

 <p style="text-align: center;">POLICIES AND PROCEDURES</p> <p style="text-align: center;">State of Tennessee Department of Intellectual and Developmental Disabilities</p>	<p style="text-align: center;">Policy #: 100.1.19</p>	<p style="text-align: right;">Page 1 of 2</p>
<p>Policy Type: Intermediate Care Facilities for Individuals with Intellectual Disabilities</p>	<p>Effective Date: September 15, 2015</p>	
<p>Approved by:</p> <p style="text-align: center;"></p> <p>_____ Commissioner</p>	<p>Supersedes: None</p> <hr/> <p>Last Review or Revision: N/A</p>	
<p>Subject: PROPER HANDLING OF FOOD AND APPLIANCES</p>		

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) 4-4-103, TCA 4-3-2708, TCA 33-3-101, TCA 33-1-103, Section 1905 (d) of the Social Security Act, and 42 CFR 483.420-480.
- II. **PURPOSE:** The purpose of this policy is to assure individuals supported in the Department of Intellectual Disabilities (DIDD) Intermediate Care Facilities (ICFs/IID) and the Day One ICF/IID Unit of Harold Jordan Center (HJC) receive food in a safe manner.
- III. **APPLICATION:** This policy is applicable to employees, contract employees and volunteers who provide services and supports to persons residing in DIDD ICFs/IID and the Day One ICF/IID Unit at HJC.
- IV. **DEFINITION:**

Direct Support Professionals (DSPs) shall mean the persons employed by DIDD or by an agency contracted with DIDD to provide day-to-day care and support of persons supported in ICFs/IID and HJC Day One ICF/IID Unit.
- V. **POLICY:** DIDD ICFs/IID and the Day One ICF/IID Unit at HJC shall assure food items and equipment are handled in a safe and sanitary manner, complying with established standards. Additionally each person supported shall be encouraged and supported to participate in meal preparation and clean-up while learning safe and sanitary standards.
- VI. **PROCEDURES:**
 - A. Proper Handling of Food
 1. Hot food shall be held at not less than one hundred and forty (140) degrees Fahrenheit and served promptly within fifteen (15) minutes of being removed from temperature control devices. Cold foods shall be held and served at no greater than forty five (45) degrees Fahrenheit.
 2. Raw, unprocessed fruits and vegetables shall be thoroughly washed under running water before use.
 3. Packages or containers which have not been opened but have punctures or holes in them, and unopened cans found swollen or dented shall be discarded.
 4. Foods shall be prepared and served safely to prevent potential contamination.
 5. Food served individually and uneaten by the person supported shall be discarded.

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6. Any food dropped on the floor shall be discarded. Any utensil dropped on the floor shall be washed again before using.
7. Any food requiring refrigeration which has been left out for more than two (2) hours shall be discarded.
8. Open food or beverage items stored in the refrigerator shall be kept no longer than the "Use by" date, or no longer than seventy-two (72) hours from opening if no date is on the package.
9. Food items no longer in their original package shall be labeled and dated.

B. Kitchen Equipment, Appliances, and Containers

1. Kitchen appliances, including the sink, shall be kept clean and sanitary.
2. All kitchen equipment used to prepare food (e.g. can opener, chopper) as well as all work surfaces shall be cleaned after each use.
3. Separate cutting boards shall be designated for raw meats and for fruits and vegetables for prevention of bacterial cross-contamination. These shall be cleaned after each use.
4. All tops of canned foods shall be wiped clean before opening with soap and water and the can opener shall be cleaned daily.
5. Utensils, cups, glasses and dishes shall be handled in such a way to avoid touching surfaces for which food or drink will come in contact (e.g. utensils and glasses shall be held by handles or outside surfaces respectively).

VII. CQL STANDARDS: People are safe. People use their environments.

VII. REVISION HISTORY: None

IX. TENNCARE APPROVAL: N/A

X. ATTACHMENTS: NONE