



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Infection Prevention and Control Department		
Document:	Departmental Policy and Procedure (DPP)		
Title:	IPC Guideline's for Food and Nutrition Services		
Applies To:	Dietary Department		
Preparation Date:	January 12, 2025	Index No:	IPC-DPP-081
Approval Date:	January 19, 2025	Version :	2
Effective Date:	February 02, 2025	Replacement No.:	IPC-DPP-081(1)
Review Date:	February 02, 2028	No. of Pages:	20

1. PURPOSE:

- 1.1 To provide a standardized food services management practice in order to prevent foodborne disease and food poisoning
- 1.2 To deliver food services staff with infection control and environmental health guidelines and standards.
- 1.3 To establish a monitoring procedure and reporting mechanism to ensure food handlers are free from infectious/ communicable disease in order to minimize the risk of transmission to patients, staff and visitors.

2. DEFINITONS:

- 2.1 Food Handler: A person who directly handles packaged or unpackaged foods, equipment and utensils used for food, or surfaces that come into contact with food and which are thus expected to meet the food hygiene requirements.
- 2.2 Food safety: A scientific discipline describing handling, preparation, and storage of food in ways that prevent foodborne disease.
- 2.3 Foodborne disease: It is an illness caused by consuming contaminated foods or beverages.
- 2.4 Foodborne disease outbreak (FBDO): The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.
- 2.5 Hazard analysis and critical control point principles (HACCP): A tool to assess hazards and establish control systems that focus on prevention rather than relying mainly on end-product testing.

3. POLICY:

- 3.1 Infection Control Department must observe inside kitchen during storage , preparation and delivery of foods to prevent occurrence of food poisoning.
- 3.2 Adequate numbers of hand washing facilities and hand rub antiseptic devices are available.
- 3.3 Kitchen staff practice hand hygiene properly and use suitable PPE while handling food, gloves should be changed while moving between Critical Control Points.
- 3.4 Kitchen staff with respiratory infections, gastroenteritis, diarrhea or hand infections or wounds are restricted from handling food.
- 3.5 Medical evaluation is performed routinely upon hiring, every 6 months and after returning from long vacation. Results are reviewed by the employee's health clinic and the IPC team.
- 3.6 All kitchen staff receive vaccines against hepatitis-A, typhoid and meningococcal meningitis and influenza vaccine.
- 3.7 Temperature requirements and protection from contamination are considered during receiving, storage, preparation, display and transportation of food. Freezers & fridges temperatures are continuously monitored and documented on log sheets and relevant actions are taken.
- 3.8 Water used for cooking is supplied by commercially approved companies or hospital water that is tested at least monthly to ensure that its quality meets regulatory national standards for potable water.
- 3.9 There is an Insect and rodent control plan that is strictly implemented.
- 3.10 The kitchen environment is clean (i.e., frequently cleaned, dry and dust free).

- 3.11 Storage shelves dimensions are at least, 40 cm from the ceiling, 20 cm from the floor, and 5 cm from the wall.
- 3.12 Food carts in use are dedicated for hot & cold meals.

4. PROCEDURE:

- 4.1 Prevention Principles for Safe Food Handling: The basic principles of food safety that hospital food and nutrition departments must train all their food workers about are:
 - 4.1.1 Professional Personal Hygiene.
 - 4.1.2 Time & Temperature Control.
 - 4.1.3 Cross-contamination Prevention
- 4.2 Food Safety Practices and General Requirements:
 - 4.2.1 Receiving Area: Purchasing and receiving of food items:
 - 4.2.1.1 Purchase food from a reputable source and inspect upon delivery for the expiration date and signs of spoilage.
 - 4.2.1.2 Select food products in commercially filled, unopened packages whenever possible.
 - 4.2.1.3 Store perishable foods immediately at the proper temperature and appropriately store them.
 - 4.2.1.4 Eliminate damaged items.
 - 4.2.1.5 All supplies/stocks received must be checked for their quality.
 - 4.2.1.6 Cartons and plastic containers from outside must be replaced before storing.
 - 4.2.1.7 Upon receiving of stocks/supplies storekeeper, list all items for inventory and easy checking of expired items.
 - 4.2.2 Food Storage: General Food Storage Area Maintenance Tips:
 - 4.2.2.1 Keep all storage areas clean and dry. Food containers are properly labelled with expiry dates that should be checked every time before use, and all food products should be arranged in respect to first in first out (FIFO) principle.
 - 4.2.2.2 Food containers are properly labelled, expiry dates noted and are washed immediately after being emptied from food.
 - 4.2.2.3 Food is protected from the environment and temperature requirements are met during storage.
 - 4.2.2.4 Food storage must be done in a systematic manner to ensure that all food safety requirements are met.
 - 4.2.2.5 Food should be protected from cross-contamination by separating raw animal foods during storage, preparation, holding, and display from raw ready-to-eat food, including fruits and vegetables, as well as cooked ready-to-eat foods.
 - 4.2.2.6 Clean floors, walls and shelving in coolers, freezers, and dry storage areas on a regular basis.
 - 4.2.2.7 Clean up spills and leaks right away to stop contamination to other foods.
 - 4.2.2.8 Clean up spills and leaks right away to stop contamination to other foods.
 - 4.2.2.9 Do not line shelving – make sure shelving is open so air can flow between foods.
 - 4.2.2.10 Make sure each food item has a specific place for storing and is labeled.
 - 4.2.2.11 Repair cracks and crevices in storage areas – you don't want pests!
 - 4.2.2.12 Repair doors and windows that don't close tightly.
 - 4.2.2.13 No raw foods are to be stored above cooked or ready-to-eat foods.
 - 4.2.2.14 Store food only in designated areas; store in clean wrappers or containers with covers.
 - 4.2.2.15 Label appropriately with date item received and contents; and if products are removed from original container that has the lot number, it is important to maintain lot numbers to be able to track and recall in the event of an identified problem.

