

GUIDELINES FOR TEMPORARY/CHARITABLE FOOD ESTABLISHMENTS WITH SPECIAL ATTENTION TO COVID-19

GENERAL: We strongly recommend food items served to be limited to prepackaged, non-potentially hazardous foods – these items do not require refrigeration to remain safe and do not require direct handling.

All food must be from an approved source. All potentially hazardous foods (meats, dairy products, lunch meat sandwiches, etc.) must be prepared on the site by a permitted operator or be prepared at another permitted facility. No foods prepared in a private home or an unpermitted facility may be used.

OPERATING PERMITS: Operating permits are required within the City of Columbia for temporary food establishments unless all the food being served is whole, uncut fruits and vegetables and/or individually, prepackaged and non –potentially hazardous. Examples of these types of food items are whole, unpeeled and uncut bananas, oranges, apples; shelf-stable, individually prepackaged foods such as granola bars, chips, crackers, juice boxes, and commercially prepared peanut butter and jelly sandwiches.

Examples of foods requiring an operating permit are prepackaged yogurt, milk; peanut butter and jelly sandwiches made at the establishment; frozen chicken nuggets; large bags of carrots or chips repackaged into smaller bags. Operating permit fees for the City of Columbia are \$40 for 1-3 days and \$70 for 4-14 days.

Outside the city limits of Columbia a permit not required unless there will be more than one vendor at an event.

FOOD HANDLING BASICS: Bare hand contact with ready to eat food is prohibited. In addition to gloves, the use of utensils such as tongs, forks, and spatulas can be used to eliminate bare hand contact with food. Single-service articles/utensils may not be re-used. **All food products must be individually wrapped or packaged to protect them from contamination.** Cross-contamination of cooked foods with raw, potentially hazardous foods through contact with equipment, utensils or hands must be prevented at all times.

No person with symptoms of illness may work at the facility. Tobacco use is prohibited in any food preparation or service area. Hair must be adequately restrained during food preparation and packaging activities. All food must be stored off the floor or ground. Keep personal items like cell phones and purses stored separately and away from food preparation areas. All food contact surfaces must be smooth, easily cleanable, non-absorbent, and non-toxic. Overhead protection must be provided for all food preparation and food storage areas.

HANDWASHING: A readily available supply of water from an approved source must be provided at all times to the event location for handwashing. A minimum of five gallons of water from an approved source must be kept at each site. This water must be stored in an approved covered container and poured from a dispensing spout for handwashing. **Please see the diagram below for the proper setup of a temporary handwashing station.**

Hands must be washed before starting work, during food preparation, before putting on gloves, after using the restroom, after handling trash and after any other activity that could contaminate the hands. Gloves must be changed after similar contamination events – remember, hands must be washed before new gloves can be put on. **Remember – hand sanitizer is not a substitute for handwashing!**

CLEANING AND SANITIZING EQUIPMENT: We strongly recommend the use of disposable utensils. If this is not possible for all items, adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as utensils, cutting boards, knives, etc. Three containers of adequate volume must be utilized in the following manner:

1) wash with hot, soapy water; **2) rinse** with clean water; **3) sanitize** with approved sanitizer mixed with water to proper concentration. Any other chemicals used for sanitizing food contact surfaces must be approved for this use – **not all chemicals can be used on food contact surfaces safely!** Read the label to determine the allowed use.

An approved sanitizer and test kit must be on the site and used in the above manner at all times. Bleach, which should be readily available, can be mixed with water and used for sanitizing dishes. For disinfecting surfaces around the premises, the solution must be mixed to **200 ppm and must remain on surfaces for a minimum of 5 minutes before wiping.** This includes surfaces such as door handles, tables or other high-touch surfaces. **Regularly sanitize these high-touch areas throughout the time the establishment is operating.**

WASTEWATER: Each site not supplied with a public sewer connection must provide a container for retention of all wash and cleaning water before disposal. All wastewater must be disposed of in a sanitary sewer.

HAND SANITIZER: Make sure an alcohol-based hand sanitizer is available for everyone to use – staff, volunteers, recipients, delivery personnel aboard delivery vehicles.

TEMPERATURE CONTROL OF FOODS: Potentially hazardous foods must be kept to an internal temperature of 41°F or below if held cold or 135°F or above if held hot at all times. Pre-cooked foods must be re-heated to 165°F before serving – this includes foods that come frozen and are cooked before eating, such as chicken nuggets. Dial stem thermometers must be available for checking these temperatures. Equipment must be provided for maintaining these temperatures at all times.

If time is used as a Public Health control for potentially hazardous foods, it must be stated in writing. To comply with this provision, potentially hazardous foods must be held at room temperature no longer than 4 hours and then promptly disposed of. The length of time foods are held may be required in written logs. A label reading “Refrigerate Immediately or Discard by: (insert time here)” should be placed on the packaged food.

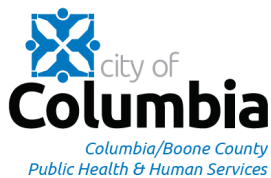
ICE & REFRIGERATION: If ice is to be used for temperature control, the ice must be from an approved source. The ice holding container must be constructed of a non-porous material. Ice used for cooling food or beverages may not be used for human consumption. Mechanical refrigeration units must be clean and in good repair and must be capable of maintaining food temperatures to 41°F or below.

GRAB AND GO: Set up the site to require as little personal interaction as possible. Reduce the number of items people will touch – have all food items prepackaged into one container. **Keep the required social distance between staff/volunteers and recipients.** The stand must be constructed of a material that allows easy cleaning/disinfecting.

DELIVERY: Try to have as little personal interaction as possible. **Maintain the required social distance between staff/volunteers and recipients. Provide bottles of sanitizer solution to be used on high-touch surfaces and hand sanitizer for use by delivery personnel on the delivery vehicle.**

TRASH COLLECTION: All food wastes, soiled paper, etc. must be stored in a leak-proof plastic or metal waste container with a tight-fitting lid.

The Columbia/Boone County Department of Public Health has free kits available that contain test strips, thermometers, gloves and a video that shows how to keep food safe at a temporary food event. Please contact us to arrange for the delivery of this kit to your event.



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