

# FOOD SAFETY GUIDELINES FOR SHELTER SETTINGS



- 1.** The sites must use approved food sources and shall keep records such as the food delivery invoices and receipts.

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- 2.** Perishable foods shall be stored at proper temperatures.
  - Cold foods must be held at 41°F or below.
  - Hot foods must be held at 135°F or above.
  - Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds.

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- 3.** Adequate refrigeration maintaining a temperature of 41°F or below is required for storage of all perishable foods. All perishable foods must be refrigerated immediately. No perishable foods shall be stored at room temperature.
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- 4.** Ambient air thermometers must be provided for all refrigerators/coolers accurate to  $\pm 3^\circ\text{F}$ .

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- 5.** All site managers must have a clean and sanitized metal stem thermometer to monitor and record the temperature of all incoming food and milk accurate to  $\pm 2^\circ\text{F}$ .

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- 6.** The delivery of any food that does not meet the temperature requirement must be rejected.

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- 7.** The site shall have a procedure for leftover food. If using leftover food, it must be maintained at the required temperatures and remain unopened until served.

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- 8.** No outdoor cooking or food preparation outside.

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- 9.** Storage, handling, and dispensing of all foods shall be performed in a clean and sanitary manner.

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- 10.** Hand washing facilities shall be conveniently accessible to food handlers in the food preparation, dishwashing, and food dispensing/service areas

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- 11.** All site food handlers are required to wash their hands thoroughly for 20 seconds in an approved hand washing facility.
  - Soap and paper towels must be provided at the hand washing sinks.

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- 12.** Toilet facilities shall be maintained and conveniently accessible to food handlers.

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- 13.** A certified food manager is required on site when time/temperature control for safety (TCS) foods are being served, prepared, handled, and cooked. The certified food manager shall have an original Chicago Department of Public Health Food Service Sanitation Certificate onsite. The rest of the food handlers are required to have proof of food handler training.

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- 14.** A 3-compartment stainless steel sink with an attached metal drain board is required if the site will use multi-use utensils to prepare, serve, and/or cook food. A commercial dish machine that sanitizes and has gauges may also be used to sanitize the utensils.
  - Provide a test kit to measure the concentration of the sanitizer at the 3-compartment sink.
  - If using chlorine as a sanitizer, the concentration shall measure between 25ppm-100ppm (The ppm depends on the minimum water temperature ranging from 120°F - 55°F).

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- 15.** An exhaust hood shall be provided over the stove/cooking equipment if there is cooking on-site.

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- 16.** Refuse containers and covers shall be provided and maintained in a clean manner.

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- 17.** Service by a state licensed pest control company is highly recommended.

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- 18.** Refer to the City of Chicago Food Code Rules for additional information

**This list is not exhaustive and is subject to change**