

Temporary Event General Information

The Health District provides expert guidance regarding public health requirements and the local food ordinance which must be followed when offering food or drink to the public. This guide provides basic food safety information for temporary food booth workers in the towns of Bridgewater, Newtown and Roxbury. These regulations ensure that consumers are protected from foodborne illness. This guide focuses on factors which have been implicated in causing 80% of foodborne disease outbreaks and will assist temporary food vendors in managing critical areas of food-handling.

Who Needs a Temporary Food Service License?

Any event offering food to the public at a fixed location for no more than 14 consecutive days, such as a carnival, festival, fair, public exhibition, as a transitory gathering, needs to obtain a license from the Health District. The Newtown Health District Food Ordinance requires a license for temporary events when food and beverages are offered to the public, even if there is no charge.



How to Obtain a License

- ✓ **You must obtain a Temporary Food Service application from the Health District. We can mail or fax it to you, or you may access the application on-line at the following website: www.newtown-ct.gov.**
- ✓ **The Health District will review the application with the person in charge of the event by phone or in the office. This review must take place before approval of the application. The application must be submitted a minimum of two weeks prior to the start of the event. An inspection of your food booth *may be required* by the Health District.**
- ✓ **All food and beverages (including ice) must come from an approved source. Food must be purchased or donated from an approved wholesale or retail store or prepared in a licensed establishment. Potentially hazardous foods prepared in a private home or in an unpermitted food facility may not be used or sold at a temporary food event. Home canned foods are also prohibited.**
- ✓ **All heating, cooling, and hot-holding equipment must be approved by the Health District.**
- ✓ **You must maintain a list of names, addresses and phone numbers of all volunteers working at the temporary food booth, including time-in, time-out, job duties and dates worked.**

Food-Borne Illness and Ill Food Workers

Foodborne illness is a serious problem in the United States. Many foodborne outbreaks have been traced back to improperly handled food at temporary events. According to the Centers for Disease Control and Prevention, an estimated 300,000 Americans are hospitalized each year with foodborne illness. The elderly, the very young and people with compromised immune systems are at greater risk from foodborne illness.

Ill food workers are a significant cause of foodborne illness and therefore must never be allowed to work in a food booth. These workers can easily transmit disease-causing organisms to food, drink and utensils that patrons use. Any person recently experiencing nausea, vomiting, diarrhea, fever with a sore throat, jaundice, cuts or burns on hands should not be allowed to work in a food booth.

There are many types of microorganisms that can cause foodborne illness. You cannot see, smell, or taste them. They are invisible to the naked eye. The following are examples of some common organisms that cause foodborne illness:

- ❖ E. Coli: 0157 H7: found in undercooked beef, unpasteurized apple juices and cider, or contaminated water.**
- ❖ Salmonella: found in poultry and raw eggs.**
- ❖ Hepatitis A virus: found in foods handled by ill food workers prepared with bare hands.**
- ❖ Shigella: ready-to-eat food contaminated by infected persons.**
- ❖ Listeria: found in raw meat, processed meats, deli meats, seafood or dairy products.**
- ❖ Campylobacter jejuni: found in dairy or poultry products.**
- ❖ Cryptosporidium: found in contaminated water.**
- ❖ Noro Virus: transmitted by infected persons touching ready-to-eat foods with bare hands.**
- ❖ Bacillus cereus: found in foods improperly held at bacterial-incubating temperatures or preparing foods several hours before serving.**



Managing Critical Areas of Food Handling

Managing risks associated with contracting foodborne illness is the responsibility of the Temporary Food Booth coordinator. This guide will focus on:

FOOD/WATER/ICE FROM AN APPROVED SOURCE

HOW TO MAINTAIN PROPER TEMPERATURES

FOOD AND UTENSIL STORAGE AND HANDLING

PROPER HANDWASHING

HOW TO SET UP A CLEANING AND SANITIZING STATION

PREMISES

You can help ensure a healthy, safe and successful event for all to enjoy by following the guidelines in this booklet.



