

City of St. Louis Department of Public Safety/Division of Corrections  
**Policy & Procedures**

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| <b>CHAPTER:</b>  | 4 | Facility Services                    | 4.1.2                                |
| <b>SECTION:</b>  | 1 | Food Service                         | <b>EFFECTIVE DATE:</b><br>4 / 8 / 20 |
| <b>SUBJECT:</b>  | 2 | <b>Health and Safety Regulations</b> |                                      |
| <b>Occupational Safety &amp; Health Administration (OSHA):</b> 1910.141(g); 1910.141(a)(4)<br><b>STANDARDS: ACA – 4 – ALDF:</b> 4A-11(M); 4A-12; 4A-13(M); 4A-14; 4A-15(M); 4A-16(M) |   |                                      |                                      |
| <b>APPROVED:</b>   |   |                                      | <b>REVIEW DATE:</b><br>4 / 8 / 20    |
| _____<br><b>DALE GLASS</b><br><b>COMMISSIONER OF CORRECTIONS</b>   |   |                                      | <b>REVISION DATE:</b><br>6 / 24 / 20 |
| Rescind: 4.1.2. dated 10/27/08<br>Cancel:  |   |                                      |                                      |

**I. POLICY**

It is the policy of the Division of Corrections to maintain a safety and sanitation program that meets or supersedes the industry standard and complies with applicable local, state, and federal codes; provide for inspection of the food service areas, and support initiatives by the Divisional food service contractor to develop and provide food service personnel with standard operating procedures for accident and injury prevention.

**II. RESPONSIBILITIES**

All Division of Corrections staff having direct contact with the inmate population, healthcare staff and food services staff are responsible for the following procedures.

**III. DEFINITIONS**

**Area Supervisor:** A custody staff in the rank of Correctional Officer II, delegated to oversee the general security supervision of the kitchen area including overall supervision of the Correctional Officer(s) I, assigned to providing security supervision in the kitchen unit.

**Food Service Manager:** The non-custody staff, high ranking official of the Division’s food service contractor.

**Kitchen Officer:** A correctional officer I assigned to the kitchen post to provide security supervision of inmate kitchen workers, and provide overall security supervision of the kitchen unit.

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**Officer of the Day:** A Division of Corrections executive staff member delegated by the Commissioner of Corrections to provide general administrative supervision of the divisional facilities during non-regular business hours including holidays.

**Safety Officer:** Refers to a custody staff appointed to the position of the Divisional Safety Officer.

**IV. PROCEDURES**

**A. GENERAL INFORMATION**

1. The Division prohibits the storage of food or beverages in toilet rooms or in an area exposed to a toxic material.
2. The Divisional food service facilities and operations will be carried out in accordance with sound hygienic principles. Food is processed, prepared, handled, and stored in such a manner to be protected against contamination.
3. The Division provides waste disposal containers/receptacles constructed of smooth, corrosion resistant, easily cleanable, for the disposal of waste food. Receptacles are emptied as frequently as possible and are maintained in a clean and sanitary condition.
4. The kitchen facility will be inspected frequently and will be kept free from protruding objects, splinters, loose boards, and unnecessary holes and openings. Floor will be maintained in as much dry condition as practicable, for safety.
5. The Food Service Manager is responsible for ensuring health standards for Food Service Workers, Workers' personal hygiene, food service equipment, food storage, sanitation and care of eating utensils and general sanitation of kitchen facility.

**B. Food Service Inspections**

1. Daily Inspection

Daily Inspection of all food service areas will be conducted by the Food Service Manager who:

- a. Documents the refrigerator temperatures, freezer temperatures, dry storage temperatures, dishwasher temperatures, and food to be served temperature.
  - b. Maintains record of such inspections,
  - c. Share findings with the Deputy Superintendent of operations,
2. The Kitchen Custody Officer and the Area Supervisor will conduct daily inspection of all food service areas. These inspections will be documented on the Daily Inspection

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Forms. All security concerns must be noted in this form and shall be accompanied by an appropriate report to the Deputy Superintendent of operations.

