

EVENT GUIDELINES

An event takes place at a location where food is prepared, sold or distributed for a short period of time, two weeks or less.

York Region Community and Health Services has developed the following guidelines to assist event coordinators with following required safe food handling practices that will help prevent the risk of food-borne illness.

Approved Sources

- **All food must be prepared from an approved source.** Note: religious organizations, service clubs or fraternal organizations must contact the health department for further information
- Use only Grade A or B eggs. Never use cracked or Grade C eggs
- Check meat and meat products for stamps and tags



Transportation of Food

- Transport food items in coolers and insulated units to protect from contamination and to ensure that all food products are maintained at proper temperatures

Food Temperatures

- **Do not leave hazardous food items at room temperatures**
- A probe thermometer is required to check internal temperatures of food
- Ensure food is properly cooked to the appropriate internal cooking temperatures
- All hazardous food items must be maintained at 60°C (140°F) or higher for hot food and 4°C (40°F) or lower for cold food. Keep food out of the Danger Zone
- Do not use heat lamps for hot holding food items
- Covered chafing dishes can be used with sterno heaters (warming gel)



Food Protection

- Condiment containers must have self-closing lids and separate dispensing utensils
- Only single-service items (e.g., paper plates and cups) should be provided for use by customers
- Storage thermometers are required in all cold holding units to verify proper temperatures
- Cover food to protect it from contamination. Also keep raw food products away from ready-to-eat food products
- Separate raw from ready-to-eat food preparation by using different work tables or surfaces so as to prevent cross-contamination

Handwashing

- A handwash sink for food handlers must be in the food preparation area, along with liquid soap and paper towels. Vendors in close proximity to one another can share a handsink
- **Wastewater from handwash basins must be disposed of in a sanitary manner, such as in sewers or toilets, and not on the ground or in recreational waters**

Food Handlers

- **Use gloves once only. After one use, remove and dispose of them**
- Use utensils to handle food to minimize direct hand contact
- Food handlers must follow good personal hygiene practices by washing hands often, refraining from smoking, and wearing clean clothing and hair coverings
- Proper handwashing is preferred over glove use unless the food handler has a minor cut or burn

Utensils and Equipment

- A two-compartment sink is required and should be used for washing and sanitizing of all utensils used on-site. **Wastewater must be disposed of in a sanitary manner**
- Detergent soap supplies and approved sanitizer must be available. An approved sanitizer for the second sink, in the below illustration, can be made with approximately 2 ml / ½ teaspoon of household bleach mixed with 1 litre/4 cups of water



Sanitizing and Cleaning

- All surfaces must be cleaned after use and sanitized
- The sanitizing spray solution should be double the strength used in manual dishwashing, for instance 5 ml/1 teaspoon of household bleach mixed with 1 litre/4 cups of water
- The sanitizing spray rinse solution shall be placed in a container that is properly labelled and readily available
- Allow the mixture to sit on surfaces for at least 45 seconds, before wiping. Do not rinse surfaces after sanitizing. Once dried, this concentration of sanitizer will not harm food or individuals consuming the food

Other Important Tips

- Use sunshades or umbrellas to protect food from the sun and animal droppings
- Keep all food off the ground, including fruits and vegetables
- Ensure the water comes from a safe drinking water source
- Adequate, durable, leak-proof garbage storage bins must be in close proximity
- Waste must be removed daily and disposed of in a sanitary manner
- Have washroom facilities available for vendors and patrons
- If the event continues after sundown, adequate lighting is required

For more information regarding safe food handling practices at a special event, call *Health Connection* at **1-800-361-5653** or visit www.york/foodsafety.ca