Food from an Approved Source

The public assumes that the food they purchase at special events is safe to eat. All foods and drinks offered to the public must be prepared in a licensed, commercial kitchen or at the food booth the day of the event. Under no circumstances can food be prepared in a private residence and then offered to the public. The Health District does not inspect private home kitchens and cannot verify that proper food handling procedures were followed or conditions were sanitary. Home canned foods are prohibited.

All foods shall be obtained from an approved source complying with the applicable State and Federal laws and regulations and shall be clean, wholesome, free from adulteration and properly labeled.

Only those potentially hazardous foods requiring limited preparation (such as hamburgers and hotdogs that only require seasoning and cooking) shall be prepared and served. The preparation of other potentially hazardous foods, including but not limited to pastries filled with cream or synthetic cream, custards and similar products, and salads or sandwiches containing meat, poultry, eggs, fish or shellfish are prohibited unless it can be shown to the full satisfaction of either the Director of Health or authorized agent that the potentially hazardous foods will be prepared, packaged, stored, displayed and transported under conditions and in facilities meeting the requirements of the Newtown Health District Food Ordinance and the Public Health Code of the State of Connecticut.

How to Maintain Proper Temperatures

A potentially hazardous food or a perishable food is a food containing in whole or in part, milk, milk products, eggs, meat, fish, shellfish, non-dairy coffee creamer or any other food capable of supporting the rapid growth of bacteria, viruses or parasites that causes foodborne illness. Foods must be kept “safe” while being transported. You must transport food and beverages in a cooler with adequate ice or hot in a hot box to its destination. This means that food must be kept either cold at 45 F and below or 140 F and above at all times. Food may be out at room temperatures only during absolutely necessary times of preparation. You may not leave potentially hazardous foods out for display at any time.

You will need a properly calibrated probe thermometer to take temperatures of food and beverages, and alcohol swabs to sanitize the thermometer before placing it in food or beverages. You must verify internal cooking temperatures of foods by placing a probe thermometer into the thickest part of the food product.

The following foods must be cooked to an internal temperature without interruption and must maintain that temperature for the prescribed amount of time to be considered safe to consume:

	<i>Internal Temp</i> <i>Must be maintained</i>	<i>Time</i> <i>for at least</i>
Whole roasts	145 F	3 min
Poultry, ground poultry	165 F	15 sec
Pork	145 F	15 sec
Ground beef or pork	155 F	15 sec
Stuffed foods or stuffings	165 F	15 sec

See page 7 for an example of a probe thermometer.

Cold Storage

Adequate refrigeration units to keep potentially hazardous foods to a temperature of 45 F or less may be required at the event. Coolers with sufficient, well drained ice may be approved for storage for a short period provided the ice used as a coolant is not used as an ingredient in ready to eat foods or beverages. All ice must be from a commercial source, not from home. The ice container must be made of a non-porous, easily cleanable surface with a lid. Styrofoam coolers will not be approved. Ice-melt in a cooler should be drained often to prevent accumulation of water. Keep all foods at least 12 inches off the ground, including coolers.

If mechanical refrigeration is used, the units must be clean, in good repair and capable of maintaining food temperatures to 45 F or below. A thermometer should be placed inside the refrigerator to monitor proper required temperature. Alternate methods of temperature control must be provided in the event of a power outage.

Hot Holding

Adequate hot holding units are required to maintain foods to a temperature of 140 F throughout service. A shallow chafing dish/sterno is allowed if proper temperatures are maintained. *Steam tables and chafing dishes are not intended to reheat foods.*



(probe thermometer)

