

# SPECIAL EVENTS OPERATING GUIDELINES

Porcupine Health Unit, Public Health Inspection Services, Food Safety

**If you are planning to sell or offer food to people at a special event in the community, you must notify the Porcupine Health Unit no later than 15 days prior to the event. Once the completed application form has been received, it will be reviewed by a public health inspector.**

**All food premises operating in the Porcupine Health Unit district will be risk assessed and the requirements will be based on the *Ontario Food Premises Regulation 562/90*, as amended, under the *Health Protection and Promotion Act*.**

**In addition to submitting the *Special Event Permit Application Form*, vendors must post the permit in a clearly visible location during the event and ensure that the following requirements are met.**

## SECTION 1: FOOD PREPARATION AND PROTECTION

- a. Food must be obtained from sources that are approved by the federal or Ontario provincial regulating authorities (e.g., inspected meat, poultry, eggs, dairy products and fish).
- b. Food must be prepared onsite or offsite in an inspected facility\*. A private home is NOT an inspected facility.
- c. All raw hazardous foods must be cut, chopped and prepped in an inspected facility prior to the event; only final cooking steps are to be conducted at the event\*.
- d. Precooked meats are recommended whenever possible to reduce the risk of foodborne illness.
- e. All food must be protected against contamination from dust, insects and other contaminants during transportation, storage and display. Food must be covered using a lid or food wrap (e.g., aluminum or plastic).
- f. Food must be stored at least 15 centimeters (6 inches) above the ground/floor.
- g. To avoid potential contamination, raw hazardous foods must be stored separately or below ready-to-eat foods (e.g., use separate containers/coolers for raw hazardous foods and ready-to-eat foods).
- h. All food must be handled with tongs, spoons, scoops, etc. where possible to avoid direct hand contact with food.
- i. Cooked foods must NOT be placed on plates or containers that previously held raw hazardous foods.
- j. Condiments must be offered in either individual packages or dispensed from a container which protects the condiments from contamination (e.g., pump dispenser or squeeze bottle). Open lid containers with utensils are NOT permitted. ▶

*\*Exemption applies to fraternal organizations, religious organizations and service clubs (see page 5 for more information).*

## SECTION 1: FOOD PREPARATION AND PROTECTION (Cont'd)

- k. Displayed foods must be pre-packaged, enclosed in cabinets or covered to protect from potential sources of contamination.
- l. Customer samples must be protected from contamination (provide individual containers, toothpicks or a serving spoon).

## SECTION 2: TEMPERATURE CONTROL

- a. Cold hazardous foods must be transported, stored and displayed at 4°C (40°F) or colder.
- b. Frozen hazardous foods must be transported, stored and displayed at -18°C (0°F) or colder.
- c. Hot hazardous foods must be transported, stored and displayed at 60°C (140°F) or hotter.
- d. Adequate temperatures must be maintained during transportation. Use thermal insulated containers with cold or hot packs, ice or refrigerated trucks to maintain hazardous foods at the required temperatures.
- e. Hazardous frozen foods must be thawed in a refrigerator or under cold running water; NOT at room temperature.
- f. Thermometers must be available for each temperature control unit (e.g., cold holding and hot holding units).
- g. A food probe thermometer must be available to verify the internal temperature of all hot and cold hazardous foods. A supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer between uses is recommended.
- h. All hazardous foods must be thoroughly cooked and reheated to the following temperatures:

<b>HAZARDOUS FOOD ITEMS</b>	<b>COOKING °C (°F) FOR 15 SECONDS</b>	<b>REHEATING °C (°F) FOR 15 SECONDS</b>
Poultry, whole	82°C (180°F)	74°C (165°F)
Poultry/Ground poultry	74°C (165°F)	74°C (165°F)
Pork/Pork products	71°C (160°F)	71°C (160°F)
Ground meat (beef, pork)	71°C (160°F)	71°C (160°F)
Fish	70°C (158°F)	70°C (158°F)
Hazardous food mixtures	74°C (165°F)	74°C (165°F)

## SECTION 3: WATER SUPPLY

- a. Only potable (safe to drink) water is allowed.
- b. All ice must be made from potable water.
- c. The water supply must either be connected to a potable water system or be from an enclosed potable water holding tank.
- d. The supply must be adequate for handwashing, food preparation and equipment cleaning.
- e. Food grade hoses are recommended when connecting to the potable water supply.

## SECTION 4: HANDWASH BASIN

- a. Every temporary food premise that handles an open food product must be equipped with their own separate handwash basin. The handwash basin must be located in a convenient location within the food preparation area.
- b. Washroom sinks cannot be used for this purpose.
- c. Hand sanitizers do NOT replace the requirements for a separate handwash basin. Hand sanitizer must only be used by non-food handlers (i.e., cashiers).
- d. Disposable gloves do NOT replace the requirements for a separate handwash basin. Disposable gloves may be used in addition to good hand hygiene practices.
- e. **For events lasting two (2) days or less and serving non-hazardous foods**, a temporary handwash basin will be permitted. A temporary handwash basin consists of a container with a spigot that is capable of providing a continuous flow of warm running water, a supply of liquid soap and paper towel in a dispenser. Vendors must also provide wastewater collection container to collect the greywater.
- f. **For events lasting three (3) or more days or serving hazardous foods:**
  - ◆ A temporary handwash basin may be permitted. The use of a temporary handwash basin will be determined upon the completion of a risk assessment. The risk assessment will be based on the type of food being prepared and the level of on-site food handling.
  - ◆ Based on the results of a risk assessment, a more structured handwash basin may be required (e.g., a foot pump operated handwash basin equipped with running water, a supply of liquid soap and paper towel in a dispenser).

