

Subject: Food Brought In By Visitors

Reference: §483.60; F813; Becky Dörner Policy and Procedure Manual; Good Samaritan Society Policy and Procedure; Leading Age Kansas

Purpose: Food brought to the facility by family members or friends will be handled according to safe food handling guidelines. Designated staff will monitor foods and beverages brought in from outside sources for storage in facility pantries, refrigerators, freezers, and personal refrigerators. Any activity or event involving food that is held at the facility is monitored for food safety practices regardless of where the food was originally prepared.

Procedure:

1. Information will be provided on safe food handling and storage to staff, residents, family members, visitors, and community groups who may provide food or beverages to residents of the facility.
2. Visitors will notify staff when food is brought in for residents. If concerns are identified, staff will notify the resident and/or resident representative of findings and the necessary action to be taken for proper food and beverage safe handling.
3. Foods and beverages brought in from outside sources that require refrigeration or freezing will be labeled with the resident's name, date, and stored in common areas or residents personal refrigerators for resident use. Food that can be stored at room temperature can be kept in residents rooms.
4. Food that can be stored at room temperature can be kept in resident's room.
5. Unopened or uncut food brought in from outside sources for residents can be stored in dietary refrigerators or freezers.
6. All refrigerator and freezer units will have internal thermometers to monitor for safe food storage temperatures. Refrigerators should be kept at 41 degrees or below and freezers cold enough to keep foods frozen solid. Dietary staff will monitor temperatures in resident/employee use units in Coffee Shop, Cottonwood Point, and Employee Dining Room. Housekeeping will monitor units in resident rooms, in the volunteer/nursing office, and in the activity room. If temperatures are out of range, notify maintenance immediately. Dispose of refrigerated foods if they are above 41 degrees and freezer foods if no longer frozen solid to the touch.
7. Food stored in common areas can be re-heated in microwaves in common areas, not in microwaves in the dietary department. It should be re-heated to at least 165 degrees for 15 seconds. Re-heated food can be cooled to a palatable temperature no less than 115 degrees.
8. Dietary staff will also be responsible to check resident/employee use units in Coffee Shop, Cottonwood Point, and Employee Dining Room for food that is outdated, unlabeled, or not stored properly and discard. Housekeeping will do the same in all units in resident rooms, in the volunteer/nursing office, and in the activity room. Housekeeping will be responsible to check resident rooms through

housekeeping processes for food and beverage items for safe and sanitary storage and handling.

9. For group activities/events sponsored by the facility involving food brought in from outside sources:

- The facility is responsible for ensuring safe food handling throughout the event.
- Ensure that residents and families understand the event includes visitor provided food that was prepared outside the control of the facility.
- Foods not sourced and produced by the facility cannot be stored, heated, or served from the facility kitchen.
- Ensure safe food handling once the food is brought to the facility, including safe re-heating hot and/or cold holding, and handling of leftovers.