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.

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.