Oregon SNAP-Ed Food Safety Guidelines

Food preparation and tasting activities are commonly implemented during Oregon SNAP-Ed programming in a variety of settings, and utilize various approaches. Regardless of the setting or approach used, the Oregon SNAP-Ed Food Safety Guidelines (OSFSG) must be followed by all SNAP-Ed staff and program participants. In addition, all SNAP-Ed staff, volunteers (duration > than 30 days), interns and students directly handling food or supervising staff that handle food are required to maintain an Oregon Food Handler Card within 30 days of employment and renew as needed; fees can be charged to the appropriate SNAP-Ed **Unit index**. Unit managers should keep a copy of everyone's food handler certificate.

The OSFSG are not intended to be an exhaustive set of food safety guidelines, but do highlight key food safety practices and provide information to aid program application. The OSFSG are organized into **four sections** and outline **four core practices** (clean, separate, cook, chill) that address **hazard control points**. Hazard control points are steps in the food production process – purchasing, preparation, transportation, storage, consumption – where control can be applied to prevent, eliminate or reduce a food safety hazard (e.g. chemical, physical or biological) and minimize the risk of food borne illness. Each section also contains advice for navigating challenging situations.

SECTION 1: Clean

- Before handling food, wash hands with warm water and soap for 20+ seconds. Dry with paper towel. Rewash as needed if hands become contaminated.
    - Double handwash before beginning food prep and if hands come in contact with bodily fluids (e.g. after using the restroom, coughing, or sneezing).
    - Do not handle food if you have an infected wound on your hand. Food may otherwise be handled if you cover the injury with a clean bandage and wear a latex-free glove.
    - Follow protocol for handling ready-to-eat foods.
        - Wear latex-free, food handling gloves (or other utensil) to minimize bare hand contact when handling ready-to-eat foods. Hands should be washed prior to wearing gloves and when changing gloves. Gloves should be changed:
            - if they become soiled or torn,
            - before beginning a different task, and/or
            - after handling raw meat, seafood, or poultry and before handling ready-to-eat foods.
        - For **group** food preparation activities (i.e. any time a person will be preparing or helping to prepare any part of the recipe that another person will consume):
            - Prepare recipes that will be cooked to minimize communal contact with ready-to-eat foods.
                - Other recipes may be prepared only if the group can be closely

supervised to ensure compliance with the protocol for handling ready-to-eat foods. Another option is to use an **individual** preparation model (i.e. each participant prepares their own portion of a recipe that only they will consume). Some Food Hero recipes can work with an individual preparation model. For example, here's how to use an individual preparation model for the Food Hero Fruit Salad recipe:

1. Supplies: provide each participant with a large paper plate, a small bowl or cup, a plastic knife, and a fork.
2. Ingredients: provide each participant with 1 large strawberry, 2 large grapes, 2 pineapple chunks, a teaspoon of blueberries, and a dollop of yogurt.
3. Put supplies and ingredients onto the large paper plate to create a 'recipe kit' and deliver the recipe kits to participants' workstations.
4. Provide participants with instructions for assembling their recipe kit: use plastic knife to cut large pieces of fruit, place fruit into bowl/cup, scoop yogurt into bowl/cup, stir mixture with fork, taste recipe. If possible, educator should demonstrate kit assembly in advance of participant preparation.

- When preparing food, employees should:
  - use effective hair restraints (e.g. hair ties/clips, hats, and/**or** hairnets) when needed, to prevent the contamination of food or food-contact surfaces.
  - keep fingernails short as it is easier to keep them clean when they are kept well-trimmed and filed. Nail polish or artificial nails should not be worn, unless employee is wearing intact gloves in good repair.
  - not wear jewelry on their arms or hands, except for a plain ring such as a wedding band.
- Rinse produce.
  - Be sure to rinse **before** peeling or cutting.
    - For tender foods such as berries, rub gently under cool, running water.
    - For firm foods such as potatoes or melons, scrub with a clean vegetable brush under running water.
  - For garden education/settings: do not encourage eating while harvesting without properly rinsing first.
- Wipe up refrigerator spills right away and clean the inside often.
- Food and all equipment, utensils, containers and dishes that come in contact with food must be transported in clean containers or bags. Do not transport soaps or chemicals in the same container or bag as food or food contact items.
- Wash and sanitize cutting boards, dishes, utensils, prep surfaces, coolers and other reusable food transport containers after each use. If items are rinsed or washed at a partner site, be sure to properly wash and/or sanitize them upon return to the Extension office.
  - If available, a machine (e.g. dishwasher with heat dry or sanitize setting) may be used to wash and sanitize cutting boards, dishes and utensils.
  - To wash and sanitize dishes by hand, use a clean three-compartment sink or clean dish tub(s)) to follow the three-pass method:
    - Wash
    - Rinse