### 3. Weekly Inspections

- a. The Shift Commander and the Officer of the Day will inspect all food service areas weekly to ensure the areas are clean, sanitary, and safe. These inspections will be documented on the Officer of the Day Report and filed by the Deputy Superintendent of operations.
- b. The Safety Officer will inspect the food services area weekly for compliance with safety and fire regulations, and will forward a copy of the inspection report to the Deputy Superintendent of operations who discusses the report with Food Service Manager and the Commissioner of Corrections; and shall maintain a record of the inspections.

### 4. Monthly Inspections

Monthly inspection of the food service area will be conducted by the Division's contracted medical provider and the Commissioner and/or designee. The inspection must include:

- a. Review of the daily food service area Daily Inspection Form,
  - b. The previous monthly inspection by the health services unit,
  - c. Any inspection reports from outside sources regarding fire, life safety, and sanitation compliance since the last inspection.
5. A report of the inspection will be maintained in the Commissioner's office and a copy maintained by the Deputy Superintendent of operations. The Deputy Superintendent will discuss the inspection result with the Food Service Manager.

### 6. Quarterly Inspection

The Divisional Safety Officer will coordinate with the City of St. Louis Health Department to provide a quarterly, in-depth inspection of all food service areas by the City of St. Louis Health Department. These inspections will be in accordance with the food and environmental standards established by the Health Department.

### 7. Annual Inspections

The Divisional Safety Officer will coordinate with the Food Service Manager and the Health Service Administrator to ensure that:

- a. A representative of the City Health Department inspects the food service

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operation annually or sooner if there is cause to believe the sanitation of the food service unit is sub-standard.

- b. A representative of the City of St. Louis Fire Marshal's office conducts a fire and life safety inspection.
8. The facility Safety Officer, the Food Service Manager, and the Division's Health Service Administrator will accompany the Health Department official during inspections. The facility Safety Officer and the Food Service Manager will accompany the Fire Marshal official during inspections.
9. The following personnel will receive copies of all inspection reports from the food service area:
  - a. The Facility Safety Officer
  - b. The Commissioner
  - c. The Deputy Superintendent of Operations, and
  - d. The Food Service Manager
10. Corrective action for compliance with health and safety regulations will be addressed immediately by the Food Service Manager.
11. The Food Service Manager will submit documentation to the Deputy Superintendent of operations noting any comments and corrective action taken, and forwards a copy to the Facility Safety Officer.
12. It shall be the responsibility of the Food Service Manager to ensure that when required by statute, food products that are grown or produced within the system are inspected and approved by the appropriate governmental agency; and maintains a distributions system that ensures prompt delivery of foodstuff to facility kitchens.
13. Copies of all safety and sanitation inspection reports and corrective action taken will be maintained by the Facility Safety Officer.

**C. Standards for Equipment, Storage and Physical Facilities**

1. Physical Facility
  - a. Refrigerators/freezers will be set to maintain foods at required temperatures during storage. Frozen items will be maintained at 0-degree Fahrenheit or below. Non-frozen items will be maintained between 35 degrees Fahrenheit and 40 degrees Fahrenheit.

