



### Section C: Temporary Food Premises Checklist

Item List	Yes	No	Comments
Running water from approved source			
Running hot and cold water			
Disposable gloves			
Hand washing facility			
Number and location of hand washing facilities			
Sanitizer			
Probe thermometers			
Refrigerators and/or cooler with thermometer			
Freezers			
Cooking equipment			
Hot holding equipment			
Utensil washing facilities			
Garbage disposal			
Single service dishes			
Aprons			
Booth (floor, walls, ceiling)			
Sanitizer test strip			
Canopy, if food is prepared outside			

**Note:** Upon approval a Special Event Permit will be issued to the event coordinator/school and shall be posted during the event.

I, \_\_\_\_\_ certify and accept responsibility for ensuring the above mention information is correct and will be adhered to.

Applicant's Signature	Position Held in Organization	Date

Personal information on this form is collected under the authority of the Health Protection and Promotion Act (HPPA) for the purpose of processing an application made under Section 22.1 of the HPPA. Questions about the collection of personal information should be directed to the Medical Officer of Health, 200 Rose Glen Road, Port Hope, Ontario L1A 3V6.

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# Special Event Guidelines

## What are Special (School) Events?

Special (school) events are events outside the normal scope of the school's regular activities, where food is served or sold to students, families, and the public for approximately one day (e.g. BBQs, Thanksgiving dinners, bake sales, fundraisers, etc.)

## When is a Special Event Permit required?

When schools plan to sell or give food away to the public an Application for School Event Permit is to be submitted to the Haliburton, Kawartha, Pine Ridge District Health Unit (HKPR) at least 10 days prior to the scheduled date of the event. As these events are often staged outside, where all of the amenities are not readily available, it is important that an inspector review the application, conduct a risk assessment and provide guidance to ensure a safe and successful event.

### Exemptions:

Foods prepared at facilities approved for high-risk food preparation by the health unit do not require a special event application (i.e. school cafeterias).

## Your Responsibilities

- Every school is to assign a person with sufficient skills and training to oversee the food preparation for the event. This person will be known as the Event Coordinator.
- The Event Coordinator will identify all volunteers involved in food handling at the event.
- This person will ensure that safe food handling procedures are followed and any conditions identified in the permit are complied with.
- The Event Coordinator is to report any complaint of food borne illness to the Health Unit.

## Food Safety Review

### Hazardous Foods

- are able to support the growth of disease causing organisms or the production of their toxins, and are the focus of a food safety program
- are allowed to be served when following safe food handling practices, prepared at a facility approved by the Health Unit and following label recommendations for proper storage temperatures and duration.
- can only be prepared at facilities approved by the health unit. Hazardous foods must be prepared, cooked and stored at proper temperatures.

High Hazardous Food			
Healthy Choices			Items that do not comply with school board nutrition policy
• Fresh meat	• Garlic spreads, oils	• Tofu	• Canned cured meats • Processed meat, sausages, hot dogs • Cakes/pastries with whipped cream, cheese or cream fillings
• Fish and shellfish	• Juice (fruit and vegetable)	• Perogies	
• Salsa	• Low-fat precooked burgers	• Guacamole	
• Pesto		• Hummus	

Low Hazardous Food				
Healthy Choices		Items that do not comply with school board nutrition policy		
• Fresh fruit & vegetables	• Dry cereal products (high fiber, low sugar)	• Brownies	• Butter tarts	• Chocolate
• Apple sauce	• Dry noodles (whole grain pasta)	• Fruit pies & pastry	• Fudge	• Cinnamon buns
• Dried fruits	• Muffins, cookies (high fibre, low sugar, low fat)	• Cakes (icing sugar only; no hazardous ingredients included)	• Hard candy	• Pickles
• Whole grain bread, buns and crackers (no dairy or cheese filling)		• Rice crispy cake	• Honey	• Relish
		• Wine & herb vinegar	• Jam	• Cookies (high fat, high sugar)
			• Jelly	• Popcorn
			• Maple syrup	