        - Sanitize
    - A **sanitizing solution** can be prepared by mixing **1 teaspoon of food grade chlorine bleach (5.25% concentration) with 1 gallon of water.** The mixture can be prepared in a dish tub, sani-bucket, or spray bottle, depending on task and preference. **The amount of chlorine bleach needed will vary depending on the concentration of the product** – always read the product label and use **chlorine test strips** to ensure a food safe solution. The solution should be 50-100 parts per million (ppm), and should never exceed 200 ppm. If the solution is too weak or strong, adjust or prepare a new solution accordingly. Never mix bleach with soap or other chemicals.
        - Chlorine bleach solution can lose its effectiveness over time or if it is contaminated with grease, dirt, or food particles. At a minimum, prepare a new solution daily. It is best to prepare a fresh solution soon before starting a new sanitizing task. Change the solution if it becomes contaminated.
            - The best way to determine how often a chlorine bleach solution needs to be changed is to use chlorine test strips.
        - For pre-washed/rinsed dishes, submerge in chlorine bleach sanitizing solution for 1 minute, then move to a rack or mat to air dry completely before using again or putting away. If unable to air dry, a clean paper towel may be used.
        - For pre-washed/rinsed surfaces, wipe with chlorine bleach sanitizing solution, let it sit for 1 minute, and then let air dry or wipe away with a clean paper towel.
            - Kitchen towels and/or sponges may be used instead of paper towels if they are changed, washed and sanitized properly.
                - Change towels often and wash them with hot water.
                - Sanitize sponges at least weekly and replace them often. Here are two ways to sanitize:
                    - Wash sponges in the dishwasher using a heated drying cycle.
                    - Microwave wet, non-metallic sponges on HIGH for one minute. Let cool before touching.
            - Pre-moistened/store bought sanitizing wipes may be used only if food contact directions are followed and when making a chlorine bleach sanitizing solution is not feasible.
- Launder tablecloths and aprons following each use.
- Always prepare food in an area suitable for food handling. Never prepare food in a bathroom, janitor office, or sink shared with chemicals.

'CLEAN' Challenging Situations

1. A SNAP-Ed educator shows up prepared to teach a lesson to students at a local elementary school. When the educator pulls out chlorine bleach sanitizer solution to wipe down the pre-cleaned food prep table, the teacher notifies the educator that one student in the class is sensitive to chlorine bleach products. What should the educator do?

    - Answer: The educator should not use the chlorine bleach sanitizer. Instead, the educator should use hot, soapy water and a clean paper towel or cloth to wipe down the food prep table. As soon as possible, the educator should talk with the Unit manager about the situation, and reach out to a state team member if further guidance is needed.

2. A SNAP-Ed educator is meeting with a local farmers' market manager to plan a Food Hero recipe tasting event for the first time at this site. During the meeting, the educator asks about a handwashing facility, and the market manager says there isn't one. What should the educator do?

    - Answer: The educator should check with the Unit manager to inquire about supplies and protocol for setting up a portable handwashing station, and reach out to a state team member if further guidance is needed. Basic components needed for a portable handwashing station are:
        - A large, portable container filled with water (like used for camping) **with spigot**
        - A bucket or tub to catch excess water
        - Soap
        - Paper towels

      Portable handwashing stations can be set up in any outdoor or indoor setting. Similarly, a portable produce rinsing station can be set up by using a large container or pitcher filled with water and a catch bucket/tub.

3. A classroom teacher informs the SNAP-Ed educator that they will not be able to have students wash their hands before a food tasting activity. The teacher explains that there is not enough time for it and is concerned that it will be too disruptive. The teacher suggests using hand sanitizer instead and says it is the only way they can make the activity work. What should the educator do?

    - Answer: First, the educator should inform the teacher that proper handwashing (i.e. washing with warm water and soap for at least 20 seconds) is the best way to keep food safe and prevent foodborne illness. The educator should be sure the teacher is aware of the High Speed Hand Washing method, designed to help groups wash their hands thoroughly in less than 5 minutes. If the teacher is not open to trying High Speed Hand Washing, then hand sanitizer may be used **only if**: students will not be touching the food item they are tasting (or preparing) with their bare hands (e.g. drinking a smoothie from a cup or using a utensil to sample a salad). Otherwise, the food activity should be omitted.

SECTION 2: Separate

- Separate raw meat, seafood, poultry and eggs from other foods during shopping, transport and storage.
- Put raw meat, seafood and poultry on the bottom shelf of the refrigerator, and away from fresh produce and ready-to-eat foods.
- Use one cutting board for fresh produce and a separate one for raw meat, seafood and poultry.
- Use separate plates and utensils for cooked and raw foods.
- Do not reuse marinades used on raw foods.
- Do not rinse raw meat, seafood or poultry.
- Wash hands when finished handling raw meat, seafood, poultry and eggs or before moving to next task. If wearing gloves, remove and wash hands after handling or before moving to next task.

