

## DIVISION OF MENTAL HEALTH AND HOSPITALS

### ADMINISTRATIVE BULLETIN 3:14

July 3, 1985

SUBJECT: Good Food Preparation Practices as Applicable to Food Service Personnel  
Applicability: H

#### I. PURPOSE

The purpose of this Administrative Bulletin is to establish good food preparation practices for Food Service personnel.

#### II. POLICY

- A. Food Service personnel shall be required to conform to good food preparation practices and maintain high standards of sanitation and personal hygiene.
- B. Hospital administrators shall take all reasonable measures and precautions to ensure that such practices and standards are maintained on a continuous basis.

#### III. PROCEDURES


- A. The Food Service department and food handlers shall conform to the federal standards published in 21 CFR 110.10 as well as to other State and Federal and regulations pertaining to safe handling procedures for food preparation.
- B) Disease Control

No person, while affected by disease in a communicable form, while a carrier of such disease, or while affected with boils, sores, infected wounds or other sources of microbiological contamination, shall work in the Food Service department in any capacity in which there is a reasonable possibility of food or food ingredients becoming contaminated by that person, or of disease being transmitted by that person to other individuals.
- C) Cleanliness

All persons, while working in direct contact with food preparation, food ingredients, or food contact surfaces shall conform to hygienic practices while those persons are on duty, to the extent necessary to prevent contamination of food products. The methods for maintaining cleanliness shall include, but are not limited to:

  - I. Wearing a clean white uniform as an outer garment in a manner that prevents the contamination of food.

2. Maintaining a high degree of personal cleanliness.
3. Washing hands thoroughly (and sanitizing, if necessary, to prevent contamination by undesirable microorganisms) in an adequate handwashing facility before starting work, after each absence from the work station, and at any other time when the hands may have become soiled or contaminated.
4. Removing all insecure jewelry and, during periods in which food is manipulated by hand, removing from hands any jewelry that cannot be adequately sanitized.
5. If gloves are used in food handling, maintaining them in an intact, clean, and sanitary condition. The gloves should be of an impermeable material except where their use would be inappropriate or incompatible with the work involved. Sanitary disposable gloves should be worn while dispensing food.
6. Wearing hair nets, headbands, caps, beard covers, or other effective hair restraints in an effective manner.
7. Not storing clothing or other personal belongings in areas where food or food ingredients are exposed or in areas used for washing equipment or utensils.
8. Not eating food, drinking beverages, or using tobacco in areas where food or food ingredients are exposed or in areas for washing equipment or utensils.
9. Taking other necessary precautions to prevent contamination of foods with microorganisms or foreign substances including, but not limited to, perspiration, hair, cosmetics, tobacco, chemicals, and medicants.



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