- 4.2.2.16 Storage areas and vehicles to transport food must be kept clean.
- 4.2.2.17 At a minimum, food and other products should be stored at least six (6) inches above floor level and away from walls to facilitate cleaning and reduce places for pests to find refuge
- 4.2.2.18 Storage shelves should be at least two (2) inches from outside walls that may sweat because of differences between inside and outside temperatures. The stock should be rotated by using goods in the order in which they were received (**first in, first out**) and should be periodically checked for expiration dates.
- 4.2.2.19 Food should be stored at the proper temperature, utilizing appropriate thermometers and maintaining a temperature log.
- 4.2.2.20 Food storage areas should have an established cleaning schedule to keep the area clean and minimize the risk of insects and rodents.
- 4.2.2.21 Store food in designated areas. Do not store in housekeeping and dishwashing areas or near any sources of potential contamination.
- 4.2.2.22 Storage cabinets must be at least six (6) inches above the floor and eighteen (18) inches from the ceiling. No food shall be stored underwater in sprinklers or piping.
- 4.2.2.23 Rotate food stocks to avoid using expired food.
- 4.2.2.24 Store food products in a way that avoids cross-contamination between cooked and raw foods, washed and non-washed food.
- 4.2.2.25 Expiration dates for all food supplies must be clearly labelled.
- 4.2.2.26 Checking of expired food items should be done before preparing the food and before serving the patient.
- 4.2.2.27 Maintain good housekeeping and hygienic conditions.
- 4.2.2.28 Examine all stored items on regular basis for signs of dents, cracks, or swollen cans, pest infestation, and expiration dates.
- 4.2.2.29 Single-service articles shall be stored in closed containers, displayed and handled in a manner that prevents contamination.
- 4.2.3 Dry Food Storage Tips:
 - 4.2.3.1 Dry storage should stay cool and dry
 - 4.2.3.2 Storage of dry items must be at safe temperatures between 18 to 25 °C.
 - 4.2.3.3 There should be good ventilation to keep temperature and humidity consistent.
 - 4.2.3.4 All steps of a delivery are important and crucial for food safety.
 - 4.2.3.5 It is important to inspect foods when they are delivered, store them in the correct location, and ensure food storage areas are well maintained.
 - 4.2.3.6 Only accepting the best products for your facility is important.
 - 4.2.3.7 Store non-perishable food in clean, dry, properly ventilated areas and inspect them periodically for expiration dates and any signs of spoilage.
 - 4.2.3.8 Dry food products shall not be stored under exposed sewer lines or in areas subject to flooding, drainage, overhead leakage or condensation and protected from contamination and adulteration by all agents including dust, insects, vermin, toxic substances, unclean equipment and utensils.
 - 4.2.3.9 Place a thermometer on the wall in the dry storage area.
 - 4.2.3.10 Check the temperature of the storeroom daily.
 - 4.2.3.11 Always cover and seal opened goods.
- 4.2.4 Cold and Frozen Dry Food Storage Tips:
 - 4.2.4.1 Refrigerator temperatures are checked daily and documented in Monitoring Sheet for Food Refrigerator Temperature (see Appendix B) or Monitoring Sheet for Food Freezer Temperature (see Appendix C).

- 4.2.4.2 Store food covered and labelled at the proper temperature (freezing storage less than -18°C; refrigeration 0°C - 5°C; hot storage above 60°C).
- 4.2.4.3 Food requiring refrigeration shall be kept at 0°C - 5°C. Raw vegetables and fruits may be stored at temperatures up to 10°C. Food to be served shall be kept at a temperature of 0°C - 5°C.
- 4.2.4.4 Fresh eggs must be kept refrigerated at 5 degrees centigrade for 4 to 5 weeks.
- 4.2.4.5 Thermometers are required for all refrigerators and freezers. Temperatures must be logged daily 4 times and any abnormality must be reported to the Maintenance Department.
- 4.2.4.6 The refrigerator shall be maintained at 5 °C or below and the freezer shall be kept at -18°C or below.
- 4.2.4.7 Open canned goods must not be placed inside the refrigerator/freezer; they should be replaced by another container and labelled before storing.
- 4.2.4.8 Monitor the temperature of all refrigerators and freezers every four (4) hours and record it in Monitoring Sheet for Food Refrigerator Temperature or Monitoring Sheet for Food Freezer Temperature.
- 4.2.4.9 Cooked items inside the refrigerator must be stored in separate shelves above the raw items or in a separate refrigerator.
- 4.2.5 Preparation Area:
 - 4.2.5.1 Food premises areas are separated based on assigned functions, such as a separate area for vegetables, meat, dessert preparation, etc.
 - 4.2.5.2 An adequate number of handwashing facilities are present in each area.
 - 4.2.5.3 Only food handlers should be permitted in the food preparation area.
 - 4.2.5.4 Food is protected from the environment and temperature requirements are met during preparation.
 - 4.2.5.5 Kitchen is designed as physically separated areas with specified equipment & supplies (e.g., mixers, juicers, boards, plates, & knives etc.) for different types of food. Boards, plates and knives used to cut meat, poultry, fish or vegetables are identifiably separated (color- coded) and immediately washed after use.
 - 4.2.5.6 Wash raw fruits and other hard-surface fruits and vegetables under potable running water before serving or use.
 - 4.2.5.7 A vegetable brush can be used to wash the outside coating of hard fruits and vegetables.
 - 4.2.5.8 Raw fruits and vegetable to be served raw shall be sanitized in a solution of 100 mg/l residual chlorine at a minimum of ten (10) minutes contact time or any other Saudi FDA approved disinfectant.
 - 4.2.5.9 **Food containers are properly labelled, expiry dates noted and are washed immediately after being emptied from food. Food containers and cooking utensils are washed immediately after being emptied, and thoroughly dried before storing or used.**
 - 4.2.5.10 Foods should be handled with care at every stage of preparation and cooked thoroughly.
 - 4.2.5.11 All raw products/ pre-cooked products must be defrosted at 5 °C or less and the defrosting period should not exceed twenty-four to forty-eight (24-48) hours.
 - 4.2.5.12 All raw products/ pre-cooked products planned to be defrosted must be labelled with the date and time.
 - 4.2.5.13 In case of emergency, defrosting in cold running water for two (2) hours at 20°C or below is permitted and should be consumed within twenty-four (24) hours.
- 4.2.6 Preparation and Production of Food Items:
 - 4.2.6.1 Instruct personnel and supervise them regarding personal hygiene and food safety during food preparation.
 - 4.2.6.2 **Fruits and vegetables are washed and disinfected.**