# Keeping Food Safe

Below are important ways to keep food safe

<p><b>Product Source</b></p>	<ul style="list-style-type: none"> <li>• Use pasteurized dairy products</li> <li>• Buy meat and poultry from federally and provincially inspected establishments</li> <li>• Do not use cracked eggs</li> <li>• Do not use spoiled food</li> </ul>
<p><b>Storage</b></p>	<ul style="list-style-type: none"> <li>• Keep food at 4°C (40°F) or colder (keep all foods wrapped in storage)</li> <li>• Freeze foods to -18°C (0°F) or colder</li> <li>• Separate raw and cooked food</li> <li>• Store cooked food above raw food</li> <li>• Date and label stored food</li> <li>• Store all foods minimum 15 cm (6") above floor</li> </ul>
<p><b>Thawing</b></p>	<ul style="list-style-type: none"> <li>• In a refrigerator unit at 4°C (40°F) or colder</li> <li>• Under cold running potable water, or</li> <li>• In a microwave oven, only when the food will be cooked immediately</li> </ul>
<p><b>Food Preparation</b></p>	<ul style="list-style-type: none"> <li>• Do not allow food to remain in the danger zone (&gt;4°C to &lt;60°C) for more than a total of 2 hours</li> <li>• Wash hands frequently, especially after using the washroom, after handling raw food and before handling ready-to-eat food</li> <li>• Wash and sanitize all surfaces, which food has touched, between each use</li> </ul>
<p><b>Minimum Internal Food Cooking Temperature (for minimum 15 seconds)</b></p>	<ul style="list-style-type: none"> <li>• Cook whole poultry and poultry stuffing at 82°C (180°F)</li> <li>• Cook poultry products, ground poultry to 74°C (165°F)</li> <li>• Cook pork to 71°C (160°F)</li> <li>• Cook ground meats, other than ground poultry, to 71°C (160°F)</li> <li>• Cook fish to 70°C (158°F)</li> <li>• Cook all other hazardous foods to 74°C (165°F)</li> </ul>
<p><b>Hold for Service</b></p>	<ul style="list-style-type: none"> <li>• Hold hot foods at 60°C (140°F) or hotter</li> <li>• Hold cold food at 4°C (40°F) or colder</li> <li>• Reheat cooked food quickly to 74°C (165°F) or hotter before serving (cook only what is required and avoid leftovers)</li> </ul>

## Important notes

- Probe thermometers must be provided and are to be used to check internal food temperatures.
- Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers.
- Microwaves are only to be used to re-heat individual food portions that will be served immediately after reheating.
- Milk shall be offered for sale in or served from the original container.
- Containers of durable leak-proof and non-absorbent material sufficient for storing all garbage and waste in a sanitary manner are required.
- The School Event Permit is to be posted during the event.
- Time the delivery of food ( e.g. subs, pizza, milk) so that it is served within 30 minutes of arriving at the school. If the person receiving the food has any concerns, the food should not be accepted.

## Keeping Food Healthy

Ideally, food served or sold at schools should reinforce classroom lessons on health eating. Read on for tips and follow your Board's nutrition policy.

## School Nutrition Programs (Meal and Snack)

Provide students with accessible, healthy choices based on the Nutrition Guidelines released by the Ministry of Child and Youth Services. Public health dietitians and nutritionists can provide information to help start a program, plan a menu and find funding.

## Special Lunches

Include a serving from each of the four food groups and limit highly processed, high-fat foods (e.g. hot dogs) to serve up a well-balanced lunch. Some healthy menu ideas include:

- Cheese, Hawaiian or vegetarian pizza on a whole wheat crust with mini-carrots and water
- Turkey, chicken, roast beef or ham on a whole wheat bun/pita/wrap with a clementine and chocolate milk
- Spaghetti and meatballs with veggie sticks and milk
- Grilled chicken/bean burrito or soft taco with salsa, a fruit salad and milk
- Chili with a tossed salad, a whole wheat bun and 100% unsweetened fruit juice

## Barbecues

At your next cookout:

