



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Infection Prevention and Control Department		
<b>Document:</b>	Multidisciplinary Policy and Procedure (DPP)		
<b>Title:</b>	Food hygiene		
<b>Applies To:</b>	Nurses and Technician		
Preparation Date:	November 24, 2024	Index No:	IPC-DPP-069
Approval Date:	December 08, 2024	Version :	2
Effective Date:	January 08, 2025	Replacement No.:	IPC-DPP-102(1)
Review Date:	January 08, 2028	No. of Pages:	6

## 1. PURPOSE:

- 1.1 To provide guidelines on the proper food preparation, distribution, and vending in healthcare facilities.

## 2. DEFINITONS:

- 2.1 Food Safety: a scientific method or discipline describing handling, preparation and delivery of foods to prevent food-borne illness.

## 3. POLICY:

- 3.1 All food services and contractors must comply with the applicable Infection Prevention & Control Department's environment health and occupational health standards and regulation.
- 3.2 Routine food hygiene inspection shall be conducted regularly by trained personnel from the IP&C Department on a random basis without prior notice.
- 3.3 Food services and contractor staff cooperate with environmental health inspectors and immediately correct any related infraction to ensure safe food quality and services.

## 4. PROCEDURE:

- 4.1 Food Handlers
  - 4.1.1 No food handler may be allowed to engage in food services without obtaining a valid health certification and Food Handler identification card from the IP&C.
  - 4.1.2 Food handlers must complete the pre-employment screening process and must abide with Employee Health Clinic guidelines.
  - 4.1.3 Food service supervisors are responsible for providing updated lists of food handlers to the Pre-Employment/Surveillance Clinic of the IP&C Department.
- 4.2 Personal Hygiene
  - 4.2.1 IP&C will ensure that food service supervisors train, monitor, and check daily their food handlers' personal hygiene including presence of infected cuts, boils, respiratory complications, or any other evidence of health associated infection.
  - 4.2.2 Food services employees shall wash their hands thoroughly before starting work; after using the toilet; after touching their ears, nose, mouth, or hair; after handling food; after handling any food waste; before and after any cleaning procedures; after handling raw food; before moving from a raw food preparation area to cook foods; after eating, drinking, or smoking; after removing gloves; and, after handling soiled articles or trash.
  - 4.2.3 Food handlers shall not eat, drink, or smoke in food preparation areas.
  - 4.2.4 Nails shall be kept clean and trimmed to the tip of the finger.
  - 4.2.5 Jewelries shall not be worn when at work.
  - 4.2.6 Disposable protective gloves shall be worn when serving food and/or handling cooked and uncooked food. Change gloves between one area to the other. Perform hand hygiene every after removal of gloves.

- 4.2.7 Proper protective clothing shall be necessarily worn to include clean uniforms, aprons, hair nets, gloves, and closed shoes. Open sandals and bare feet are prohibited in the food handling areas
- 4.2.8 Food shall not be tasted by hand or with the same utensils used in the food preparation.
- 4.2.9 Violation of hygienic practices shall be dealt with disciplinary sanctions.
- 4.2.10 Continuous education and training of all food handlers may include, but not limited to:
  - 4.2.10.1 Hand washing
  - 4.2.10.2 Sanitizing equipment
  - 4.2.10.3 Temperature and bacterial growth
  - 4.2.10.4 Personal hygiene
  - 4.2.10.5 Preparation and storage of food item
  - 4.2.10.6 Transportation and service of food items
  - 4.2.10.7 Handling of refuse or waste disposal
- 4.3 Equipment Features
  - 4.3.1 Smooth surfaces are free of pits, crevices, ledges, bolts, and rivet heads. Rounded edges and internal curves are covered with finished smooth surfaces.
  - 4.3.2 Coating materials are resistant to cracking and chipping.
  - 4.3.3 Non-toxic and non-absorbent materials should not impart odor, color, or taste to food.
  - 4.3.4 Preferably food contact surfaces should be made of stainless steel material.
  - 4.3.5 Cutting/chopping boards are frequently identified as source of cross contamination. Cutting boards shall be made of non-absorbent materials and resistant to knife cuts and cracks. Cutting boards shall be washed and sanitized properly after each use. Color-coded boards shall be provided for different food preparation activities.
  - 4.3.6 Floor mounted equipment should be either sealed directly to the floor or mounted at least 15 cm from the floor.
  - 4.3.7 Processing equipment should have 0.5 m of clear space around its perimeter to facilitate cleaning and maintenance.
  - 4.3.8 Any equipment or utensils including cutting boards with crack or chipped part shall be discarded and replaced.
  - 4.3.9 Cleaning schedules and protocols should be detailed and comprehensive to include every piece of equipment including mobile items, fixtures, floors, walls, and all other areas of the kitchen and food service area.
  - 4.3.10 Refrigerators, dishwashing machines, and hot holding cabinets will be monitored daily for correct temperatures and temperature logs shall be kept.
  - 4.3.11 Refrigerators, hot holding cabinets, and ice chests will be cleaned and sanitized when visibly dirty and weekly.
- 4.4 Food Handling
  - 4.4.1 Frozen meat/poultry/fish shall be thawed either in a refrigerator with cover, date-labeled, and placed in a drip pan; or immersed under running water; or in a microwave for immediate cooking
  - 4.4.2 Raw fruits and vegetables shall be washed thoroughly before being cooked. Raw vegetables and fruits to be served raw shall be sanitized in a solution of 100-mg/l residual chlorine within a minimum of 10 minutes contact time.
  - 4.4.3 Cross contamination via raw food to processed food or soiled utensils to food shall be avoided at all times.
  - 4.4.4 Food and utensils being transported must be properly covered and kept at room temperature inside clean vehicles. Chilled food should be transported in refrigerated vehicles or cold containers; while hot food shall be transported in insulated containers.
  - 4.4.5 Food items should not be left uncovered in areas where flies, insects, dusts, or other agents may contaminate them.
  - 4.4.6 Within the food service area and any patient kitchenette area operated by the Food Service Department, only hospital prepared food should be stored in the refrigerator.
  - 4.4.7 Food samples of all prepared and distributed meals should be properly labeled when stored in the refrigerator for a maximum of twenty four (24) hours only.