'SEPARATE' Challenging Situations

1. A SNAP-Ed educator is leading a cooking session, and although food safety guidelines were covered, a participant proceeds to cut a carrot (that will be included in an uncooked salad) on the cutting board that was previously used to cut raw chicken. What should the educator do?

    - Answer: As gently as possible, the educator should intervene, reminding the participant about the risks of cross contamination when raw poultry comes in contact with produce that will not be cooked before consumption. The part of the carrot that came in contact with the raw chicken should be discarded if it can't be added to the cooked dish. The educator should help the participant find a clean cutting board and ensure hands are washed properly before continuing the task.

2. A SNAP-Ed educator works in an office with a shared kitchen space, and observes a staff member from another Extension program placing a container of raw beef on the top shelf of the refrigerator. What should the educator do?

    Answer: The educator should ask the staff member to move the raw meat to the bottom shelf, away from fresh produce and ready-to-eat foods. Raw meat should also be stored in a pan or bowl to collect any drips.

    In addition, many SNAP-Ed Units share kitchens with other Extension programs, and county offices may differ in strategies used to manage shared space, equipment and adherence to food safety guidelines. The SNAP-Ed Unit manager should work with other Extension program coordinators and the office manager, if applicable, to address any concerns. The following tips may be helpful:
    - Develop a system to ensure all Extension staff follow food safety practices.
    - Keep an office 'Kitchen Calendar' so staff can schedule the dates/times they will need to use the kitchen for programming and prep.
    - Determine what kitchen equipment/supplies are shareable across programs. Keep equipment/supplies that are SNAP-Ed program-specific labeled and/or stored in a locked area.
    - Reach out to a state team member for further guidance.

SECTION 3: Cook

- Use a food thermometer whenever possible to cook or reheat food to safe minimum cooking temperatures.
    - Wash thermometers after each use with hot, soapy water.
    - For dial thermometers, check each month by putting in ice water to see if it reads 32 degrees F. If it does not, look for manufacturer instructions that tell you how to adjust it.
    - For digital thermometers, check manufacturer instructions to find out if/how it can be calibrated.
- Do not consume raw dough that contains **eggs and/or flour**; it is not safe to eat unless fully cooked.
- If food will not be served soon after cooking, be sure to keep it out of the temperature danger zone (40 degrees F to 140 degrees F). Use a chafing dish or warming unit to keep it hot or transfer

to shallow containers and refrigerate promptly for quick cooling.

'COOK' Challenging Situations

1. A SNAP-Ed educator is distributing muffin samples at a community event. A participant asks the educator if the muffins were cooked in a licensed kitchen. The muffins were not cooked in a licensed kitchen. What should the educator do?

    - Answer: After answering the question about the kitchen, the educator should let the participant know that they have their food handler certificate and that food safety guidelines are diligently followed. As per ORS 624.038, SNAP-Ed is not required to operate from a licensed kitchen; however, some Extension kitchens are licensed for other reasons. If a program participant or partner expresses concern about the lack of kitchen licensing, the educator should consult with the Unit manager and reach out to a state team member for guidance.

2. A SNAP-Ed educator wants to prepare and cook a soup recipe at the Extension office, then bring it to the local food pantry for a tasting event. How can the educator do this safely?

    - Answer: The educator can do this safely if the soup can be transported to the pantry site while remaining at or above 140 degrees F, which may be possible when traveling very short distances or if an insulated hot food transport carrier is used. Otherwise, the educator can instead do one of the following:
        - Plan ahead to prepare and cook the soup at the Extension office, transfer to shallow container(s) and properly cool it in the refrigerator. Then, the soup can be transported to the pantry site in an ice-packed cooler, and reheated to 165 degrees F before serving.
        - Prepare and cook the recipe at the pantry site or prepare some ingredients at the Extension office (e.g. chop vegetables, grate cheese) and cook at the pantry site. Always transport/store perishable ingredients in an ice-packed cooler.
        - Select a different recipe.