- 4.2.6.3 Thaw frozen food items either in a microwave or in the refrigerator at 5 °C for 24-48 hours or under running water by cooling for not more than two hours at 20 °C. Do not thaw at room temperature.
- 4.2.6.4 No refreezing of food products after being defrosted.
- 4.2.6.5 Cook food thoroughly to reach the correct temperature for the specific type of food.
- 4.2.6.6 Bread must be consumed on the same day. Any excess must be kept in the refrigerator to prevent mold formation.
- 4.2.6.7 Store food protected at the proper temperature once prepared to avoid contamination.
- 4.2.6.8 Samples of food delivered are kept for 72 hours to be tested in case of occurrence of food poisoning.
- 4.2.6.9 Handle food with proper, clean utensils such as tongs and spoons.
- 4.2.6.10 **Use separate color-coded cutting boards and knives for raw meat, poultry, fish, raw fruits and vegetables and cooked food.**
 - 4.2.6.10.1 raw meat – Red
 - 4.2.6.10.2 raw chicken – Yellow
 - 4.2.6.10.3 cooked meat – Brown
 - 4.2.6.10.4 raw fish – Blue
 - 4.2.6.10.5 raw vegetables – Green
 - 4.2.6.10.6 salad vegetables – Green
 - 4.2.6.10.7 Bread & Sandwiches – white
- 4.2.6.11 Clean and sanitize cutting boards, utensils, sinks, and countertops between uses
- 4.2.6.12 Use clean equipment and utensils during food preparation and avoid cross-contamination.
- 4.2.6.13 Disposable paper towels must be used for cleaning food contact surfaces. Paper towel dispensers must be installed in each handwash sink. Cloth towels must be washed and sanitized after each use.
- 4.2.6.14 Can openers must be cleaned and sanitized after each used.
- 4.2.6.15 Reusable utensils, dishes must be pre-washed first in running water (49 degrees) to remove gross soil.
- 4.2.6.16 Cutlery, pots and pans, ladles, etc. must be cleaned, sanitized and air-dried.
- 4.2.7 Display and transportation of food:
 - 4.2.7.1 Food is protected from the environment and temperature requirements are met during display and transportation. Transport, Display and Serving of Food Items are:
 - 4.2.7.1.1 Transport food to different areas in temperature-controlled carts.
 - 4.2.7.1.2 Establish safe times for food items to be stored in inpatient care areas
 - 4.2.7.1.3 Protect food on display from customer contamination by the use of easily cleanable counter protector devices.
 - 4.2.7.1.4 Maintain food on display at the proper temperature, whether hot or cold
 - 4.2.7.1.5 Disposable dishware, utensils, and trays are required to be used if the patient is on isolation precautions.
 - 4.2.7.1.6 Food transportation carts must be cleaned and sanitized before and after patients' food distribution.
 - 4.2.7.1.7 Food warmers must be pre-heated (145 degrees F/63 degrees C) before placing the food trays.
 - 4.2.7.1.8 Food trays will not be picked up if they:

- 4.2.7.1.8.1 Contain any patient care equipment or instruments, gauge dressings, needles, and syringes, etc.) Nursing personnel are responsible for ensuring that all patient care items are removed from the food tray before it is returned to the food trolley.
 - 4.2.7.1.8.2 Are contaminated with visible evidence of blood or other body substances.
 - 4.2.7.1.9 Isolation Room:
 - 4.2.7.1.9.1 Food tray for isolation case shall be disposable (in case non-disposable food trays are used, they must be placed in yellow plastic bags).
 - 4.2.7.1.9.2 Patients in isolation rooms (AIRBORNE, CONTACT & DROPLET) food server shall be delivered the food tray to the nurse and the nurse should deliver the food trays to the patient.
 - 4.2.7.1.9.3 If unsure of the isolation status of a patient, the food server should verify with a nurse.
 - 4.2.7.1.9.4 Hand hygiene should be applied before and after handing food trays.
 - 4.2.7.2 Food delivery upon receiving must be checked for quality and temperature. An important point in designs and construction are the following:
 - 4.2.7.2.1 Floor drains that permit contamination by sewage backflow should be discouraged.
 - 4.2.7.2.2 Placement of pipes above areas used for storage, preparation, or service of food should be avoided.
 - 4.2.7.2.3 The food services need to have extensive plans for responding in times of crisis to provide both food and water to patients and staff.
- 4.3 Waste Management, Pest Control and Services Staff:
 - 4.3.1 Garbage containers or receptacles are adequate in number, insect and rodent-proof and are covered.
 - 4.3.2 Copy of insect and rodent control system/ plan that is strictly implemented should be available.
 - 4.3.3 Use leak-proof, easily cleaned, pest-proof, non-absorbable garbage containers with tight-fitting lids.
 - 4.3.4 All garbage should be promptly placed into containers.
 - 4.3.5 Contracts for waste disposal should establish an appropriate pickup and removal schedule to quickly remove garbage and other waste.
 - 4.3.6 Containers should be washed in an area that is provided with a floor drain that is connected to a sanitary sewer system.
 - 4.3.7 Poisonous or toxic materials such as insecticides, detergents, disinfectants, or polishes should be labelled properly and stored separately from food storage or preparation areas.
 - 4.3.8 Adequate numbers of hand washing facilities and/or hand rub antiseptic devices are available in the food preparation area.
 - 4.3.9 Lighting, ventilation, and humidity should be controlled to prevent the condensation of moisture and the growth of molds.
 - 4.3.10 Microbiologic sampling procedures may be carried out when food is implicated as a possible source in the investigation of specific epidemiological problems (e.g. foodborne disease outbreaks).
 - 4.3.11 Waste Management:
 - 4.3.11.1 The reuse bin, trash can, or dumpster must be kept covered at all times. These must be emptied frequently from the kitchen area.