- 4.4.8 Food on display shall be protected from contamination by using easily cleaned counter-protector casing and similar equipment. Utensil dispensers should be separated from the food service counter, especially in self-service areas.
- 4.4.9 Food should not be prepared way in advance of the intended service time
- 4.4.10 Kitchen supervisors shall conduct regular food and sanitation inspections and document findings, recommendations, and required actions.
- 4.5 Storage and Temperature Requirements. Refer to Policy no. 81 Guidelines to Nutrition Services
- 4.6 Cleaning and Sanitization of Utensils
  - 4.6.1 Utensils shall be disassembled before cleaning.
  - 4.6.2 Cleaning utensils using a dishwasher should maintain the wash/rinse cycle temperature at 74°C and the sanitization temperature at 82°C.
  - 4.6.3 Manual washing should be done in a four-compartment sink. The sanitization phase can be done by using hot water (77°C) or by contact solution of 100-ppm residual chlorine for 30 seconds.
  - 4.6.4 Manual dishwasher shall be designed into pre-scrape, wash, rinse and sanitize compartments with splash guard installed on both sides of the four-compartment sink.
  - 4.6.5 All cleaned and sanitized equipment shall be allowed to air dry or drained (bottoms-up) on racks in a separate area. Towel drying is prohibited.
- 4.7 Waste Disposal and Pest Control
  - 4.7.1 Refuse bin, trash can, or dumpster must be kept covered at all times. These must be emptied frequently from the kitchen area.
  - 4.7.2 The garbage room's walls, ceilings, floor & all attachments shall be constructed of smooth, easily cleanable, non-absorbent material. The floor shall be sloped leading to a trapped floor drain. The structure should be insect and rodent proof and the entrance to the room shall be fitted with an air curtain device. The room should be thoroughly clean, disinfected twice daily, and properly maintained. Garbage storage room shall not be located inside the food facility.
  - 4.7.3 Refuse containers distributed around the kitchen shall be thoroughly washed with hot water and detergent outside of the kitchen whenever emptied.
  - 4.7.4 Pest control practices will be implemented in coordination with the Pest Control Committee.
  - 4.7.5 All outer openings shall be kept closed at all times to minimize entrance of flies, rodents and other vermin to the Food Service area.
  - 4.7.6 Encourage strict implementation of the integrated pest management program.
- 4.8 Design and Construction
  - 4.8.1 False ceilings are not recommended. If installed, it should be constructed completely sealed off from the processing areas.
  - 4.8.2 Walls, floors, and ceilings should be impervious to water, non-absorbent, free of cracks and crevices, resistant to chemicals, easily cleaned, and properly maintained.
  - 4.8.3 Orderly sequential handling of the product from the receiving dock, into the storage area, to the preparation area, process area, packaging area, and serving area.
  - 4.8.4 Stainless steel is the preferred material for food contact surfaces. Any other material to be used should be resistant to corrosion, abrasion and thermal shock, easily cleanable and resistant to sanitizers.
  - 4.8.5 Dressing rooms or lockers should be provided for employees.
  - 4.8.6 Hand washing facilities shall be in locations accessible to food service staff where hands are more likely to become soiled, especially in food preparation and serving areas, locker rooms, and dressing rooms. Sinks shall be provided with warm running water, hand soap, and paper towel dispensers at all times.
  - 4.8.7 Floors in kitchen areas and toilet rooms should be sloped to 1/8 to 1/4 in/ft to a drain. A trapped floor drain is needed for every 400 ft<sup>2</sup> of floor area, with the length of travel to the drain not more than 15 ft.
  - 4.8.8 The line or point of junction between the wall and the floor, and with built-in equipment should form a tight sanitary cove and smooth flush connection.
  - 4.8.9 The wall painting should be light colored in work and processing areas.

