

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 1 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

It is the policy of the Food and Farm Services Subdivision to establish and outline standard operating procedures for food safety and sanitation practices at Rutland Cafeteria, State Offices-South, and all other Georgia Department of Corrections (GDC) staff dining locations. This policy should supplement the practices outlined in Chapter 511-5-1 of the Regulations of the Georgia Department of Public Health relating to Food Service.

**II. Authority:**

- A. Ga Comp. R. & Regs. 125-4-3 and 511-6-1;
- B. GDC SOPs 409.04.10 Sanitation, 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan, 409.04.29 Staff Dining Food Service Management, and 409.04.32 Staff Dining Food Preparation and Service; and
- C. ACA Standard: 2-CO-4C-01.

**III. Definitions:**

- A. **Sanitation** - Health and safety measures designed to promote health and protect the general public.
- B. **Food Service Permit** - Certificate that must be obtained from the local Health Department authorizing permit holder to operate a food service operation at a particular site.

**IV. Statement of Policy and Applicable Procedures:**

Staff dining services are provided to employees, visitors, and training participants at select GDC facilities. Staff dining operations are managed by a combination of Georgia Correctional Industries (GCI) staff members, GDC staff members, and offender workers.

- A. Sanitation and Housekeeping:
  - 1. The Food Service Director or their designee will instruct and train all food service personnel the proper methods and procedures regarding sanitation rules and regulations in each staff dining facility.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 2 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

2. The Food Service Director shall prepare a housekeeping schedule. The Food Service Director or their designee shall monitor adherence to the schedule. This schedule shall ensure the following:
  - a. All work and storage areas are clean, well-lit and orderly;
  - b. Walls, floors and ceilings are cleaned on a regular basis. Exposed ventilation ducts and hoods are cleaned as often as needed;
  - c. All kitchenware and food-contact surfaces of equipment are washed, rinsed and sanitized after each use and after any interruption of operation during which contamination could occur (e.g. after spraying for insect and rodent control). Food-contact surfaces of equipment such as grills, tilting skillets, steam kettles, etc. and the cavities of door seals are cleaned as necessary to reduce accumulation of dust, dirt, food particles, and other debris;
  - d. A ready supply of hot water (140°F) is available;
  - e. At least 20 foot-candles of light per square foot is provided for all food preparation surfaces/equipment and dish/utensil washing areas;
  - f. Protective shields are provided for all lighting fixtures located over, by, or within close proximity to food, equipment or utensil storage areas, preparation, service, and display areas, or in areas where equipment or utensils are washed;
  - g. Overhead pipes in food preparation areas are eliminated or covered by a false ceiling;
  - h. Sneeze guards are used for all serving lines not protected by enclosed serving lines;
  - i. Sufficient ventilation is provided to keep food areas free of excessive heat, steam, condensation, vapors, noxious odors, smoke, and fumes;

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 3 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

- j. Mechanical ventilation is installed, cleaned, and operated according to law and vented to the outside to prevent unsightly, harmful, or unlawful discharge;
  - k. Free-standing fans, intake and exhaust air ducts are designed and maintained to prevent the entrance of dust, dirt, and other contaminating materials to food service preparation, serving, and storage areas;
  - l. Outside openings are protected against the entrance of insects and rodents by sealed doors, closed windows, screening, controlled air currents, or other means;
  - m. An adequate number of approved containers for garbage and refuse disposal are available. Garbage and refuse is kept in durable, easily cleanable, insect-proof containers that do not leak and do not absorb liquids. A sufficient number of containers are used and kept covered. Containers are emptied and cleaned at least once daily; and
  - n. Containers of poisonous or toxic materials are prominently marked (insecticides, rodenticides, detergents, sanitizers and related cleaning agents) and stored physically separate from each other and foods.
3. Tobacco is not permitted in any preparation, service, or dining areas of the food service operation.
- B. Personal Hygiene:**
- 1. No person, civilian, or offender with open lesions, infected wounds, or any communicable disease that can be transmitted through food handling will be permitted to work in the food service operation. The Food Service Director or their designee shall visually check offenders and staff for obvious signs of disease and/or infection when staff and offenders report for work.
  - 2. All personnel shall demonstrate habits of personal cleanliness and shall use good hygiene practices during all working periods in the food service area.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 4 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

