsan.fda.gov/~dms/alert.html> The training is intended to raise the awareness of state and local government agency and industry representatives regarding food defense issues and preparedness. Please note that Management is required to complete FDA's ALERT web-based training.

Foodservice Equipment Inventory

Type	Quantity
Mixer, floor	1
Mixer, counter	1
Food Processor	1
Refrigerator	2
Freezer	3
Milk Cooler	1
Ice machine	1
Oven, Convection	2
Holding Unit, cold	1
Holding Unit, hot	1
Dishmachine	1
2" Steam Table Pans	5
Food Bar	1
Tilting Skillet (Braiser)	1
Steamer	1

Categorize Menu Items According to Food Preparation Processes

Menu Items

Recipes in the foodservice office are located in the kitchen and will be kept on file for seven years.

Monthly menus are located in the school office and will be kept on file for seven years.

The Process Approach

South Central Elementary will assign each menu item using Process #1 – No Cook Preparation Process Worksheet, Process #2 – Same Day Service Preparation Process Worksheet, and Process #3—Complex Food Preparation Process Worksheet. A copy will be kept on file in the kitchen. Changes to the menu items will be reflected in the worksheet on a continuous basis.

All foodservice personnel, including permanent and substitute employees, will be given an overview of the Process Approach. Periodic refresher training for employees will be provided annually.

Process #1 ☐ No Cook
Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
		<p>Temperature controls:</p> <ul style="list-style-type: none"> • Cold holding <p>SOPs:</p> <ul style="list-style-type: none"> • Personal hygiene • Washing fresh fruits and vegetables • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Date marking of ready-to-eat food

Process #2 ☐ Same Day Service

Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Temperature	Controlling Hazards for Process #2
		Cooking	
			Temperature controls: <ul style="list-style-type: none"> • Cooking • Hot holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Process #3 □ Complex Food Preparation
Limit time in the Danger Zone (41 °F – 135 °F)

Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
					<p>Temperature controls:</p> <ul style="list-style-type: none"> • Cooking • Cooling • Hot holding • Reheating, if applicable • Cold holding <p>SOPs:</p> <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Standard Operating Procedures (SOPs)

South Central Elementary food safety SOPs are checked below. Employees will be trained to follow all applicable food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

Facility-Wide SOPs

- Cleaning and Sanitizing Food Contact Surfaces
- Controlling Time and Temperature During Preparation
- Date Marking and Ready-to-Eat, Potentially Hazardous Food
- Employee Health Policy
- Handling a Food Recall
- Personal Hygiene
- Preventing Contamination at Food Bars
- Preventing Cross-Contamination During Storage and Preparation
- Receiving Deliveries
- Serving Food
- Storing and Using Poisonous or Toxic Chemicals
- Using and Calibrating Thermometers
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- Washing Fruits and Vegetables

Specific SOPs to the Food Preparation Process

- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Holding Hot and Cold Potentially Hazardous Foods
- Reheating Potentially Hazardous Foods
- Preventing Cross-Contamination During Storage and Preparation
- Transporting Food to Remote Sites (Satellite Kitchens)

Monitoring

The administration at each site will be responsible for ensuring assigned foodservice staff are properly controlling hazards at the required frequency and are documenting required records.

The administration will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)

Monitoring will be a constant consideration. However, administration will use the Food Safety Checklist to formally monitor foodservice staff annually. The checklist form is included in this food safety plan.

Foodservice staff is responsible for controlling hazards during food preparation as well as the practices and procedures defined in the standard operating procedures (SOPs).

Correcting Problems

South Central Elementary will be responsible for developing solutions to problems. These solutions will be reviewed and updated annually. Foodservice staff will be responsible for documenting problems and solutions during the food preparation processes as well as any actions taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continual basis in making decisions and the importance of finding and fixing problems. A list of common solutions to problems will be attached to this food safety plan and also may be included in standard operating procedures.

Correcting Problems

Directions: Indicate the date a problem occurs. Provide a description of the problem and the activities implemented to correct the problem.

