

We all have a part in ensuring food safety for the wellbeing of the people we serve.

**In the event someone becomes ill from food that your program provided, it is important that your organization can demonstrate that proper food safety procedures have been followed.**

Following the guidelines in this flyer can greatly reduce the risk of foodborne illness.

## PERSONAL HYGIENE

**Do NOT handle food if you are sick.**

**Do NOT use hand sanitizer instead of washing your hands.**

**Do NOT smoke, eat, drink, or chew gum** while handling food and while in food storage areas.

**Wash hands** with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom.

**Use single use gloves if you are handling raw or ready-to-eat food.**

- Do NOT wash or rinse gloves.
- Always wash your hands before putting on a new pair of gloves.
- Change gloves: 1) as soon as they are dirty or torn, 2) before beginning a new task or handling foods with known allergens, 3) after handling raw meat/ poultry/seafood, 4) before handling ready-to-eat foods, and 5) after an interruption such as taking a phone call.



## CLEANING AND STORAGE

**Store food at least 4" from the wall and 6" off the floor and ceiling.** Do not let boxes of food sit on the floor unless elevated by pallets or similar. Keeping food away from walls and ceilings allows you to inspect for pests and clean spaces more thoroughly.

**Store cans and other shelf-stable food in cool; dry places,** between 50 and 80 degrees Fahrenheit (best practice is 50 to 70), and avoid extreme temperatures.

**Inspect for pests** regularly and be on the lookout for droppings, nests, and damage to products.

**Use the First Expired, First Out (FEFO) rule for donated food.** For all other food, use "First In, First Out." Rotate stock so older items get used first.



## CONTROL TIME AND TEMPERATURE

**Keep food safe by keeping it at the right temperature.** This means not only in storage, but also when getting it ready for distribution and when transporting hot and cold foods (for example, using a refrigerated vehicle, insulated cooler, or thermal blanket).

**Store perishable foods at the proper temperatures.** The refrigerator should be set to 33-40 degrees Fahrenheit, and the freezer should be set to 0 degrees Fahrenheit or below.

**Keep transportation time to a minimum.** When transporting product, bring it to your storage location in the shortest time possible.



## EVALUATING PRODUCT FOR DISTRIBUTION

**Do NOT accept homemade food, or food that is not prepared in a commercial kitchen.**

**Do NOT distribute food that is missing its label.**

**Do NOT distribute baby food, baby formula, and over-the-counter medication past the expiration date.**

**Do NOT distribute cans that are leaking, bulging, severely dented, cracked, rusted, have loose lids or foul odors.**

**Follow the food code timelines** in the Connecticut Foodshare Food Code Guidelines poster.

## AVOID CROSS CONTAMINATION

**Do NOT repackage food.** For example, a large bag of bulk rice cannot be repackaged into smaller bags. This can invite pathogens/hair/allergens into food, and food should always be stored in its original container with original label.

**Do NOT place meat, poultry or seafood on upper shelves** where it can drip below and cross-contaminate other foods.

**Do NOT store chemicals with food;** store chemicals in a separate room; if not possible, store chemicals on a shelf **BELOW** food items.



If you have questions about this information, please contact Connecticut Foodshare, and for more information, review our food safety resources