

## GUIDELINES FOR PLANNING A SAFE EVENT

When your church or organization plans an event that involves the preparation and service of food to the public, the following guidelines should be considered:

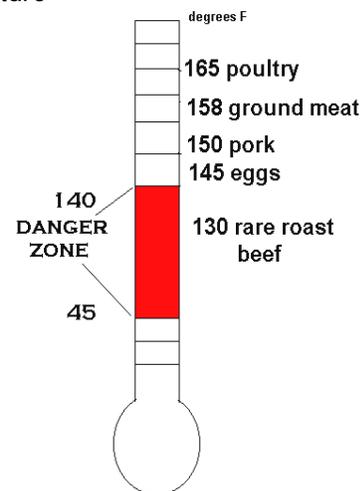
- 1) Conduct all food preparation in the church kitchen or in a facility permitted by the Tompkins County Health Department to ensure adequate functioning of equipment and proper temperature control.
- 2) Food workers should be free of infectious disease.
- 3) Use food grade gloves, utensils, deli wrap etc. to eliminate bare hand contact with ready to eat foods. Change gloves when changing tasks.  
**Wash hands for 20 seconds and frequently.**
- 4) Plan meals so that foods containing eggs, dairy products, meat, seafood and poultry are kept **below 45°F or above 140°F** throughout service of the meal.



Range 0° F  
to 220° F

- 5) **Use a bi-metal probe thermometer** to measure food temperatures. Don't guess.
- 6) Rapidly chill all foods to be served cold and maintain an **internal temperature of 45°F**. When cooking foods ahead of time, cool in small quantities and in shallow pans in a cooler or ice bath. Check food temperatures often.
- 7) **Use cold ingredients (below 45°F)** in the preparation of tuna salad, macaroni salad, potato salad, egg salad, etc.

- 8) Cook meats, poultry, dressings, gravies and casseroles to a safe internal temperature of **165°F**. Eggs should be cooked to a minimum of **145°F**.
- 9) Maintain hot foods at or above **140°F** throughout service.
- 10) Coolers should maintain foods at a minimum temperature of **45°F (38°F is better)**. Coolers should contain accurate thermometers.
- 11) Do not mix quantities of eggs for french toast, scrambled eggs, etc. Cook these items to individual order. (mix only enough eggs for one order at a time)
- 12) Water used to prepare food must be from an approved, safe source, such as municipal water. Private wells, springs or dug wells should not be used.
- 13) Wipe down surfaces (cutting boards, counters, preparation areas etc.) that have been in contact with food with a bleach solution BEFORE placing any other food on the surface.
- 14) Treat ice as food. Use proper food scoops with handles or use gloved hands. Storage ice in clean and sanitized container. Make sure ice chest or bin is self-draining.



For further information or guidance in the preparation and service of food, contact the Tompkins County Health Department at 274-6688, Monday through Friday 8:30am to 4:30pm.