



RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 16.10-5 DOC	EFFECTIVE DATE: 01/11/2021	PAGE 1 OF 9
	SUPERCEDES: 16.10-4 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: FOOD SERVICE		SUBJECT: HEALTH PROTECTION - FOOD SERVICES	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: NCCHC Standards J-14, Kitchen Sanitation and Food Handlers; P-16, Kitchen Sanitation and Food Handlers; Food Code, R23-1, 21-27-FOOD;; Collective Bargaining Agreement between RIDOC and RIBCO; the most recent version RIDOC policies 8.08 DOC, Smoking and Tobacco Regulations ; 16.12 DOC, Food Services Facilities and Equipment Inspections ; 18.14B DOC, Food Services Screening - Inmate Workers			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. PURPOSE:

- A. To provide guidelines and procedures for sanitation throughout all food service areas in the Rhode Island Department of Corrections (RIDOC);
- B. To establish a hierarchy of accountability for the creation and monitoring of standards of sanitation relating to food preparation, handling and disposal;
- C. To minimize the opportunity of cross-contamination;
- D. To establish controls to discourage bacterial growth;
- E. To minimize the exposure of food to recognized hazards.

II. **POLICY:**

The Associate Director of Food Services is responsible for the overall sanitation of RIDOC Food Services staff and inmate workers, areas, and equipment utilized for the feeding of RIDOC inmates. As such, the Associate Director of Food Services is responsible for the universal adherence to all Rhode Island Department of Health (RIDOH) standards of sanitation for food handling and storage. In addition, the Associate Director of Food Services or designee may ask appropriate staff within the RIDOH to conduct inspections on an as-needed basis.

III. **PROCEDURES:**

A. **Medical Screening/Personal Hygiene**

1. Following conditional offers of employment, Correctional Officer (CO) Stewards undergo medical screenings by their personal physicians.
2. All inmate workers must be medically cleared by Health Care Services staff prior to working in a food service area, consistent with RIDOC policy 18.14B DOC, [Food Services Screening – Inmate Workers](#).
3. All RIDOC staff and inmates who work in Food Services must be free from diarrhea, skin infection, and other illnesses transmitted by food or utensils.

There is on-going observation by the Supervisor of Food Services and the CO Stewards of all RIDOC staff and inmate workers within food service areas for the aforementioned conditions.

If these or other health problems are detected, that individual must be checked by a physician or Health Care Services prior to returning to work.

4. CO Stewards dress within the guidelines of the RIDOC food service standards and as prescribed by the Collective Bargaining Agreement between the State of Rhode Island, Department of Corrections, and Rhode Island Brotherhood of Correctional Officers (RIBCO). Inmate workers dress in clean Department-issued clothing.
5. All persons including CO Stewards and inmate workers are prohibited from smoking in the facilities, which includes all areas where food is prepared or

served. Smoking by RIDOC staff is allowed consistent with RIDOC policy 8.08 DOC, [Smoking and Tobacco Regulations](#).

6. Hair restraints are worn at all times by Food Services workers in food preparation and service areas.
 7. CO Stewards, RIDOC staff and inmate workers may eat and/or drink in non-working areas only.
- B. Hand Washing
1. RIDOC Food Services staff and inmate workers are required to clean their hands and exposed portions of their arms consistent with the most recent version of the RIDOH Food Code, which is available through the Associate Director of Food Services or designee. These procedures include, but are not limited to, the following:
 - a. RIDOC Food Services staff and inmate workers are required to clean their hands and exposed portions of their arms with a cleaning compound in a hand washing sink using hot/cold water, soap and paper towels, paying particular attention to the areas underneath the fingernails and between the fingers. Staff and inmate workers may NOT clean their hands in a sink used for food preparation or ware washing, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste.
 - b. RIDOC Food Services staff and inmate workers must clean their hands and exposed portions of their arms at the following times:
 - (1) before beginning work;
 - (2) after touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - (3) after using the toilet;
 - (4) after coughing, sneezing, using a handkerchief or disposable tissue;
 - (5) after eating, drinking, or using tobacco outside the facility (RIDOC Food Services staff only);

- (6) after handling soiled equipment or utensils;
 - (7) immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles;
 - (8) during food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks;
 - (9) when switching between working with raw foods and working with ready-to-eat foods; or
 - (10) after engaging in other activities that contaminate the hands.
- c. Hand washing occurs in sinks provided for that purpose, with hot/cold water, soap, and paper towels.
- (1) After washing with soap, rinse thoroughly, dry with paper towels, and discard towels.
 - (2) Use another paper towel to turn off water to avoid recontamination of the hands.

C. Cleaning Schedule

1. The CO Stewards, with the help of the Supervisor of Food Services, prepare the comprehensive equipment and work area cleaning schedule, and are responsible for the enforcement of the schedule. The CO Stewards are responsible for the supervision and training of RIDOC staff and inmate workers in the proper sanitation procedures in cleaning equipment and work areas, as well as in storing and serving food.
2. The CO Stewards are responsible for the daily cleaning and sanitation of all central commissary storage facilities and handling equipment and are likewise responsible for the supervision and training of RIDOC staff and inmate workers assigned to them in proper sanitation procedures for these areas.