- 4.3.11.2 Store garbage in leak- and pest-proof containers with tight-fitting covers.
- 4.3.11.3 Store all garbage containers either outdoors or indoor above a smooth surface of nonabsorbent material.
- 4.3.11.4 Garbage bags when 3/4 are carefully removed from the kitchen directly to the garbage area.
- 4.3.11.5 Suitable containers with covers must be available to collect and dispose of used cooking oil. It is clearly labelled and when full must be sealed and removed from the kitchen directly to the garbage collection.
- 4.3.11.6 The drainage filters are carefully removed after each cleaning operation and waste/debris collected is directly removed outside the kitchen to the garbage disposal area. Maintenance staff/Housekeeping staffs are responsible for maintaining the cleanliness of the drainage and its filter.
- 4.3.11.7 Isolation room food waste must be put in a yellow plastic bag.
- 4.3.11.8 Disposable dishes contaminated by blood and body fluids must be discarded in yellow plastic bags before placing them in the patients' room receptacle.
- 4.3.11.9 Adequate garbage containers are available in each food preparation area
- 4.3.11.10 Wash containers and sanitize them routinely in an area provided with a floor drain connected to a sanitary sewer
- 4.3.11.11 The waste storage area should be thoroughly clean, disinfected twice daily and properly maintained.
- 4.3.11.12 All outer openings shall be kept closed at all times, to minimize the entrance of flies, rodents and other vermin to the food service area.
- 4.3.12 Pest Control:
 - 4.3.12.1 To prevent the access of pests to food areas and allow for extermination, strictly implement an Insect and rodent control plan (e.g., sanitation, screens, closure of cracks and holes).
 - 4.3.12.2 Follow an integrated pest control management plan (IPM) and depend on the safest alternative solution for pest control.
 - 4.3.12.3 Should maintain the pest control plan and schedule according to the policies and protocol.
- 4.3.13 Services Staff:
 - 4.3.13.1 All food services staff and contractors must cooperate with Infection Control Practitioners and immediately correct any related infraction to ensure safe food quality and services.
 - 4.3.13.2 Conducts educational programs for personnel concerning food preparation and storage and personal hygiene and their relevance to foodborne infections, including but not limited to the following:
 - 4.3.13.2.1 Hand hygiene
 - 4.3.13.2.2 Bacterial growth and temperature.
 - 4.3.13.2.3 Food storage, preparation, transportation and display.
 - 4.3.13.2.4 Sanitation and disinfection
 - 4.3.13.2.5 Personal hygiene.
 - 4.3.13.3 Foodservice personnel should eat only in the staff' room.
 - 4.3.13.4 Smoking is strictly not allowed in the areas where food is stored, prepared or served.
 - 4.3.13.5 All food services staff must undergo a pre-employment assessment prior to commencing work and continued annual medical checkups, education, and training provided by the Management.
 - 4.3.13.6 All food services staff and contractors must comply with the applicable IPC standards, regulations and the following infection prevention strategies and practices to provide safe food and beverage
 - 4.3.13.6.1 Purchasing specifications

- 4.3.13.6.2 Maintenance of work areas.
- 4.3.13.6.3 Written policies and procedures, including but not limited to:
 - 4.3.13.6.3.1 Separation of clean and dirty.
 - 4.3.13.6.3.2 Maintenance of food temperatures according to standards.
 - 4.3.13.6.3.3 Remediation steps when systems are not within control.
 - 4.3.13.6.3.4 Kitchen staff hygiene.
 - 4.3.13.6.3.5 Appropriate functioning of food preparation and storage equipment, such as refrigerators, steamers, transport carts; food storage; and waste management.
- 4.3.13.6.4 Cleaning, sanitation, and disinfecting agents and practices.
- 4.3.13.6.5 Compliance with local health department regulations.
- 4.3.13.6.6 Educational programs for personnel understanding foodborne diseases and how to prevent mode of transmission; awareness of food recalls and outbreaks and policies for response to recalls.
- 4.4 Infection Control specification of food services
 - 4.4.1 Specific environmental concerns for infection prevention in food services include:
 - 4.4.1.1 Basic principles of providing safe food via vending machine sanitation.
 - 4.4.1.2 Foods in the machines.
 - 4.4.1.3 Thermostatic controls.
 - 4.4.1.4 Equipment cleaning and sanitizing.
 - 4.4.1.5 Vending machine attendants.
 - 4.4.1.6 Collaboration, communication, and participation with infection prevention and public health officials during each step of the investigation of a foodborne disease outbreak, including establishing criteria to determine if an actual outbreak exists.
 - 4.4.1.7 Hazard analysis and critical control point principles (HACCP).
 - 4.4.1.8 Monitoring and auditing all food services establishments and providers. Refer to Food Hygiene Safety Checklist
 - 4.4.1.9 Restricts unauthorized personnel from entering food preparation areas and food facilities in general.
 - 4.4.1.10 Restricts visitor entry and when required, the visitor must wear cover coat and hair cover.
 - 4.4.1.11 Assures that food handlers carry out all cleaning procedures in a manner consistent with optimal food hygiene.
 - 4.4.2 Equipment and machines:
 - 4.4.2.1 Equipment that has cracked and chipped surfaces should not be used.
 - 4.4.2.2 All equipment should be easy to disassemble and clean, without cracks or crevices that can provide reservoirs for microbial growth.
 - 4.4.2.3 All work surfaces, utensils, and equipment should be cleaned thoroughly, rinsed, and sanitized after each period of use.
 - 4.4.2.4 Appropriate temperatures are as follows:
 - 4.4.2.4.1 Pre-wash: 43 ° C / 110° F to 49 ° C /120° F.
 - 4.4.2.4.2 Wash: 60 ° C | 140° F or greater.
 - 4.4.2.4.3 Rinse: 71 ° C / 160° F or greater.
 - 4.4.3 Washing and Sanitization of Utensils:
 - 4.4.3.1 Utensils shall be disassembled before cleaning.
 - 4.4.3.2 Establish comprehensive cleaning schedules to include different areas, equipment, fixtures, and physical facility structures (e.g. walls, floors).