Date	Problem	Action Taken

Recordkeeping

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, administration will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

Recordkeeping Procedure

- All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, forms will be replaced on a monthly basis.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.

- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Recordkeeping

DOCUMENTATION (RECORDS)

DOCUMENTATION SCHEDULE

Food Production Records

End Point Cooking Temperature	_____
Time and Temperature for Holding	_____

Equipment Temperature Records

Receiving Logs	_____
Freezer Log	_____
Cooler Log	_____
Thermometer Calibration	_____
Storage Room Logs	_____

Review Records

Food Safety Checklist	_____
Manager's Checklist	_____

Training Logs

Correcting Problems Records

Reviewing and Revising the Food Safety Program

The administration will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles.*

Management Responsibilities

1. Supervision

- Provide supervision, at an appropriate level, to all staff. This includes kitchen, dining, cleaning, and maintenance staff, and any contract workers.

2. Emergency Contact Information

- Management must be familiar with the emergency contact information (police/fire/rescue/health, etc.) provided in this plan.
- Inform staff of who in management they should alert about potential security problems

3. Food Defense Awareness

- Management must complete FDA's ALERT web-based training.
- Inform staff to be alert to any signs of tampering, or malicious or criminal actions.
- Instruct staff to report any suspicious findings to management.

4. Conduct Routine Security Checks

- Conduct routine security checks of the premises daily for signs of tampering or malicious or criminal activity. Include designated vulnerable areas in the restaurant when conducting security checks.

5. Investigate Suspicious Activity

- Investigate threats or information about signs of tampering, or other malicious or criminal activity.
- Contact the local Police Department and the Illinois Department of Health about suspect tampering or suspicious activities.

Human Element - Staff

Under Federal Law, in accordance with the requirements of the Immigration and Nationality Act, food service establishment operators are required to verify the employment eligibility of all new hires by completing the INS Employment Eligibility Verification Form (INS Form I-9). To access the I-9 form and its instructions: <http://www.uscis.gov/files/form/i-9.pdf>

1. Screening

- Examine the background of all potential employees by obtaining and verifying work references, addresses, phone numbers, immigration status, and criminal record.
- Perform a **IL** defendant search on potential employees at: http://courtconnect.courts.state.ri.us/pls/ri_adult/ck_public_qry_cpty.cp_personcase_setup_idx

2. Work Assignments

- Know who is expected on each shift by keeping an employee work schedule. Discourage employees from “hanging around” after their shift.
- Limit employee access to areas necessary for their job assignment.

3. Personal Items

- Restrict the type of personal items allowed in non-public areas of the restaurant. Have a separate area for storing personal belongings.
- Allow only personal use medicines in non-public areas that are necessary for the health of staff. Ensure that they are properly labeled and stored away from food and food preparation areas.

4. Training in Food Defense Procedures

- Incorporate food defense awareness into staff training programs, including information on how to prevent, detect, and respond to tampering, or other malicious or criminal actions or threats. Refer staff to FDA’s food defense web-based training, ALERT, at: <http://www.cfsan.fda.gov/~dms/alert.html>

5. Unusual Behavior

- Have staff watch for unusual or suspicious behavior by co-workers (for example, staff who, without reason, stay unusually late after the end of their shift, arrive unusually early, access files/information/areas of the facility outside of the areas of their responsibility; remove documents from the facility; etc.).

Human Element - Public

1. Customers

- Prevent customer access to food preparation and storage and dishwashing areas.
- Monitor public areas for unusual or suspicious activity

2. Other Visitors (contractors, sales representatives, delivery drivers, pest control representatives, regulators, etc.)

- Restrict entry to the non-public areas of the restaurant when possible.
- Ensure there is a valid reason for all visits to the non-public areas of the restaurant.
- Request identification from unknown visitors to the non-public areas of the restaurant.

Facility

Consult any relevant federal, state, or local fire or occupational safety codes before making any physical facility changes.