- Choose a lower-fat precooked meat product and serve it on a whole grain bun
- Skip the potato chips and consider fruit trays, a frozen fruit/yogurt bar or a lower-fat oatmeal cookie
- Serve a healthy beverage like water, milk or 100% unsweetened fruit juice

## Bake Table Sales

Make it easy for parents to make healthy choices by sending home a suggestion list with items like:

- Small packages of popcorn or homemade “bits and bites”
- Mini-muffins
- Oatmeal cookies
- Apple crisps
- Trail mix made with high fiber cereal
- Slices of banana, lemon or fruit loaf
- Fruit kabobs or veggie/cheese kabobs
- Roasted pumpkin seeds
- Whole Grain rolls or bread

## Field Days and Sports Events

Promote healthy eating while promoting health activity. Provide water at all times and see nutritious foods that fuel up the engine and improve performance like:

- 100% unsweetened fruit juice
- Chilled, juicy fruits like watermelon, oranges or canned fruits (packed in its own juice)
- Other fruits like bananas, apples, strawberries
- Whole grain subs, sandwiches, bagels, pitas or wraps
- Whole grain cereal bars (oats/whole grains as first ingredient)
- Cold chocolate milk
- Cold yogurt cups with frozen fruit

## Allergies

- Call 911 if someone is having a severe allergic reaction
- Keep an accurate list of all ingredients that are added to food
- Keep ingredient list from packages of all pre-packaged food
- If you are not sure of the food’s ingredients, do not serve
- Do not cross-contaminate food
- Avoid foods that are known to cause allergic reactions (i.e. peanuts and by-products, etc.)
- Food handlers should:
  - Know ingredients
  - Avoid use of latex

## Meetings and School Events

Take this opportunity to show parents and visitors that, day or night, your school supports healthy choices.

- Water, milk or 100% unsweetened fruit juice
- Lower fat muffins, smaller muffins or larger muffins cut in half
- Fresh fruit and low fat yogurt
- Cheese and whole grain crackers or mini whole wheat bagels with hummus
- Vegetable or fruit trays to complement meals
- Sandwich trays with whole grain bread/wraps (avoid high fat spreads or processed meat)

# Special Events Check List for Food Operator

- Food probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- Cold hazardous foods must be transported, stored and displayed at a temperature of 4°C or less
- Thermometers for each cooler/refrigerator
- Hot hazardous foods must be transported, stored and displayed at a temperature of 60°C or greater
- Platforms for elevating food and paper goods 15 cm (6") off the ground
- Clean container(s) for food storage
- Roll of plastic wrap or aluminum foil for protecting food
- Serving spoons, spatulas, tongs, etc. wrapped backup supply of utensils (4 sets)
- Adequate number of tables with washable surfaces
- Wiping cloths/sponges for cleaning and sanitizing preparation and service areas
- Adequate supply of potable water in a clean water container(s) with a spigot for hand washing, food food preparation and equipment cleaning (5 gallon pail)
- Leak-proof containers/tanks for the storage of waste water
- Ice containers and ice scoop
- Detergent, bleach and bucket
- Liquid soap in a dispenser and paper towels for hand washing
- Clean clothes and aprons must be worn at all times in the preparation area
- Hairnets, caps or other hair restraints must be worn at all times while handling food
- No eating, drinking or smoking allowed in any food preparation area
- Adequate supply of large plastic garbage bags
- Power source/backup supply (e.g. generator, propane burner, etc.)

# Temperature Control Log

Equipment \_\_\_\_\_

(Use one sheet for each separate piece of food storage equipment)

Check every 4 to 6 hours during operation and before start up and shut down (every 2 hours for new or repaired equipment).

Post a copy of this sheet in the areas you monitor food temperature.

- Frozen foods must be less than -18°C
- Chilled foods must be 4°C or less
- Hot food must be more than 60°C

**Use an accurate, frequently calibrated thermometer to take temperatures.**

Date	Time	Name of person checking temp	Temperature of Compartment	Internal Food Temperature	*Corrective Action Taken	Initial

\* Please note: For advice on actions to take, contact the HKPR District Health Unit at 1-866-888-4577.