- 4.4.3.3 Manual washing should be done in a Three-compartment sink. The sanitization phase can be done by using hot water (77° C) or by contact with a solution of 100-ppm residual chlorine for thirty (30) seconds or any other approved food-grade disinfectants.
- 4.4.3.4 Manual dishwasher shall be designed into pre-scrape, wash, rinse and sanitize compartments with splash guard installed on both sides of the three (3) compartments sink.
- 4.4.3.5 All cleaned and sanitized equipment shall be allowed to air dry or drained (bottoms-up) on racks in a separate area. Towel drying and using are prohibited.
- 4.4.3.6 Monitor dishwasher washing and rinsing temperature to achieve proper sanitation and cleaning of food utensils.
- 4.4.3.7 all working surfaces should be Washed thoroughly rinse and sanitize them after each use.
- 4.4.4 Proper sanitizer, dilution, and exposure time and water temperature.
 - 4.4.4.1 Requirements for Water supply:
 - 4.4.4.1.1 Use clean, potable and safe water for cooking that is supplied by commercially approved companies or hospital water.
 - 4.4.4.1.2 Water is tested at least monthly to ensure that its quality meets regulatory standards for potable water.
 - 4.4.4.1.3 There is to be an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated.
 - 4.4.4.1.4 Where non-potable water is used, for example for fire control, steam production, refrigeration and other similar purposes, it is to circulate in a separate duly identified system. Non-potable water is not to connect with, or allow reflux into, potable water systems.
 - 4.4.4.1.5 Ice which comes into contact with food or which may contaminate food is to be made from potable water or, when used to chill whole fishery products, clean water. It is to be made, handled and stored under conditions that protect it from contamination.
 - 4.4.4.1.6 Steam used directly in contact with food is not to contain any substance that presents a hazard to health or is likely to contaminate the food.
 - 4.4.4.1.7 Where heat treatment is applied to foodstuffs it is to be ensured that any water used to cool the containers or food stuffs after heat treatment is not a source of contamination for the foodstuff.
 - 4.4.4.2 Ice Machine: Clean and disinfect ice machines routinely according to a written procedure.
 - 4.4.4.2.1 Use ice-dispensing machines (preferably).
 - 4.4.4.2.2 Use potable water for ice making.
 - 4.4.4.3 Maintenance and Cleaning:
 - 4.4.4.3.1 Ambient temperature in all kitchen areas shall not exceed 30°C.
 - 4.4.4.3.2 Identify and follow a cleaning and sanitization procedure for each piece of equipment used in food services.
 - 4.4.4.3.3 The cleaning schedule should be maintained.
 - 4.4.4.3.4 Use a hospital-approved disinfectant for cleaning.
 - 4.4.4.3.5 Identify and follow a cleaning and sanitization procedure for each piece of equipment used in food services

- 4.4.4.3.6 Hollow walls and partitions, hung ceilings and boxed-in pipes and equipment shall be eliminated.
- 4.4.4.3.7 Table tops in the dining halls will be cleaned with detergent germicide when soiled and after every clearance of meal trays or dishes
- 4.4.4.3.8 All windows will be cleaned once every week and spot cleaned whenever soiled
- 4.4.4.3.9 All space dividers will be cleaned with a detergent germicide once a month.
- 4.4.4.3.10 All walls will be washed once a month and spot cleaned daily.
- 4.4.4.3.11 All floors in 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 (1) hour during the night shift. Chairs will be pulled out from the tables and floors scrubbed using detergent germicide.
- 4.4.4.3.12 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
- 4.4.4.3.13 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.
- 4.4.4.3.14 Ceiling vents will be cleaned once a month.
- 4.4.4.3.15 Send all used-cleaning cloths and mops for laundering daily.
- 4.4.4.3.16 Empty and rinse mops and buckets after use.
- 4.4.4.3.17 All equipment used in the processing and serving of food must be cleaned immediately after use and all surfaces that have contact with food.
- 4.4.4.3.18 Filters are required in exhaust ventilation hoods to prevent grease and oil from being deposited in ventilation ducts and creating a fire hazard.
- 4.4.4.3.19 The exhaust fan grills, canopy hood filters, drainage filters must be cleaned at least once a week by the Maintenance Department.
- 4.4.4.3.20 Checking of all equipment is done by the Maintenance Department. It must be recorded and all repairs must be done promptly.
- 4.4.4.3.21 Oven checks are done frequently.
- 4.4.4.3.22 Specific cleaning procedures should include when, how, and with what each item or group of equipment are cleaned.
- 4.4.4.3.23 Hospital approved disinfectants, sanitizers, and detergents for dishwashing should be used
- 4.4.4.3.24 The water temperature in dishwashing machines should be checked prior to use to ensure that it is sufficient to clean and sanitize.
- 4.4.5 Prevention strategies for reducing the risks of foodborne disease should be considered:
 - 4.4.5.1 Labelling all food with the preparation date and time.
 - 4.4.5.2 Not refreezing of thawed food products.
 - 4.4.5.3 Thawing of the frozen raw foods under refrigeration in which food temperature is maintained at or below 5 °C; or, if submerged, food is placed completely under running water (at a water temperature of 21 °C for no more than four (4) hours.
 - 4.4.5.4 Not precooking and holding meats for final cooking.
 - 4.4.5.5 Chilling cooked perishable left over foods to an internal temperature of 5°C (or less) to 7°C/45° F (or less) within two (2) to four (4) hours of preparation.