D. General Rules of Sanitation

1. All hand trucks, trays, dish and cutlery caddies, garbage trucks, food preparation surfaces, etc., are kept clean while in use and are sanitized after each use.
2. All serving utensils, pans, and cooking equipment are rinsed and sanitized after each use.
3. Single service supplies are discarded after use and are never reused after initial use.
4. All foods, prior to service, are covered and temperatures maintained, as appropriate.
5. Food in transit to security sites is covered and expedited to ensure compliance with storage/service temperature levels.
6. Food items that are left on inmates' trays are discarded, without exception.
7. Ice machines and bulk food bins (e.g., for cereals, flour, etc.) have stainless steel or plastic scoops for dispensing the products. Scoops are not stored inside bins or directly on the ice.
8. Damaged equipment (movable and fixed) is set aside immediately for maintenance service.
9. Kitchen and food service storage areas are controlled to minimize infestation by rodents and insects.
10. Floors, walls, ceilings, ducts, pipes, and equipment are free of particles (e.g., dirt, dust, dried food).
11. Traps and drains are free of standing water and debris.
12. Dish washing equipment, freezers, and refrigerators are equipped with working temperature gauges showing temperatures in accordance with the most recent version of the RIDOH Food Code requirements (see [Daily Production Sheet](#)).

13. A sample tray of each meal served is retained in a refrigerator for twenty-four (24) hours in each facility.

Such (random) sample trays are selected by Superior Officers during regular food lines for the purpose of testing if necessary (e.g., if several inmates in a particular facility become sick).

E. Food Preparation

Techniques are used by all RIDOC Food Services staff and inmate workers in the preparation of food to prevent the spread of disease and infection while maintaining a high-quality product output.

1. Equipment

- a. All kitchenware and food contact surfaces used in the preparation and/or serving of food and beverages are cleaned and sanitized before use; and they are cleaned after each meal preparation. Disposable cloths and detergent disinfectants are used for cleaning all surfaces.
- b. After cleaning and until reuse, all food contact surfaces of equipment and utensils are handled and stored so as to prevent contamination.

2. Food Handling Procedures

- a. Frozen

- (1) Frozen meats, eggs, and fruits are thawed under refrigeration.

NOTE: Meat thawing under refrigeration (the preferred method) is covered and stored on lower shelves so as not to drip on other food items.

- (2) Frozen vegetables are thawed during the cooking process.

- (3) Frozen foods are not re-frozen after defrosting.

- b. Highly perishable foods are prepared in containers for immediate refrigeration and/or freezing.

- c. Food should generally be cooked on the same day it is to be served.

If it is necessary to cook a food item prior to the day it is to be served, the CO Steward notifies the Associate Director of Food Services or the Supervisor of Food Services of the affected food item, the reason it is to be prepared prior to the day it is to be served, and the cooling method to be used.

- d. Special considerations include the following:

- (1) Caution is used to ensure that foodstuffs, especially those whose contents are excellent media for bacterial growth, are kept refrigerated until near-to-service point of use.
- (2) Consistent with Food Code 3-501.14(A), cooked potentially hazardous food is cooled:
 - (a) within two (2) hours from 57°C (135°F) to 21°C (70°F); and
 - (b) within a total of six (6) hours from 57°C (135°F) to 5°C (41°F) or less.

NOTE: RIDOC Food Services staff uses the [Time/Temperature Graph](#) to record the cooling of cooked potentially hazardous foods.

- (3) Refrigerated foods are removed from refrigeration no more than 20 minutes prior to preparation.
- (4) Leftovers are cooled using a method prescribed in the most recent version of the RIDOH Food Code 3-501.14 Cooling and 3-501.15(A) Cooling Methods.

Leftovers are used only with the express consent of the Associate Director of Food Services or designee and are served again only according to the procedures authorized by the Associate Director of Food Services or designee.

- (5) Plastic, disposable, single-use gloves, if used, are used for only one task then discarded.

- (6) Cutting boards must be thoroughly cleaned after each distinct usage. Separate cutting boards must be used for uncooked meats.
- (7) Produce is thoroughly washed before cutting and cooking or serving fresh.
- (8) Spoons, skimmers, turners, and other suitable small tools and/or plastic disposable gloves are used when transferring foods from one pan to another.
- (9) Tops of cans are washed before opening.
- (10) Foods are cooked to a temperature that will destroy organisms of public health concern (refer to the most recent version of the RIDOH Food Code).
- (11) All items not in their original packages are covered, dated, and labeled as to contents.

F. Garbage Control and Waste Disposal

Waste and garbage are handled so as to remove any source of contamination and prevent the growth of bacteria.

1. Where possible, garbage is put into disposal units.
2. Refuse is bagged and removed after each meal and deposited in the facility's dumpster.
3. If barrels are used for refuse, they are rinsed clean daily and scoured weekly with detergent and hot water; refuse barrels must have fitted lids.

G. Storage

1. All food products, whether prepared or not, are stored so as to maintain proper temperatures and in conditions to ensure retention of quality and sanitation. Light, ventilation, and humidity are regulated to prevent condensation of moisture and growth of molds.

- a. Food (raw and prepared) is stored off the floor in closed containers that are labeled with their contents and dated.
 - b. Salads prepared with mayonnaise must be labeled with their contents and dated.
2. Food and non-food items (paper products, etc.) are stored separately from each other and from cleaning utensils and chemicals.
 3. Storage areas/equipment: Storage areas are ventilated, and temperature controlled (not less than 42° F or more than 70° F). Shelves must be metal, floor clearance must be six inches (6"), and a ceiling clearance of twelve inches (12") must be maintained with a six (6") inch clearance below the sprinkler system.
 4. Refrigeration units and reach-ins/walk-ins are cleaned of spills immediately. Shelves, floors and walls are washed with soapy water, rinsed, sanitized and left to air dry.
 5. Refrigerator thermometers are in plain view, monitored daily or as directed by the Associate Director of Food Services or designee, and are 41° F or below, or at the temperature prescribed in the current RIDOH Food Code
 6. Food and containers of food are rotated to assure use within a safe period of time, using oldest items first.