Food and Utensil Storage and Handling

- **Food, beverages, or related items such as napkins, cups, ice, cannot be stored on the ground because of possible insect, vermin or other contamination. Tables or other approved devices (no wood) that elevates these items at least 12 inches off the ground must be used. Nothing should be placed on the ground at your booth.**
- **Protect and keep all food and beverages covered during handling, storage display and service from flies and dust.**
- **Use only single service disposable utensils and paper products for public use. Protect single service items from contamination during storage by storing /dispensing handles up.**
- **Minimize food handling with the use of clean utensils, disposable gloves, and deli paper.**
- **Clean cloths must be used for wiping counters and cutting boards. The cloths must be placed in sanitizing solution of 50 – 100 parts per million chlorine when not in use to prevent the growth of microorganisms. Do not use sponges as they hold bacteria.**
- **Avoid cross contamination of ready to eat foods with raw, potentially hazardous foods. For example, do not slice tomatoes and onions on the same cutting board using the same knife used to slice raw meats.**
- **Do not reuse marinades. Never pour marinade from a raw meat over a cooked product.**

Proper Hand Washing and Personnel Hygienic Practices

Frequent hand washing is another extremely important method of preventing foodborne illness. Hands should be washed whenever they become contaminated. When handling food and beverages, hands must be washed in warm water with soap for at least 20 seconds and dried with a paper towel. See page 12 for details in setting up a hand washing station.

Hands should always be washed:

- **Before starting work**
- **After using the bathroom**
- **After coughing or sneezing**
- **After touching areas of the body such as ears, mouth, nose, hair or scratching anywhere**
- **After smoking**
- **After touching raw protein foods such as chicken, eggs, meat, dairy products**
- **When changing job functions such as cooking hamburgers and then collecting money**
- **Whenever hands become contaminated or soiled**

In addition to hand washing, personnel hygienic practices include:

- **Maintaining a log book showing name, address, phone number and job duties of all food handlers working the event (see attachment)**
- **No pets allowed in the booth**
- **No smoking. The use of tobacco in any form is prohibited in the food booth**
- **No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection shall work with food or within the food preparation area**
- **Hair restraints are required**
- **No non-food personnel/children allowed in the food booth or food prep area**

How to set-up a Cleaning and Sanitizing Station

Adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as cooking utensils, equipment and cutting boards. If you are serving potentially hazardous foods such as dairy products, eggs, poultry, seafood, beef, pork, rice, pasta, potatoes, cooked vegetables, cut melon, sprouts, gravies, sauces, and stuffings, you are required to clean and sanitize utensils, equipment and all work stations using the three-step process listed below:

- ❖ Wash all utensils in the 1st basin containing soap and water**
- ❖ Rinse the utensils in the 2nd basin containing clean water**
- ❖ Sanitize the utensils in the 3rd basin containing water and chlorine at 50 -100 parts per million (ppm). Approximately 1 teaspoon bleach to 1 gallon water. Test the 3rd basin with chlorine test strips. Test strips can be purchased from a restaurant supplier listed in the phone book under “Restaurant Equipment and Supplies.” The test strip should read between 50 – 100 ppm. If the test strip reads 0ppm, the sanitizer is too low and is not effective. If the test strip reads 200 ppm, the sanitizer is too high and is considered toxic.**

All basins shall be labeled WASH, RINSE, SANITIZE. Remember to change the water frequently throughout the event. Clean, 5 gallon buckets may be substituted provided that an adequate potable water supply is available and water is changed frequently. Buckets must not have been previously used for chemical or cleaning compounds.

PREMISES

WATER SUPPLY: An adequate supply of potable water shall be on site and must be obtained from an approved source. Garden hoses are prohibited.

SEWAGE DISPOSAL: All liquid waste shall be disposed of in an approved manner that will not create a health hazard or a public nuisance. Waste water may not be dumped into storm drains.

TOILET FACILITIES: Approved toilet facilities that are conveniently located 500 feet from the food preparation area shall be provided.

LIGHTING: Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.

GARBAGE DISPOSAL: Adequate trash receptacles are to be at each booth with covers or other means to control insects, pests and windblown trash. Provisions must be made for trash disposal during the event.

OVERHEAD PROTECTION: All booths shall have overhead protection so constructed to minimize the entrance of flies, dust and insects.

TEMPORARY LICENSE POSTED: The license holder of the temporary event shall keep the license posted in a conspicuous place within the food booth.