- 4.4.5.6 Using shallow containers two (2) to four (4) inches deep for cooling hot foods to facilitate quick temperature reduction (60° C to 21 ° C within two (2) hours and from 21 ° C to 5 ° C within four (4) hours).
- 4.4.5.7 Not stacking shallow pans on top of each other and allowing air to circulate around foods being chilled.
- 4.4.5.8 Rapidly reheating to 74° C within two (2) hours.
- 4.4.5.9 Not using hot food-holding equipment to reheat food.
- 4.4.5.10 Not reusing food or condiments that have been previously served to customers such as butter, sauces, dressings, chips, or bread.
- 4.4.5.11 Using sanitized, calibrated thermometers to monitor the temperatures, as required.
- 4.4.5.12 Hold hot foods for serving at 60° C (or higher). Hold cold foods for serving at 0-5° C or lower.
- 4.4.5.13 Protect food from airborne contamination by using sneeze barriers at salad bars and serving lines.
- 4.4.5.14 Food should be transported to patient units in temperature-controlled carts to keep food hot or cold.
- 4.4.5.15 Temperature-controlled carts must be monitored to document that food is kept at the appropriate temperature during delivery.
- 4.4.5.16 Patient food should be distributed with a minimum of handling by personnel and covered to prevent contamination when not transported in a closed cart.
- 4.4.5.17 Food for isolated patients will be prepared in disposable trays, delivered to the unit by the food server and handed to the patient by the attending nurse.
- 4.4.5.18 Only disposable utensils will be provided to isolated patients.
- 4.4.5.19 Food handlers are prohibited to enter in any type of isolation room to prevent crosscontamination.
- 4.4.5.20 Ensure all food is distributed in a safe and hygienic manner and shall prevent contamination.
- 4.4.5.21 Random monitoring of distribution process.
- 4.4.5.22 Food should never be left for a prolonged period in the patient's room.
- 4.4.5.23 If a patient is not in the room at the time of delivery, food services staff and nursing personnel need to make sure the food is maintained at a safe temperature or arrange for a new tray to be delivered when the patient returns.
- 4.4.5.24 Most perishable foods should be discarded if not consumed within forty-eight (48) to seventytwo (72) hours of preparation, even when placed in appropriate refrigeration.
- 4.4.5.25 No food to be routinely prepared in the ward pantry other than beverages and toast.
- 4.4.5.26 The ward refrigerator temperature must be maintained between 2 °C - 8 ° C, ideally 5° C; the temperature should be checked and recorded at least twice daily by the ward nurse in the Monitoring Sheet for Ward Fridge Temperature (see Appendix C). A thermometer independent of the refrigerator must be used.
- 4.4.5.27 The ward refrigerator must only be used for the storage of patients' food and drink items.
- 4.4.5.28 No high-risk food may be stored in ward refrigerator, i.e. raw meat, poultry, fresh eggs, fish or seafood, non-pasteurized milk or non-pasteurized dairy products.
- 4.4.5.29 Milk feeds and cartons must be placed in the refrigerator immediately on delivery to the ward.
- 4.4.5.30 Hot food must never be placed inside the ward refrigerator.
- 4.4.5.31 The ward refrigerator will be emptied and defrosted weekly and cleaned using a mild detergent.

- 4.4.5.32 Patients and their relatives are strongly discouraged from bringing in food for patients; patients should be advised of this preadmission/ admission literature. Ward Staff Nurse must be notified if food is brought into the ward area
- 4.4.5.33 If food is brought in which requires refrigeration, it must be in a suitable container and labelled with the patient's name and date of storage and monitored by the Ward In-Charge.
- 4.4.5.34 If the treating team will allow prepared food from home, food must be used within twenty-four (24) hours. Foods not consumed on one occasion should be labelled on opening and used or discarded within twenty-four (24) hours. "Use by" dates should be adhered to on manufactured products.
- 4.4.5.35 The Ward Head Nurse is responsible for maintaining day to day hygiene in the ward pantry in cooperation with the Environmental Services Department.
- 4.4.5.36 No patients, relatives and visitors are allowed to enter ward pantries and notice to this effect must be displayed on the door.
- 4.4.5.37 No personal belongings to be stored in any ward pantry.
- 4.4.5.38 Staff must not consume food or beverages intended for patient use, food should not be consumed in the ward pantry.
- 4.4.5.39 Tube feeding formula that is not in a prepackaged, ready-to-feed container should be discarded after hanging in a patient's room for more than eight (8) hours.
- 4.4.5.40 Formulas reconstituted from powder have a four (4) hour limit after hanging in a patient's room
 - 4.4.5.40.1 Assures that food handlers are monitored appropriately for illnesses and when symptoms are known/ reported, (e.g. respiratory infections, gastroenteritis, diarrhea or hand infections or wounds).
 - 4.4.5.40.2 Follow proper and frequent hand hygiene and personal hygiene practices
 - 4.4.5.40.2.1 Fingernails: Keep fingernails trimmed and filed; do not apply fingernail polish or artificial fingernails.
 - 4.4.5.40.2.2 Jewelry: Do not wear jewelry on the arms and hands while preparing food to allow for proper hand hygiene.
 - 4.4.5.40.3 Wear and maintain proper clean attire during food handling (clean uniform, apron, and hair and beard restraint, clean gloves when needed).
 - 4.4.5.40.4 Do not wear street clothes in food service areas
 - 4.4.5.40.5 Do not eat, drink or smoke while preparing or handling food.
 - 4.4.5.40.6 Do not go to the washroom with masks or gloves on.
 - 4.4.5.40.7 Food facility plans whether a newly constructed or remodeled food facility shall be submitted to the IPC department for review and approval.
 - 4.4.5.40.8 All new and remodeled food premises in healthcare facilities shall be inspected prior to opening for business.
- 4.4.6 Signage and Posters required in each area:
 - 4.4.6.1 Wash Your Hands Inside lavatory doors and over washbasins.
 - 4.4.6.2 Temperature Charts On dishwashers, freezers, and refrigerators.
 - 4.4.6.3 Equipment Cleaning On or near all equipment.
 - 4.4.6.4 Cleaning Schedules On bulletin boards.
- 4.4.7 Personal Hygiene
 - 4.4.7.1 All food service staff must wear the required uniform for hygienic purposes.
 - 4.4.7.2 Hair must be totally covered with disposable hair caps.