1. Physical Security

- Secure doors, windows, roof openings/hatches, vent openings, ventilation systems, utility rooms, storage rooms, and bulk storage tanks for liquids, solids, and compressed gases, to the extent possible (for example, using locks, "jimmy plates," seals, alarms, intrusion detection sensors).
- Minimize the number of entrances to non-public areas.
- Account for all keys to establishment. Implement a system for issuing, tracking, and retrieving keys. Restrict key access to trusted employees.
- Minimize, to the extent practical, places in public areas that an intruder could remain unseen after work hours.
- Minimize, to the extent practical, places in non-public areas that can be used to temporarily hide intentional contaminants (for example, minimizing nooks and crannies, false ceilings).
- Provide adequate interior and exterior lighting, including emergency lighting, where appropriate, to assist in detection of suspicious or unusual activities.

2. Storage & Use of Poisonous and Toxic Chemicals (cleaning and sanitizing agents, insecticides, etc.)

- Limit poisonous and toxic chemicals in the establishment to those that are required for the operation and maintenance of this establishment.
- Store poisonous and toxic chemicals as far away from food handling and storage areas as practical.
- Ensure that poisonous and toxic chemicals are properly labeled.
- Use pesticides in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act (for example, maintaining rodent bait that is in use in covered, tamper-resistant bait stations).

- Investigate missing stock or other irregularities and alert law enforcement and public health authorities about unresolved problems.
- Properly dispose of chemicals no longer in use.

Operations

1. Incoming Products

- Use only known and appropriately licensed vendors for all incoming products.
- Establish delivery schedules, not accepting unexplained, unscheduled deliveries or drivers, and investigating delayed or missed shipments.
- Supervise off-loading of incoming materials.
- Reconcile the product and amount received with the product and amount ordered and the product and amount listed on the invoice and shipping documents.
- Investigate shipping documents with suspicious alterations.
- Inspect incoming products for signs of tampering, contamination, or damage (for example, abnormal powders, liquids, stains, or odors, evidence of resealing, compromised tamper-evident packaging) or "counterfeiting" (for example, inappropriate or mismatched product identity, labeling, product lot coding or specifications, absence of tamper-evident packaging when the label contains a tamper-evident notice).
- Reject suspect food
- Alert the local Police Department and the IL Department of Health about evidence of tampering, "counterfeiting," or other malicious or criminal action.

2. Product Storage

- Have a system for storing and handling distressed and damaged products that will be returned to the seller. Store them away from in-use products or label "do not use."
- Keep track of incoming products and materials in use.
- Investigate missing or extra stock or other irregularities. Report unresolved problems to appropriate law enforcement and public health authorities.

3. Food Service

- Monitor self-service areas (salad bars, buffets, condiments), if applicable, for evidence of tampering, or other malicious or criminal action.

4. Potable Water

- Be attentive to the potential for media alerts about public water provider problems. To access procedures to implement during a “boil water advisory” and “Cleaning and Sanitizing Procedures in Food Establishments” after the advisory has been lifted: <http://www.health.ri.gov/environment/dwq/boiladvisory.php>
- Identify alternate sources of potable water for use during emergency situations where normal water systems have been compromised (for example, trucking from an approved source, treating on-site or maintaining on-site storage).

5. Mail/Packages

- Implement procedures to ensure the security of incoming mail and packages.

Emergency Contacts

<i>Name</i>	<i>Phone</i>	<i>After hours contact</i>
Establishment Superintendent	618-547-3414	
Establishment Principal	618-547-7696	
Salem Fire Department	618-548-1800	911
Marion County Sheriff	618-548-2141	911
Poison Control and Prevention Center	800-222-1222	
Illinois State Police	217-347-2711	
US Department of Agriculture (USDA), Food Safety and Inspection Service (Meat, poultry, and egg products) – Office of Food Defense & Emergency Response	202-720-5643	866-395-9701
US Food & Drug Administration (FDA) – Emergency Operations 24/7	301-443-1240	301-443-1240

Food Defense Checklist

**Retail Food Store and Food Service Establishment Operations:
Food Defense Checklist***

Mark each item with Y (Yes), N (No), N/A (Not Applicable), or Don't Know.