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- b. Hot food storage facilities will maintain foods at a required temperature of 140 degrees Fahrenheit or above.
  - c. Dry storage facilities will be adequately ventilated and storage temperature will be between 45 degrees Fahrenheit and 80 degrees Fahrenheit.
  - d. Aisles and working spaces between units of equipment and walls will be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. Moveable storage equipment such as pallets, racks, and dollies will be positioned to provide accessibility to working areas. Aisles will be at least 30 inches in width.
  - e. Storage and office doors will remain locked at all times except when under direct supervision of a staff member.
  - f. Grease traps will be accessible for cleaning.
  - g. All electrical systems and connections will be inspected by the St. Louis City Fire Marshal's office.
  - h. Food service kitchen and dining area will be painted as needed.
  - i. Condensation which causes water to drip from the ceiling will be reported for immediate correction.
2. Food Service Equipment
- a. Metal stem-type, numerically scaled indicating thermometers, accurate to plus or minus two degrees Fahrenheit, will be provided and used to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all foods.
  - b. Equipment, utensils and single-service articles will not impart odors, color, or taste; nor contribute to the contamination of food. Multi-use equipment will be maintained in good repair. All equipment and utensils, including plastic-ware, will be durable under conditions of normal use and will be resistant to denting, buckling, pitting, chipping, and cracking.
  - c. Fixed equipment to be cleaned and sanitized by pressure spray methods will have sealed electrical wiring, switches, and connections.
  - d. Equipment, including ice makers, will not be located under open stairwells, leaking sewer lines or water lines upon which condensation or other sources of contamination may form.

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- e. Equipment placed on table counters, or tables, unless portable, will be affixed to the table or counter; or elevated on legs to provide at least a 4-inch clearance between the table or counter and equipment to facilitate the cleaning of the equipment and the adjacent areas.
  - f. Floor mounted equipment, unless readily movable, will be affixed to the floor, or installed on a six-inch raised platform or elevated on legs to provide a six-inch clearance between the floor and equipment.
  - g. Moveable equipment will be mounted on wheels or casters, has no utility connection or has quickly to disconnect utility connection, or has a flexible utility line of sufficient length to permit the equipment to be easily moved for cleaning.
  - h. Cleaned and sanitized utensils and equipment will be stored at least six inches above the floor in a clean, dry location to protect it from contamination as follows:
    - Cups will be stored inverted,
    - Other stored utensils will be covered or inverted,
    - Facilities for the storage of knives, spoons, ladles, etc. will be designed and used to present the handle to the user.
  - i. All knives, cleavers, blades, sharpening devices, etc. will be stored in a secure knife cabinet.
    - These items will be logged in and out by an authorized staff member.
    - Procedures for controlling and logging these types of tools will be following established Divisional policy and procedures.
3. Safety Standards
- a. Staff will be thoroughly familiar with safety standards, including fire prevention control and departmental safety standards. The Food Service Manager will be responsible for instruction and compliance of safety standards within the food service area to include housekeeping techniques.
  - b. Food Service area will have a floor plan and fire evacuation plan posted in a visible area by the Safety Officer in coordination with Fire Marshall.

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- c. Fire drills will be coordinated, conducted, and documented by the Safety Officer and the Chief of Security and will be performed quarterly.
- d. The Maintenance Supervisor and the Safety Officer will schedule quarterly maintenance and annual inspection of the fire suppression systems in accordance with state and local standard. All records of inspection and maintenance will be maintained by the Safety Officer and the Maintenance Supervisor.
- e. The Maintenance Supervisor and the Safety Officer will ensure that Food Service facility is equipped with emergency lights, which will be maintained in an operative condition.
- f. The Food Service Manager will ensure that grease filters will be cleaned at least weekly to prevent buildup and potential fire hazard.
- g. The Safety Officer will coordinate with the St. Louis city Fire Marshall's office to ensure that fire extinguishers are strategically located in the kitchen and dining areas for easy accessibility in case of fire. They will have an approved date for inspection each month. Discharged fire extinguisher will be inspected by the Safety Officer and replaced as necessary.
- h. Safety devices for food service equipment will be in use when operating equipment.
- i. Only those materials necessary for equipment sanitizing and cleaning will be present in the food service area. Containers of poisonous or toxic materials will be prominently and distinctly labeled according to law for easy identification of contents and storage will be separate from any food items (See Policy #2.5.3 Flammable, Toxic and Caustic Materials).
- j. All areas of the kitchen, dining room, and storage areas will be free from standing water.
- k. Insulated mittens or pads will be available and easily accessible for workers who handle hot pans. The use of dishtowels in place of hot pads is strictly prohibited.

