

DES MOINES PUBLIC SCHOOLS

Food Guidelines

(Revised 2/02)

PURPOSE: Due to the presence of food borne illnesses in our community, the following food guidelines have been adopted for use in all Des Moines Public Schools.

THE BEST PREVENTION AGAINST FOOD BORNE ILLNESS IS GOOD HAND WASHING.

At the beginning of each school year and periodically thereafter, school staff will teach good hand washing techniques to all students. On a daily basis, the school staff will monitor children for good compliance of hand washing methods. The main points are to:

1. Wash hands with warm water and soap for at least 20 seconds, rubbing the hands together while washing them.
2. Wash your hands after using the bathroom, before preparing food or drinks, before you eat, or after helping to change a diaper.
3. Do not touch or share another person's food.

GENERAL GUIDELINES FOR PREPARING AND SERVING FOOD

1. People who are ill are not to prepare or serve food.
2. All persons preparing and serving food should properly wash their hands and wear serving gloves. All persons assisting in the preparation and service of school meals should wear a hair restraint as specified by the Department of Health Food Code.
3. Individuals should not share food from their meal trays or their sack lunches.
4. At mealtimes, all food served to students but not consumed, even if it has been unused or unopened is to be thrown away. Adults should not retrieve uneaten foods (such as whole fresh fruit, cartons of unopened milk or juice or packages of crackers) from student's trays for redistribution.

GUIDELINES FOR MAINTAINING SAFE FOOD REFRIGERATION

A thermometer should be placed in each refrigerator and freezer.

1. Refrigerator temperatures should be monitored regularly. Refrigerator temperatures should be maintained at 41 degrees or lower. Freezer temperatures should be maintained at 10 degrees or lower.
2. Refrigerators should be cleaned regularly and old food discarded. More specific guidelines related to routine care and cleaning of school refrigerators will be distributed under a separate document.
3. Homemade foods should not be placed or stored in refrigerators or freezers operated by Food Services.

GUIDELINES FOR CLEANING AND SANITIZING EATING SURFACES

Food Codes require eating surfaces to be both cleaned and sanitized. This procedure should be used in the classroom whenever food is to be served. Food Code 97 is used in cleaning and sanitizing tables when serving meals in the lunchroom.

1. First wash the table surfaces with mild detergent in warm or hot water.
2. Next, wipe the table surfaces with a bleach solution of approximately one capful or one tablespoon of bleach in one gallon of cool or room temperature water.
3. Let the bleach solution air dry on the surface.
4. The cloths used to clean and sanitize surfaces should be laundered or changed daily. Different cloths should be used for cleaning and for sanitizing surfaces. The cloths used to clean and sanitize tabletops should not be used to clean chairs and benches.

GUIDELINES FOR PREPARING AND SERVING FOODS IN CONCESSION STANDS:

1. Potentially hazardous foods served in concession stands (e.g. Hamburgers and hot dogs) should be cooked when frozen rather than thawed beforehand and refrigerated until cooking. Foods should be fully cooked and maintained at the appropriate temperature (hot foods 140 degrees or higher and cold foods at 40 degrees or less). Leftovers should be discarded.
2. Workers should properly wash hands, wear hats or hairnets and wear single use serving gloves. Someone should be in charge of monitoring hand washing, food preparation and maintaining safe food temperatures. An accurate stem type thermometer is used to monitor food temperatures. Instructions for obtaining and calibrating the thermometers can be obtained from Health Services upon request.
3. Condiments should be limited to individual packets or squeeze bottles to prevent contamination from consumers. The concession worker should serve condiments such as grilled onions and sauerkraut.

GENERAL FOOD GUIDELINES FOR CLASSROOM, COMMUNITY AND STAFF USE

GUIDELINES FOR STUDENTS:

No homemade foods are allowed for student consumption. This includes such things as bake sales, classroom treats, potlucks or fun nights.

1. Only prepackaged, commercially prepared foods are to be used. Individually wrapped foods are preferred.
2. Properly washed fresh fruits and vegetables may be served.
3. Non-food items are preferred for distribution at class parties, special celebrations, family fun nights or extracurricular activities. The benefits of eating food in the classroom (to include edible reinforcers for behavioral management and instructional purposes) should be weighed against the risk of lost instructional time.
4. Classroom food preparation is routinely allowed in Family Consumer Science. Other classroom food preparation activities must be curriculum based and approved beforehand by the District's Health Services Department.

5. The following procedure must be strictly adhered to if food is served in the classroom:
 - a. Prior to eating, persons will be allowed a bathroom break. All students are to wash their hands using soap and warm water.
 - b. All eating surfaces must be cleaned and sanitized using the procedure already described.
 - c. Students will be seated at a desk or table. An adult who has washed his or her hands and is wearing serving gloves will serve the food. If the food is prepackaged but not individually wrapped, the adult will place the food item on a napkin or paper towel. Food is not to be traded or shared.

6. **Guidelines Specific to Head Start Centers, Preschools and Special Education** programs are addressed in a separate document.

GUIDELINES FOR COMMUNITY

1. No homemade foods are allowed for community consumption within schools or at school sponsored functions that include students. This includes such things as bake sales, classroom treats, potlucks or fun nights.
2. Community members may provide meals or treats for staff and/or other adult only functions. While not required, commercially prepared foods are recommended.

GUIDELINES FOR STAFF

1. Homemade meals/treats for district employees are allowed. Staff members may share homemade food items at staff functions only. No students may participate in any of these activities.
2. As always, good judgement in the preparation and maintenance of foods is essential. All food should be served and maintained according to the guidelines outlined above. The District will monitor this practice to insure that no adverse outcomes are noted over time.