- 4.4.7.3 Nails must be cut short and without nail polish since it may chip off into the food.
- 4.4.7.4 Disposable plastic aprons and gloves must be worn during the food preparation procedure.
- 4.4.7.5 The cooks' apron cloth should be washed every after use.
- 4.4.7.6 All staff must not wear jewelry.
- 4.4.7.7 Smoking, chewing gum, is prohibited in the kitchen, food handling, preparation and serving areas.
- 4.4.7.8 Food shall not be tasted by hand or with the same utensils used in the food preparation.
- 4.4.7.9 Proper protective clothing shall be worn as necessary which include clean uniforms, aprons, hairnets, gloves, and closed shoes. Open sandals and bare feet are prohibited in the food handling areas, preparation and serving areas.
- 4.4.7.10 Proper handwashing is mandatory for all dietary personnel.
- 4.4.7.11 When to wash hands and arms
 - 4.4.7.11.1 Upon arrival to the kitchen and going off duty
 - 4.4.7.11.2 When hands are obviously soiled
 - 4.4.7.11.3 After removing contaminated gloves that are dirty/torn
 - 4.4.7.11.4 After removing gloves for any reason
 - 4.4.7.11.5 Before handling food during preparation
 - 4.4.7.11.6 After handling food
 - 4.4.7.11.7 After cleaning a food preparation area
 - 4.4.7.11.8 After handling raw food (including meat, vegetables, or fruit) and preparing ready-to-eat foods
 - 4.4.7.11.9 After busing a table
 - 4.4.7.11.10 After contact with unclean equipment and work surfaces
 - 4.4.7.11.11 After contact with soiled clothing and wash clothes
 - 4.4.7.11.12 After using the restroom
 - 4.4.7.11.13 After using the restroom
 - 4.4.7.11.14 After touching hair or face, and any time hands are visibly soiled
 - 4.4.7.11.15 After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, or eating or drinking
 - 4.4.7.11.16 After engaging in other activities, such as handling chemicals, taking out the garbage, and working in the dish room.
- 4.4.7.12 Non-refillable liquid soap dispensers are available in each hand washing area.
- 4.4.7.13 Hand washing instructions are available in each hand-washing sink.
- 4.4.8 Food Handlers Health Screening and Reporting Illness
 - 4.4.8.1 All Food Handlers directly associated with food preparation, production and service including sanitation personnel shall have a current medical certificate indicating that they are free from infectious/ communicable disease, and are cleared to participate in direct food handling.
 - 4.4.8.2 Food handlers must complete the screening prior to commencing work, which includes:
 - 4.4.8.2.1 Clinical examination (evaluation of the chest and abdomen as well as possible skin diseases and other communicable diseases).
 - 4.4.8.2.2 Chest X-ray to rule out pulmonary tuberculosis.
 - 4.4.8.2.3 Stool analysis for ova and parasites
 - 4.4.8.2.4 Stool culture for Salmonella, Shigella and Vibrio cholerae
 - 4.4.8.2.5 Vaccination for meningococcal disease, with a booster every five (5) years.
 - 4.4.8.2.6 Vaccination for typhoid fever, with a booster every five (5) years.

- 4.4.8.2.7 Vaccination against hepatitis-A.
- 4.4.8.3 Stool examination must be repeated every six (6) months and after returning from vacation and/ or sick leave.
- 4.4.8.4 The site manager must explain the illness reporting policies to all food handlers and sign all agreements related to these guidelines.
- 4.4.8.5 Food handlers must notify the Site Manager for any of the following symptoms or report when diagnosed for any of the Big Five (Salmonellosis, Shigellosis, Escherichia Coli, Hepatitis A Virus, Norovirus) and must be kept away from work until the clearance is obtained from IPCD:
 - 4.4.8.5.1 Diarrhea.
 - 4.4.8.5.2 Sore Throat with Fever.
 - 4.4.8.5.3 Vomiting.
 - 4.4.8.5.4 Yellowing of the skin and/or eyes Sore throat with fever.
 - 4.4.8.5.5 Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hands or any exposed body parts.
- 4.4.8.6 All respiratory, gastrointestinal symptoms, accidents, injuries, cuts, skin eruptions and burns, even if they appear minor must be reported to the food handler's supervisor and evaluated in Employee Health Clinic or as per contract and food handlers must be kept away from work until the clearance is obtained from IPCD.
- 4.4.8.7 Staff that are ill must see the ER physician. All contagious cases must be reported to the Prevention and Control of Infection Team.
- 4.4.8.8 Exclusion from the duty of those who are suffering from or suspected of being carriers of infectious diseases, therefore likely to spread infection.
- 4.4.8.9 Staff with clinically significant infectious diseases such as Tuberculosis or Enteritis must be suspended from work until appropriate treatment has been given and must be discussed by the Prevention and Control of Infection Team
- 4.4.8.10 Any staff with any positive results must be treated for ten days and two consecutive stool analyses must be done and should obtain negative results prior to reporting to duty
- 4.4.8.11 Orientation regarding personal hygiene practices will be included in the staffs training program

5. MATERIALS AND EQUIPMENT:

5.1 Forms and Records:

- 5.1.1 Food hygiene and safety checklist (Form A)
- 5.1.2 Food hygiene and safety checklist (Form B)
- 5.1.3 MONITORING SHEET FOR FOOD REFRIGERATOR TEMPERATURE
- 5.1.4 Monitoring sheet forward fridge temperature

5.2 Materials and Equipment

- 5.2.1 N/A

6. RESPONSIBILITIES:

- 6.1 Dietary Department: Implementing food safety requirements to achieve compliance with the food safety standards according to infection prevention and control standards and HACCP guidelines.
- 6.2 Infection Control team:
 - 6.2.1 Monitoring and reporting regularly dietary staff compliance with the Infection Prevention and Control policies and procedures on a regular basis.
 - 6.2.2 Continuous education and training of all food handlers:
 - 6.2.2.1 Hand Hygiene
 - 6.2.2.2 Sanitizing equipment

- 6.2.2.3 Temperature and bacterial growth
- 6.2.2.4 Personal hygiene
- 6.2.2.5 Preparation and storage of food items
- 6.2.2.6 Transportation and service of food items
- 6.2.2.7 Waste management program
- 6.2.2.8 Proper use of PPE




7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 General Directorate of Infection Prevention and Control in Healthcare Facilities (GDIPC) Infection Control Guidelines for Food and Nutrition Services in Healthcare Settings 1443 – July 2021 V.1

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Marilou C. Magallano	IPC Practitioner		January 12, 2025
Prepared by:	Ms. Dalal Khalifah AlShammari	Head of Dietary Department		January 13, 2025
Reviewed by:	Ms. Awatif Hamoud Al Harbi	IPC Director		January 14, 2025
Reviewed by:	Mr. Sabah Turayhib Al Harbi	Nursing Director		January 14, 2025
Reviewed by:	Mr. Abdullellah Ayed Al Mutairi	QM & PS Director		January 15, 2025
Reviewed by:	Dr. Thamer Naguib	Medical Director		January 16, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director & IPC Committee Chairman		January 19, 2025