### **D. Health Standards for Food Service Workers**

- 1. Any person known or suspected of being infected with a communicable disease, of a carrier of organisms that causes communicable diseases, have a boil, an open or infected wound, diarrhea, or an acute respiratory infection will not be permitted to work in any capacity where there is the likelihood of contaminating food or food-contact surfaces with pathogenic organism or transmitting diseases to other persons.
- 2. Inmates will not resume food handling until cleared by a licensed physician/designee. Written communication of the 'clearance' will be forwarded by the physician/designee

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- to the on-duty Shift Commander who ensures that a copy is circulated to all Shift Commanders.
3. A post offer employment physical examination will be conducted on all food service personnel. All inmates will be evaluated by the facility medical staff and given a Hepatitis A vaccination prior to assignment to food service. (See Policy #5.4.1: Inmate Work Program).
  4. Individuals with the following conditions will not receive medical clearance for food service work:
    - a. Clinically Active Hepatitis A
    - b. Open and/or draining skin lesions
    - c. Clinical Jaundice
    - d. Chronic (actively) infectious diseases that can be transmitted by food or utensils.
  5. The food service provider will follow state and city health department requirements and Division of Corrections policy for employment of food service workers. (See Policy #5.4.1: Inmate Work Program).
- E. Personal Hygiene**
1. The food service contractual staff is responsible for:
    - a. Maintaining acceptable sanitary standards in the food service department,
    - b. Training inmate workers on personal cleanliness and hygiene,
    - c. Training inmates in the sanitary preparation, storage, and serving of food,
    - d. Training inmates in the operation, care and maintenance of food services equipment.
  2. All inmate food service workers will wear clean white clothing or smocks and be required to wear plastic gloves and hair nets when handling or serving of food. All workers in every food service area will always wear hairnets or clean disposable hats. Inmates with long hair will wear their hair up inside of a hairnet with the hair off the collar. Inmate with beards will wear covering for their beards.
  3. It is the responsibility of the Food Service manager to ensure that a class is conducted in basic personal hygiene, food service hygiene, and sanitation for all staff and inmate food handlers. A documentation of the training will be signed off by the inmate and the Food



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- Service Manager upon completion, and a copy sent to the Safety Officer by the Food Service Manager.
4. The facility will provide toilet and hand washing facilities with hot and cold running water, soap, and single service disposal towels with waste receptacles near the food production area. If electric hand dryers are used, they must be kept clean and well maintained.
  5. All food handlers will wash their hands upon reporting to work, after using toilet facilities and after any potential contamination.
  6. Inmates with any open sores, lesions, or signs of infection will not handle any food until they are medically cleared. Inmates will be inspected by Food Service staff on a daily basis for issues noted above as well as overt signs of illness and general personal hygiene.

### **F. Storage**

1. Refrigerators will be maintained at 35-40 degrees Fahrenheit and freezers maintained at 0-degree Fahrenheit or below. Numerically scaled thermometers accurate to +2-degree Fahrenheit must be located in the refrigerator/freezer unit and be easily readable. Hot foods for serving will be held at or above 140 degrees Fahrenheit. No food will be heated solely from steam tables or holding warmers. This temperature information will be made available for inspection by Divisional staff, upon request.
2. Dry storage temperature will be between 45 to 80 degrees Fahrenheit and the area will have adequate ventilation. All food items will be arranged in a "first in and first out" system. When necessary, appropriate dating or coding methods may be utilized.
3. Containers will be stored six inches above the floor, protected from splash and other forms of contamination, and thus allow for easy cleaning of the storage area. The exceptions to this rule are metal pressurized beverage containers. Items stored on top shelves should be eighteen inches from the ceiling if sprinklers are present and twelve inches from non-sprinkled ceilings. Storage racks and pallets will be six inches away from walls.
4. All storage containers will be free from holes, severe dents, rust, broken seals, spillage, or any other conditions such as swollen cans that could jeopardize the wholesomeness of the enclosed product.
5. All containers will be properly labeled and clearly state the name of the product for identification purposes. The label should be affixed to the container body and not the lid.
6. All foods will be stored in containers with food covers that are clean to prevent the food from becoming contaminated. All food items not in preparation or service will be covered at all times.