- 4.8.10 Hollow walls and partitions, hung ceilings and boxed-in pipes and equipment shall be eliminated.
- 4.8.11 A minimum of 30 ft-c (candle) to 100 ft-c lighting shall be maintained, 70 ft-c is the minimum requirement for the kitchen and food processing areas.
- 4.8.12 Food facility construction plans whether newly constructed or remodeled food facility shall be submitted to the IP&C Department for review and approval.
- 4.8.13 Food facilities shall submit the menu for review and approval by IP&C.
- 4.8.14 All newly constructed and/or remodeled food facilities in any hospital shall be inspected prior to opening for business.

4.9 Maintenance

- 4.9.1 Facility Management & Safety (Utilities and Maintenance ) should maintain a schedule for routine inspection and cleaning of ventilation ducts and lights.
- 4.9.2 There should be a schedule for preventive maintenance of all equipment to ensure proper functioning at all times.
- 4.9.3 There must be a procedure for sanitizing equipment after maintenance work
- 4.9.4 Greasy filter hoods should be removed, cleaned, and sanitized using a 100-ppm chlorine solution on a monthly basis, and when necessary.

4.10 Signage:

The following signs must be displayed in specific places in the Food Service areas.

Sign	Place
No Smoking	All areas
Wash Your Hands	Inside lavatory doors, over wash basins and at food preparation areas
Temperature Charts	On dishwashers, freezers, and refrigerators
Equipment Cleaning and preventive maintenance	On or near all equipment
Cleaning Schedules	On bulletin boards

4.11 Cleaning Procedures

- 4.11.1 Cleaning materials include: clean cloth, germicidal detergent, clean mops, buckets, clean dust mops, upholstery cleaning solution, bucket for germicidal solution, rubber gloves, and vacuum cleaner
  - 4.11.1.1 All used dishes will be removed from dining tables as soon as possible after use
  - 4.11.1.2 Used dishes will be collected and stored in covered carts in the dining halls. Full carts will be transported to the dishwashing area of the kitchen, cleared, and placed in the dishwasher.
  - 4.11.1.3 Tabletops in the dining halls will be cleaned using a hospital-approved detergent germicide when soiled and after every clearance of meal trays or dishes.
  - 4.11.1.4 All chairs and wall benches will be cleaned of spillage. When soiled, they will be shampooed with upholstery cleaning solution. Wall benches will be vacuumed before being shampooed.
  - 4.11.1.6 All windows will be cleaned once every week and spot cleaned whenever soiled.
  - 4.11.1.7 All walls will be washed once a month and spot cleaned daily
  - 4.11.1.8 All space dividers will be cleaned with a detergent germicide once a month.
  - 4.11.1.9 Plastic plants will be dusted weekly and washed once per month.
  - 4.11.1.10 All ceiling vents will be cleaned once a month.
  - 4.11.1.11 All floors will be wet-mopped after each meal service. When wet mopping, all dirt and trash must be picked up at once and not allowed to accumulate in walkways
  - 4.11.1.12 All floors in the dining halls will be kept free of spilled foods, mopped daily, and cleaned with a scrubbing machine once a week. Dining halls may be closed for cleaning for one hour during the night shift. Chairs will be pulled out from the tables and floors scrubbed using detergent germicide.
  - 4.11.1.13 All floors in the dining halls will be kept free of spilled foods, mopped daily, and cleaned with a scrubbing machine once a week. Dining halls may be closed for

cleaning for one hour during the night shift. Chairs will be pulled out from the tables and floors scrubbed using detergent germicide.

- 4.11.1.14 All used cleaning cloths and mops will be placed in plastic bags and sent for laundering daily.
- 4.11.1.15 Mops and buckets must be rinsed and emptied after use. Buckets must not be left with dirty mop and water in them; they should be cleaned thoroughly after use.

## 5. MATERIALS AND EQUIPMENT:

### 5.1 Forms and Records:

5.1.1 N/A

### 5.2 Materials and Equipment

5.2.1 N/A

## 6. RESPONSIBILITIES:

- 6.1 Dietary Department Staff and IPC Department



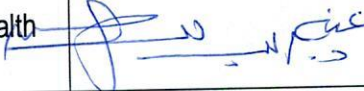




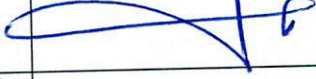

## 7. APPENDICES:

- 7.1 N/A

## 8. REFERENCES:

- 8.1 The GCC . Infection Prevention and Control Manual.3<sup>rd</sup> Edition .2018.
- 8.2 U.S. Food and Drug Administration (FDA). Hazard Analysis Critical Control Point (HACCP) Principles & Application Guidelines. Adopted August 14, 1997; Downloaded from: <https://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006801.htm>.

9. APPROVALS:

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