- a. Employees should bathe or shower and clean hair, teeth, and nails daily. Daily use of a deodorant is also recommended;
  - b. Employees shall wear clean undergarments and clean outer clothing such as uniforms, aprons, hair nets/hats, beard nets and shoes;
    - 1) Non-skid sole shoes that are polished and clean should be worn. There shall be no open-toed shoes or tennis shoes worn in food service areas; and
    - 2) Facial hair should be maintained in accordance with GDC guidelines.
  - c. Hands shall be washed frequently to prevent cross contamination of food and for personal protection. Any perspiration should be removed with a disposable towel or napkin.
- C. Uniform and Attire: Employees and offenders will wear uniforms, shoes, hair nets/hats, beard nets, etc. as determined by policy and state law or regulation. Refer to SOP 409.04.29 Staff Dining Food Service Management.
- D. Food storage areas shall be kept at appropriate temperatures to minimize risk of microbial growth.
1. Cooler temperatures should be maintained at or below 41°F.
  2. Freezer temperatures should be maintained between 0°F and -10°F.
  3. Warehouse temperatures should be maintained above 45°F, but no more than 85°F.
  4. If cooler and freezer temperatures rise above the designated temperatures, the facility's maintenance department needs to be notified immediately to initiate repair. The facility's Maintenance Advisor and Food Service Advisor shall also be notified immediately. Foods should be moved to other coolers and freezers to preserve the product. If additional cooler and freezer space is not

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 5 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

available, Food and Farm Services Central Office shall be contacted to request a refrigerated trailer.

- E. Food safety procedures during preparation and service should be followed in accordance with Chapter 511-6-1 of Georgia Department of Public Health and those outlined in SOP 409.04.31 Staff Dining Food Service and Preparation.
- F. Control of Insects and Rodents:
  - 1. Rats, flies, roaches, gnats, mosquitoes, and other insects may carry disease and should be eliminated from areas of food operation.
    - a. Garbage and trash canisters and containers should be separated, tightly covered, and washed and sterilized after emptying. Garbage and refuse areas should be cleaned daily;
    - b. All openings and cracks in walls or floors should be closed. Screens, windows, and pipes going through walls, floors, or ceilings should be sealed, fit tightly, and kept in good repair;
    - c. Walls, floors, locker rooms, storage, preparation, and scullery areas shall be clean;
    - d. All foods shall be kept in proper size pans, covered, and stored correctly. All food and supplies shall be stored on pallets, skids, or in covered containers no less than six (6) inches off the floor; and
    - e. A monthly or regular schedule for extermination of insects and rodents must be maintained. If this does not eliminate or control infestation of insects/rodents then extermination is to be provided on a weekly basis until such control is established.
- G. Inspections shall occur on a regular basis to ensure proper safety and sanitation procedures are implemented and maintained.
  - 1. Local Health Department Inspections.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Staff Dining Health and Safety Regulations/Inspections		
<b>Policy Number:</b> 409.04.32	<b>Effective Date:</b> 10/24/17	<b>Page Number:</b> 6 of 7
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries – Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

- a. An initial inspection of the food service operation will occur before a Food Service Permit is issued. Inspections should occur biannually thereafter.
  - b. A copy of each inspection should be forwarded to Food and Farm Service Central Office within 48 hours of inspection. A plan of corrective actions shall be attached with the inspection in the event deficiencies are noted. All corrective actions shall be in accordance with GDC guidelines and those set forth by Chapter 511-6-1 of Georgia Department of Public Health.
2. Internal inspections will be conducted in addition to any formal inspection made by the Food Service Advisor, local Health Inspector, Fire Marshall, or Medical Section.
- a. A daily inspection will be conducted and documented by the Food Service Director or their designee using Attachment 3, Sanitation Checklist of SOP 409.04.10 Sanitation.
  - b. Freezer, refrigerator and/or cooler temperatures will be checked and recorded three (3) times in a 24-hour period in accordance with Attachment 3, Daily Food Storage Temperature Log of SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HAACP) Plan. Dishwashing temperatures will be checked and recorded at least one (1) time per meal using Attachment 2, Daily Dishwasher Temperature Log of SOP 409.04.10 Sanitation.
  - c. A weekly inspection will be conducted and documented by the Food Service Director or their designee using Attachment 1, Weekly Food Service Assessment Report of SOP 409.04.10 Sanitation.
  - d. The Food Service Advisor will conduct assessments of the total food service operation approximately three (3) times per year. Copies shall be maintained at both the facility where conducted and at Food and Farm Service Central Office.

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Staff Dining Health and Safety Regulations/Inspections

**Policy Number:** 409.04.32

**Effective Date:** 10/24/17

**Page Number:** 7 of 7

**Authority:** Commissioner

**Originating Division:**  
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Correctional Industries – Food  
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V. **Attachments:**  
None

VI. **Record Retention of Forms Relevant to this Policy:**  
None