

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Sanitation

Policy Number: 409.04.10

Effective Date: 9/23/2020

Page Number: 1 of 6

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

To establish and outline a clearly defined sanitation program at all Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. These policies shall be used in addition to those outlined in Chapter 511-6-1 of Rules Georgia Department of Public Health (GA DPH). Exceptions may be made for contracted food service operations.

II. Authority:

- A. O.C.G.A §42-2-11;
- B. Rules of the Georgia Department of Public Health: Chapter 511-6-1;
- C. GDC Standard Operating Procedures (SOPs): 409.04.12 Food Service Staff and 409.04.13 Offender Workers; and
- D. ACA Standards: 2-CO-4C-01, 5-ACI-7A-07 (ref. 4-4455), 5-ACI-5C-11 (ref. 4-4322), 5-ACI-5C-13 (ref. 4-4324), 5-ACI-5D-01 (ref. 4-4329, 4-ACRS-1A-02, 4-ACRS-1A-03, 4-ACRS-4A-04, 4-ACRS-4A-06, 4-ACRS-4A-7, 4-ALDF-1A-01, 4-ALDF-4A-02, 4-ALDF-4A-13, and 4-ALDF-4A-15.

III. Definitions:

Sanitation - The formulation and application of measures designed to protect public health.

IV. Statement of Policy and Applicable Procedures:

A. Sanitation:

1. In each facility, the Food Service Director or their designee will instruct and train all food service personnel on the proper methods and procedures regarding sanitation rules and regulations.

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2. Each food service facility will implement these section guidelines in meeting all pertinent rules and regulations.

B. Personal Hygiene:

1. No person, civilian, or offender with open lesions, infected wounds or any communicable disease that can be transmitted through food handling will be permitted to work in the food service operation. The Food Service Director or their designee shall visually check offenders and staff for obvious signs of disease and/or infection when staff and offenders report for work.
2. All personnel shall demonstrate habits of personal cleanliness and shall use good hygiene practices during all working periods in the food service area. This includes the following:
 - a. Bathing or showering daily and cleaning hair, teeth, and nails daily. Daily use of a deodorant is recommended;
 - b. Wearing clean undergarments and outer clothing such as uniforms, aprons, hair nets/hats, beard nets and shoes;
 - 1) Shoes should be polished and clean with non-skid soles. There shall be no open-toed shoes or tennis shoes worn in food service areas.
 - 2) Beards must be in accordance to GDC guidelines.
 - 3) Minimal jewelry should be worn.
 - c. Washing hands frequently to prevent cross contamination of food and for personal protection. Any perspiration should be removed with a disposable towel or napkin; aprons or outer clothing should not be used to prevent contamination of food and equipment;

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- d. Wearing specified uniforms, shoes, hair nets/hats, beard nets, etc. as determined by policy. Refer to 409.04.12, Food Service Staff and 409.04.13, Offender Workers.
3. Tobacco is not permitted in any preparation, service, or dining areas of the food service operation.
4. The Food Service Director shall prepare a housekeeping schedule. The Food Service Director or their designee shall monitor adherence to the schedule. This schedule shall address the following:
 - a. All work and storage areas must be clean, well-lighted and orderly;
 - b. Overhead pipes should be eliminated or covered by a false ceiling in food preparation area. These pipes are a hazard because they collect dust and might leak, thus contaminating food. Light covers should be used at all times to protect against contamination;
 - c. Sneeze guards must be used for all serving lines not protected by enclosed serving lines;
 - d. Walls, floors and ceilings in all areas must be cleaned on a regular basis. Exposed ventilation ducts and hoods are to be cleaned as often as needed;
 - e. All kitchenware and food-contact surfaces of equipment, including wet and dry food storage containers, are to be washed, rinsed and sanitized after each use and after any interruption of operation during which contamination could occur (e.g. after spraying for insect and rodent control). Food-contact surfaces of equipment such as grills, tilting skillets, steam kettles, etc. and the cavities of door seals should be cleaned as necessary to reduce accumulation of dust, dirt, food particles, and other debris;

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- f. A ready supply of hot water (140°F) must be available;
- g. At least 20-foot candles of light per square foot should be provided for all food preparation surfaces and equipment of utensil washing stations. To prevent broken glass from contaminating food, protective shields are to be provided for all lighting fixtures located over, by or within areas of food, equipment or utensil storage; preparation, service, and display areas; or in areas where equipment or utensils are washed;
- h. Sufficient ventilation should be provided to keep food areas free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Mechanical ventilation shall be installed, cleaned, and operated according to law and vented to the outside to prevent unsightly, harmful, or unlawful discharge. Free-standing fans, intake and exhaust air ducts shall be designed and maintained to prevent the entrance of dust, dirt, and other contaminating materials to food service preparation, serving, and storage areas;
- i. An adequate number of approved containers for garbage and refuse disposal must be available. Garbage and refuse are to be kept in durable, easily cleanable, insect-proof containers that do not leak and do not absorb liquids. A sufficient number of containers shall be used and kept covered. Containers should be emptied and cleaned at least one (1) time a day;
- j. Outside openings should be protected against the entrance of insects and rodents by tight-fitting, self-closing doors, closed windows, screening, controlled air currents, or other means; and
- k. Containers of poisonous or toxic materials will be prominently marked (insecticides, rodenticides, detergents, sanitizers and related cleaning agents) and stored physically separate from each other and foods.

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C. Control of Insects and Rodents:

1. Rats, flies, roaches, gnats, mosquitoes, and other insects are disease carriers. These can be kept to a minimum when food service personnel adhere to the following:
 - a. Separate garbage and trash. Keep containers tightly covered and wash and sterilize garbage and trash cans after emptying. Clean garbage and refuse areas daily;
 - b. Ensure all openings and cracks in walls or floors are closed. Ensure that screens, windows, and pipes going through walls, floors, or ceiling are sealed, fit tightly, and kept in good repair;
 - c. Keep walls, floors, locker rooms, storage, preparation, and scullery areas clean; and
 - d. Keep all foods in proper size pans, covered, and stored correctly. Store all food supplies on pallets, skids, or in covered containers no less than 6” inches off the floor on pallets in the warehouse.

D. Inspections:

1. The Food Service Director or their designee will conduct and document a daily inspection using Attachment 3, Sanitation Checklist, in addition to any formal inspection made by the Food Service Advisor, local Health Inspector, Fire Marshall, or Medical Section.
2. The Food Service Director in each facility will make a weekly formal inspection of their total food service operation using Attachment 1, Weekly Food Service Assessment Report.

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3. The Food Service Advisor will conduct assessments of the total food service operation three (3) times per year. Monthly food service assessment forms will be used as documentation. Food and Farm Services Central Office may be contacted for a copy of the Monthly Assessment Form.
4. All local inspections will be documented and kept on file in the Food Service office.
5. Freezer, refrigerator and/or cooler temperatures will be checked and recorded three (3) times in a 24-hour period in accordance with Attachment 3, Daily Food Storage Temperature Log of SOP 409.04.27. Dishwashing temperatures will be checked and recorded at least one (1) time per meal using Attachment 2, Daily Dishwasher Temperature Log. This log will be maintained in the Food Service office and kept on file for five (5) years.
6. A copy of all Health Department Inspections will be forwarded to Food and Farm Services Central Office, in addition to a corrective action plan for all citations listed.

V. Attachments:

Attachment 1: Weekly Food Service Assessment Report

Attachment 2: Daily Dishwasher Temperature Log

Attachment 3: Sanitation Checklist

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, and 3 shall be maintained locally for six (6) years and then destroyed.