Management

	Yes	No	N/A	Don't Know
Prepare for the possibility of tampering or other malicious or criminal events.				
Assign responsibility for security to knowledgeable individual(s).				
Conduct an initial assessment of food defense procedures and operations.				
Become familiar with the emergency contact information in the food defense plan.				
Make staff aware of emergency contact information for local, state, police/fire/rescue/health.				
Make staff aware of whom in management they should alert about potential security problems (24-hour contacts).				
Complete FDA's ALERT web-based training.				
Promote food defense awareness to staff, and inform them to report any findings to identified management.				
Conduct daily routine security checks of the premises.				

Investigation of Suspicious Activity

	Yes	No	N/A	Don't Know
Investigate threats or information about signs of tampering or other malicious or criminal actions.				
Alert the local Police Department and the Illinois Department of Health about any threats of or				

suspected tampering or other malicious, or criminal actions.				
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Human Element--Staff

	Yes	No	N/A	Don't Know
Examine the background of all potential new hires.				
Know who is and who should be on premises, and where they should be located, for each shift.				
Restrict the type of personal items allowed in non-public areas of the establishment.				
Allow in the establishment only those personal use medicines that are necessary for the health of staff, and ensure that these personal use medicines are properly labeled and stored away from stored food and food preparation areas.				
Prevent staff from bringing personal items into nonpublic food preparation or storage areas.				
Incorporate food defense awareness into training programs for staff.				
Watch for unusual or suspicious behavior by staff.				

Human Element—Public and Other (Non-Employee, Non-customer) visitors

	Yes	No	N/A	Don't Know
Prevent access to food preparation and storage and dishwashing areas in the non-public areas of the establishment.				
Monitor public areas, including entrances to public restrooms for unusual or suspicious activity.				
Restrict entry to the non-public areas of the establishment.				
Ensure that there is a valid reason for all visits to the non-public areas of the establishment before providing access.				
Verify the identity of unknown visitors to the non-				

public areas of the establishment.				
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Facility

	Yes	No	N/A	Don't Know
Secure all doors, windows, roof openings/hatches, vent openings, ventilation systems, utility rooms, and bulk storage tanks for liquids, solids and compressed gases to the extent possible.				
Account for all keys to the establishment				
Minimize the number of entrances to non-public areas.				
Minimize, to the extent practical, places in public areas that an intruder could remain unseen after work hours.				
Minimize, to the extent practical, places in non-public areas that can be used to temporarily hide intentional contaminants.				
Provide adequate interior and exterior lighting; include emergency lighting, where appropriate.				
Limit poisonous and toxic chemicals in the establishment to those that are required for the operation and maintenance of this establishment.				
Store poisonous and toxic chemicals as far away from food handling and food storage areas as practical.				
Ensure that poisonous and toxic chemicals are properly labeled.				
Use pesticides in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act.				
Investigate missing stock or other irregularities and alert local enforcement and public health agencies about unresolved problems.				
Dispose of chemicals no longer in use.				

Operations

	Yes	No	N/A	Don't Know
Use only known and appropriately licensed sources for all incoming products.				
Establish delivery schedules, not accepting unexplained, unscheduled deliveries or drivers, and investigate delayed or missed shipments.				
Supervise off-loading of incoming materials.				
Reconcile the product and amount received with the product and amount ordered and the product and amount listed on the invoice and shipping documents.				
Investigate shipping documents with suspicious alterations.				
Inspect incoming products and product returns for signs of tampering, contamination, or damage or "counterfeiting", when appropriate.				
Reject suspect food.				
Have a system for receiving, storing, and handling distressed and damaged products.				
Keep track of incoming products and materials in use.				
Investigate missing or extra stock or other irregularities.				
Monitor self-service areas.				
Stay attentive to the potential for media alerts about public water provider problems.				
Identify alternate sources of potable water for use during emergency situations.				
Implement procedures to ensure the security of incoming mail and packages.				

** This checklist has been adopted from the United States Food and Drug Administration. Management is encouraged to become familiar with the food safety plan before using this tool.*