SECTION 4: Chill

- Refrigerate foods quickly.
    - Never let raw meat, seafood, poultry, eggs, cooked food or cut fresh fruits/vegetables and other perishable foods (such as leftovers) sit at room temperature for more than 2 hours or 1 hour if it is above 90 degrees F. The 2- and 1-hour timeframes do not need to be consecutive to apply. For example, if a perishable food item was at room temperature for 30 minutes during shopping and 15 minutes during transport, then was refrigerated overnight, but pulled out and set on the counter for 20 minutes during recipe preparation, the total time at room temperature would be 1 hour and 5 minutes. This means the food item can only be at room temperature for another 55 minutes before it should be cooked, consumed or refrigerated.
- Cool leftovers quickly in the fridge by storing them in shallow containers.
- Use or discard refrigerated food on a regular basis.
    - Date ingredients and leftovers and use the FDA Refrigerator and Freezer Storage Chart as

a guide. FDA Refrigerator and Freezer Storage Chart as a guide.
    - When in doubt, discard any leftovers or ingredients that may not have been handled or stored properly.
- Never send **perishable leftovers** home.
- Typically, SNAP-Ed doesn't send **ingredients/groceries** home with participants; however, it may be allowable if:
    - The food items are given directly to adult participants (or partner responsible for youth and who is able to adequately communicate food safety instructions to parents/caregivers) with instructions for how to transport and store safely (i.e **'Chill'** instructions, including time/temperature requirements can be adhered to).
        - Do not send **raw** meat, seafood, poultry or eggs home unless you have a plan to reduce cross-contamination risk through separation of these ingredients. Instead, consider changing the recipe or substituting beans or another protein ingredient that is not a concern for cross-contamination. **Tip:** if you do send raw meat home, freeze it prior to transport and be sure it is stored safely before it thaws/leak juices.
        - If grocery bags are reused to transport ingredients, provide participants with instructions for cleaning. For Food Hero bags, reference 'cleaning tips' located on the bottom of the bag.
        - **Tip:** water bottles, plastic containers, and zip bags can be used to create do-it-yourself ice packs for participant cold food transport.
    - A partner is responsible for the food purchasing, preparation, packing and distribution (e.g. a school nutrition partner).
    - Food **purchased with SNAP-Ed funds** are in compliance with guidelines in the SNAP-Ed Food Purchasing Policy.
        - It is allowable to provide more than a sample-sized portion if an outside grant or other non-SNAP-Ed funding source is used.
- Always store food in areas suitable for food storage and with proper temperature control and check freezer and refrigerator temperatures daily.
    - Keep the refrigerator temperatures at or below 40 degrees F and the freezer at 0 degrees F.
    - Check with Unit manager about office protocol for logging and tracking temperatures.
    - Freezer and refrigerator temperatures should be checked daily.
- Transport perishable foods in an ice-packed cooler (place ice packs around all sides of food items – bottom, top, and sides). Best practice is to keep a thermometer in your cooler to ensure a safe temperature (at or below 40 degrees F).
- Thaw and marinate foods in the refrigerator, not on the counter. Foods can also be thawed safely in the microwave or in cold water, but safe thawing methods must be followed.
    - Do not refreeze food that has thawed unless it still contains ice crystals or has not gone below 40 degrees F.

'CHILL' Challenging Situations

1. A SNAP-Ed Unit is planning Cooking Matters classes in partnership with the local food share. The food share will be providing produce for class food activities and the participants' take-home groceries. The SNAP-Ed educator needs to pick up the produce the day before class, but realizes their office does not have adequate refrigerator space for storing the produce overnight. What should the educator do?

- Answer: The educator should only select produce that does not require refrigeration to store it safely. The chart that begins on **page 18** of the OSU Extension Storing Food for Safety and Quality publication can be used as a guide. **All cut fruits and vegetables are highly perishable foods that must be refrigerated within 2 hours.**

2. A SNAP-Ed Unit does not have an adequate Extension kitchen facility to support safe food storage and preparation; however, the SNAP-Ed educator wants to be able to include food activities in programming. What should the educator do?
    - Answer: In the absence of an Extension kitchen, it is best practice for the educator to do the majority or all of the food preparation and assembly at the classroom or other partner site. Depending on the specifics of the storage situation, the educator may also want to go straight from shopping to the partner site. The educator can ask the site partner if they have refrigerator space that can be used to store perishable foods and avoid having them in a cooler for too long; however, the educator should avoid using perishable foods if they cannot be transported and/or stored safely, in a refrigerator or ice-packed cooler. *Note, it is typically not allowed to prepare or store food at home; however, exceptions may be made if an office or partner site does not have a suitable or accessible area for food handling – if this is the case, all food safety guidelines must be followed. In addition, exceptions need to be approved by a supervisor, and may require a remote work plan to be in place.*

For questions and/or suggestions:

- Please contact Stephanie.Russell@oregonstate.edu OR Anne.Hoisington@oregonstate.edu

References and additional information:

NEP website Food Safety page

Keep Food Safe Food Hero Monthly

Oregon Health Authority Food Safety

Oregon Health Authority Food Safety Training Manual

FoodSafety.gov