Attachment:

5.1 Forms and Records:

5.1.1 Food hygiene and safety checklist (Form A)

Food hygiene and safety checklist (Form A)					
Purpose:	<input type="checkbox"/> 1. Supervision	<input type="checkbox"/> 2. Follow Up	<input type="checkbox"/> 3. Compliant	<input type="checkbox"/> 4. Investigation	<input type="checkbox"/> 5. Other
DAY					
DATE					
INSPECTED BY	APPROVED BY				

5.1.2 Food hygiene and safety checklist (Form B)

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P	NM	NA				YES	NO	
Uniform is clean, neat, uniform and appropriate for work										
Shoes have closed toes, closed heels and safety soles										
Hairnets or caps are worn; hair is generally covered										
Aprons/mask/gloves are worn and are changed immediately when soiled										
All jewellery on hands are removed during handwashing and food contact										
Good personal hygiene is practised (fingernails trimmed/clean, hair clean, etc.										
Strict handwashing procedures are followed before, between and after handling food, trays, equipment and supplies										
Hand washing is performed before, between and after visiting section.										
Food is handled in such a way to avoid contact with the food handler's clothing										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Dishes are transported by methods to avoid contact with the food handler's clothing										
Gum chewing, use of toothpicks, and smoking are not permitted in food areas										
Eating and drinking are done outside food preparation areas										
Injuries and suspected infections are reported immediately so action may be taken										
Health requirements and health screening for food handlers are available.										
Avoidance of touching discharges from eyes, nose, or mouth in food areas.										
Restrict bare hand contact with ready-to-eat and ready-to-serve foods.										
Provision of adequate hand-washing facilities and hand protection.										
Utensils/equipment used to prepare and serve food (direct use of hands is avoided)										
Food is held at the proper temperature during storage and service										
Served food is covered (individually or within closed carts) during transport										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Expired products immediately separated from general storage and returned for credit or destruction; no out-of-date products are used										
the fruits and vegetables washed & disinfected before preparation										
Food carts in use are dedicated to hot & cold meals.										
Tray cart/trolley/tray/filer/tray / ovens in use are properly clean										
Bain Marie is maintained.										
Refrigerated items are stored in covered containers with labels and dates										
Supplies stored at an appropriate distance from floor and ceiling in all storage areas										
Dishwasher temperature is appropriate to ensure sanitation										
All dishes and utensils are thoroughly dried before storing or use.										
The storage of dishes and utensils should be clean.										
Trash/garbage cans are lined with impermeable liners, covered and immediately emptied										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Trash trolley is properly clean										
Waste receptacles have a tightly closed lid and are kept closed										
Waste is stored and disposed of in a sanitary manner, protecting other products and areas from cross-contamination										
A cleaning schedule is followed for all equipment, floors and related equipment										
Cleaning/sanitizing agents used to comply with Infection Control Committee guidelines										
All surfaces and equipment are free of cracks, chipped paint or other potential sources of contamination of areas capable of harbouring bacteria										
All drains, fans and ventilation are functioning properly										
Clean, ready-to-use service ware (dishes, flatware) are free of cracks, food particles, stains or chips										
Separate or discard damaged food or returned food.										
All equipment filters are cleaned weekly										
Light bulbs are covered										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Hand washing/faucets facilities are used for no other purpose										
Each handwashing facility includes warm water, soap and a drying method										
Floors, walls and ceiling are washable or tolerant of being cleaned and sanitized										
Cutting boards/meat slicers/can openers/Filler machine/icemaker/Bread Toaster are clean, in good repair										
Cutting boards/slicers cleaned between uses for different categories (poultry, beef, fruits & vegetables)										
Refrigerators, freezers and oven are clean.										
Food, drinks and chemicals are stored correctly and separately										
Purchase food from approved sources										
Maintain itemized supplier records onsite that are readily available.										
Container/tools /tray are cleaned and sanitized										
Ready-to-eat and ready-to-serve foods prepared hygienically.										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Male/Female Counter is properly clean and sanitized										
Log temperatures of cooking time & temperature.										
Calibrate thermometers for accuracy.										
Maintain proper hot hold heating temperatures.										
Maintain proper cold holding temperatures										
Log hot holding temperature.										
Log cold holding temperature										
Maintain correct food temperatures at all times.										
Date mark & dispose of food if the date has expired.										
Properly label, store & use toxic chemicals.										
Clean and properly maintaining physical facilities.										
Hot & cold water are available										
Restrict unauthorized persons allowed in food areas.										
Emergency box properly installed and maintained.										

ITEMS	Compliance				OBSERVATIONS	RECOMMENDATIONS	TIME FRAME	ACTIONS TAKEN		FOLLOW UP BY INFECTION CONTROL
	M	P M	NM	NA				YES	NO	
Deter insects, rodents or animals are monitored.										
Restroom with all facilities										

MONITORING SHEET FOR FOOD REFRIGERATOR TEMPERATURE (Form A&B)

Monitoring sheet for food refrigerator temperature (Form A)

Location			Refrigerator No:				Month					
DATE	TIME	TEMP	CORRECTIVE ACTION	SIGN	TIME	TEMP	CORRECTIVE ACTION	SIGN	TIME	TEMP	CORRECTIVE ACTION	SIGN
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			
	04:00 AM				12:00 PM				8:00 PM			
	08:00 AM				4:00 PM				12:00 AM			

Frequency: Monitoring every 4 hours. In case of doubt every hour.

Recommended Fridge temp. (0°C - 5°C)

If temp. reach above 5°C corrective action should be taken.

Monitoring sheet forward fridge temperature

Day	Morning Shift				Afternoon Shift			
	Time	Temp.	Corrective Action	Sign.	Time	Temp.	Corrective Action	Sign.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
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22.								
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25.								
26.								
27.								
28.								
29.								
30.								
31.								

Department in charge:

Recommended Refrigerator Temp. Between 2 C - 8 C, Ideally 5 C