Questions?

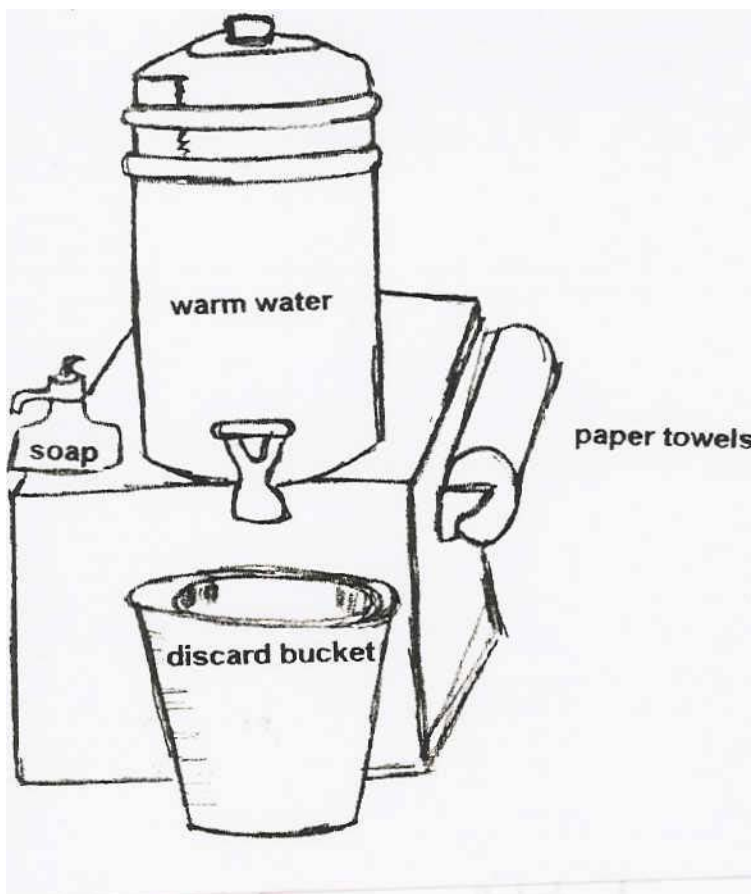
If you have questions or need clarification on any part of this guide, please contact the Newtown Health District at 203-270-4291.

HAND WASHING STATION SET UP

A hand washing station must include:

- Potable warm water
- Liquid soap in a dispenser
- Paper towels
- Container for waste water

The water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing.



CHECKLIST FOR TEMPORARY EVENT OPERATORS

- _____ BI-METALIC STEM THERMOMETER OR THERMOCOUPLE
- _____ HANDWASHING STATION (see diagram)
- _____ SANITIZING SOLUTION (see attachment)
- _____ WATER FROM AN APPROVED SOURCE (potable water supply)
- _____ CLEAN WIPING CLOTHS
- _____ UTENSIL/EQUIPMENT WASHING STATION (labeled)
 - wash
 - rinse
 - sanitize
- _____ ADEQUATE HOT/COLD HOLDING EQUIPMENT
 - coolers
 - chafing dishes with sterno
 - steam tables
 - refrigeration
- _____ VOLUNTEER SIGN IN SHEET
- _____ ADEQUATE NUMBER OF WASTE RECEPTACLES
- _____ HAIR RESTRAINTS
- _____ STORAGE CONTAINERS (stored off the ground)
- _____ OVERHEAD PROTECTION (approved by Fire Marshall's office)
- _____ TEMPORARY EVENT FOOD SERVICE LICENSE POSTED
- _____ ADEQUATE SUPPLY OF UTENSILS, CUTTING BOARDS, AND EQUIPMENT BASED ON PROPOSED MENU AND ANTICIPATED ATTENDANCE

Newtown District Department of Health

Temporary Food Event Worker Registry

Please sign in each time your work. All workers must sign in.

[illegible]

The event coordinator will maintain this log for 90 days following the event.