## SECTION 5: PERSONAL HYGIENE

- a. Food handlers must:
  - ◆ Wash their hands thoroughly with liquid soap and warm water as often as necessary to prevent contamination of food and food contact surfaces.
  - ◆ Ensure that they have headgear that confines the hair (e.g., hairnet, caps, scarf or visor).
  - ◆ Wear clean outer garments.
  - ◆ Be free from illness. NO person who is sick with diarrhea, vomiting, cold or flu-like symptoms, or who has uncovered sores or cuts on their hands handles food.
  - ◆ NOT use tobacco within the temporary food premise.
- b. When gloves are used, they must be changed in between tasks and hands must be washed before putting on a new pair and taking off a dirty pair. Gloves are NOT a substitute for handwashing.
- c. Where open food is handled and prepared:
  - ◆ Designate one person to be a support worker who does NOT handle food. That person will be responsible for things like emptying garbage and dirty wastewater containers, refilling fuel, replenishing soap, dishwashing.
  - ◆ Designate one person to handle money/tickets. That person must NOT handle food. ▶

## SECTION 5: PERSONAL HYGIENE (Cont'd)

- d. Smoking is NOT permitted in any enclosed public places and workplaces under the *Smoke-Free Ontario Act*.
- e. *No Smoking* signs are provided by the Porcupine Health Unit. For more information or to place an order for signs, please contact your local office.

## SECTION 6: DISHWASHING AND UTENSILS

- a. Only single-service eating utensils (e.g., plastic cutlery, plates and cups) will be permitted. All single-service utensils must be stored in a sanitary manner. Re-use of single-service utensils is prohibited.
- b. Utensils for preparing/serving food must be washed, rinsed, and sanitized in a two-compartment sink. The washing and rinsing would occur in the first sink, with chemical sanitizing occurring in the second sink. Each compartment must be large enough to immerse the largest piece of equipment or utensil.
- c. For events serving non-hazardous foods, a supply of extra utensils can be used instead of a two-compartment sink. The extra utensils must be washed, rinsed and sanitized using the two-compartment sink method, and stored to prevent contamination during storage. Utensils should be changed at least every two hours or when contamination occurs.

A solution of chlorine bleach can be used: 100 ppm = 5 mL (1 teaspoon) bleach (5.25% concentration) mixed with 1 Litre (4 cups) water.

## SECTION 7: SANITIZING

- a. All food preparation areas must be cleaned regularly using potable water and detergent prior to sanitizing.
- b. A sanitizing agent must be available to disinfect surfaces. Sanitizing concentrations must be double for all utensils and equipment that cannot be immersed in the sanitizing solution.

A solution of chlorine bleach can be used: 200 ppm = 10 mL (2 teaspoons) bleach (5.25% concentration) mixed with 1 Litre (4 cups) water.

- c. Wiping cloths for cleaning and sanitizing must be provided and stored in a sanitary manner.
- d. Sanitizing solutions must be prepared daily.
- e. Chemicals must be stored away from food products.
- f. All chemical bottles must be properly labelled.

## SECTION 8: STRUCTURE

- a. All food contact surfaces must be smooth, non-absorbent and easily cleanable.
- b. Temporary food premises must have an overhead cover (i.e., canopy, umbrella, or tent) to protect the food from potential contamination.

## SECTION 9: SOLID AND LIQUID WASTE MANAGEMENT

- a. An adequately sized garbage container with a lid must be provided. The container must be durable, leak proof and emptied regularly.
- b. All wastewater must drain into a covered, leak-proof wastewater collection container. Wastewater containers must be sized to accommodate an equal or greater volume of the potable water supply.
- c. Arrange for the sanitary disposal of all wastewater. Wastewater must not be disposed of on the ground.

### \* EXEMPT GROUPS

There is an exemption in the *Food Premises Regulation* that affects food safety and the public health inspection process for special events. This exemption applies to the following groups:

- ◆ fraternal organizations,
- ◆ religious organizations, and
- ◆ service clubs.

Exempt groups have two options:

**Option 1:** Groups DO NOT have to follow the Health Unit's *Special Events Operating Guidelines*, but under the *Food Premises Regulation*, MUST follow requirements #1, #2, and #3 in order to receive the Health Unit's approval to operate.

**Option 2:** Follow the Health Unit's *Special Events Operating Guidelines* and be inspected like all other vendors, avoiding requirements #2 and #3.

#### **Requirement #1**

Notify the Health Unit when the group plans to hold or take part in a special event by completing the Health Unit's *Special Event Permit Application Form* and submitting it at least 15 days prior to the event.

#### **Requirement #2**

Post a notice stating that their food premise has not been inspected in accordance with the *Food Premises Regulation* (available from the Porcupine Health Unit).

#### **Requirement #3**

Keep a list of foods donated to the event and include the name, address and phone number of the donor (available from the Porcupine Health Unit).

