

Guidelines for Organizers and Workers at Special Events

These guidelines are directed to those persons who organize or work at a special event.

- ✓ Be clean and healthy (free from colds, flu, or upset stomach) wear clean outer garments and confine hair (e.g., baseball cap or hair net).
- ✓ Do not smoke in the food area while preparing / handling food.
- ✓ A separate handwash basin is to be provided at the food preparation area.
 - Supplied with:
 1. Hot and cold running water;
 2. soap in a dispenser; and
 3. paper towels.
- ✓ Wash Your Hands:
 - before handling any food or utensils
 - after using the washroom
 - after sneezing, smoking or any time they become soiled
 - gloves can be used but must not replace hand washing and must be changed frequently.
- ✓ A minimum of a two-compartment sink supplied with hot and cold running water, must be available for cleaning and sanitizing utensils.
 - All utensils and food containers must be:
 1. WASHED: in hot water and detergent
 2. RINSED: in hot water
 3. SANITIZED: immersed in a solution of hot water and 100 ppm chlorine (bleach) or 200 ppm QUAT or 25 ppm iodine for 45 seconds.

Note: A test reagent must be provided to test sanitizer strength.

- ✓ Several sets of utensils (spatulas, tongs, etc.) are to be available.
- ✓ Utensils must be cleaned and sanitized after each use (DAILY).
- ✓ Single service (disposable) articles must be used for the service or sale of food.
- ✓ Store raw potentially hazardous foods below ready-to-eat or cooked foods to prevent cross-contamination.

- ✓ Provide adequate refrigeration space for potentially hazardous foods.
- ✓ Provide accurate indicating thermometers in all temperature-controlled compartments that contain potentially hazardous foods.
- ✓ Cook food to the proper internal temperature using a probe thermometer
- ✓ Ensure separate utensils are used for raw and cooked products to eliminate cross-contamination.
- ✓ **KEEP HOT FOODS HOT! KEEP COLD FOODS COLD!**
Store hot foods at 60°C/140°F or higher and cold foods at 4°C/39°F or less
- ✓ If in doubt about the condition of a certain food, throw it out.
- ✓ Make sure food is protected from contamination and adulteration (e.g., tent-type structure, patio umbrella, lids and / or plastic wrap).
- ✓ Make sure there is an adequate number of garbage receptacles with tight-fitting or self-closing lids for storing all garbage and waste in a sanitary manner
- ✓ Make sure there is a separate holding tank provided for sink wastes. This waste tank is to be equipped with an easily readable gauge for determining the waste or water level in the tank.
- ✓ All waste water must be drained into a sanitary sewer in a sanitary manner.
- ✓ **DON'T** let anyone not involved in **Food Handling** into the preparation area.
- ✓ The location and operation of the Special Event must comply with **the Ontario Fire Code and the Ontario Building Code**. Contact the local municipal office for more information.

For more information, contact:

Southwestern Public Health – Health Protection

Phone: 1-800-922-0096

E-mail: environmentalhealth@swpublichealth.ca