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7. All storage areas will be locked unless under staff supervision, to prevent unauthorized entrance and pilferage of food items.
8. Outside openings to the food service unit will have tight-fitting, self-enclosing doors, closed windows, or screening. The area must be kept in a condition that does not favor the harboring or feeding of insects and rodents.
9. There will be an adequate number of garbage containers with lids for the food service area. There will be enough to prevent excessive walking from one area to another in order to dispose of trash. Lids will be kept closed to prevent attraction of flies and rodents and to prevent odors from spreading through the kitchen.
10. Application or spraying of poison will only be executed by a professional exterminator. The process will only be performed after all utensils, food, or other food contact surfaces are protected from the poison.

### **G. Sanitation and Care of Eating Utensils**

1. The operating temperature for the wash, rinse, and sanitizing cycle will be recorded on each inspection sheet. Dishwashers attached with a chemical type system must maintain a minimum wash cycle of 52 seconds and a minimum rinse cycle of 25 seconds and follow the recommended temperature and chemical concentration recommended by the manufacturer.
2. De-liming will be used as necessary to free dish machines from accumulation of lime deposits.
3. Proper detergent, sanitizing and dry/rinsing agents will be used in dishwasher washing process as required. An appropriate detergent agent will be used for all dishwashing machines. When the final rinse temperature does not reach heat sterilization temperature, an appropriate sanitizing agent will be used.
4. Correct pot and pan washing procedures will be used. A three compartment sink should be available to wash, rinse, and sanitize. The pots and pans will be scraped thoroughly before being placed in the first washing tank. Hot water and an institutional strength detergent will be used for pots and pans. Pots and pans should be immersed in sanitizing solution for at least one minute and air dried.

### **H. General Sanitation**

1. Equipment will be cleaned as often as necessary to prevent the accumulation of food particles, dust, or any other matter that can affect its sanitary status. Daily and expedient cleaning is required.

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2. All food contact surfaces will be washed, rinsed, and sanitized periodically as necessary to prevent the accumulation of food particles, bacteria, grease, or other matter which can contaminate food and hands.
3. The floor, tables, and chairs of the dining area will be kept clean during mealtime and thoroughly cleaned after each meal. When chairs are stacked on top of tables, proper cleaning is required.
4. Carts and transport equipment will be kept thoroughly clean using detergent and sanitizing solution.
5. Mop heads will be rinsed and sanitized after each use and stored off the floor in an upright position.
6. Mop water will be changed when the water becomes dirty. Sanitizing solution will be at a minimum one hundred parts sanitizers to one million parts water.
7. All kitchen appliances and counter tops will be thoroughly cleaned and sanitized.
8. Toilet facilities, floors, walls, counters, sinks, mirrors, dispensers, toilets, urinals, and waste receptacles will be kept clean. The area will be free of unpleasant odors. Refilling of toilet paper, soap, and sanitary supplies will be done as needed. Mops, brooms, and dustpans utilized for cleaning toilet areas will not be utilized in other food service areas.
9. All wiping cloths will be kept in sanitizing solution when not in use.

**VI. FORMS**

The following forms are included within this policy and procedure:

Daily Inspection Form  
Monthly Inspection Form  
Officer of the Day Report  
Quarterly Inspection Form  
Weekly Inspection Form

**VII. TRAINING**

This policy and procedure will be included in the First-Year Training and subsequent In-Service Trainings for staff, food service employees and others having direct contact with the inmate population.