

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 11/12/2018	NUMBER 04.07.103
SUBJECT FOOD SERVICE SANITATION AND SAFETY STANDARDS	SUPERSEDES 04.07.103 (07/16/2018)	
	AUTHORITY MCL 289.1101 et seq.; 791.203; United States U.S. Food and Drug Administration Food Code 2013	
	ACA STANDARDS NA	
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POLICY STATEMENT:

The Department shall maintain Food Service sanitation and safety standards as set forth in this policy.

RELATED POLICY:

- 01.05.130 Facility Inspection Response
- 04.03.102 Sanitation and Housekeeping Standards

POLICY:

GENERAL INFORMATION

- A. For purposes of this policy, "offenders" means prisoners, parolees, and probationers housed in a Michigan Department of Corrections (MDOC) facility unless otherwise specified.
- B. The facility Food Service Director shall ensure all employees and offenders at correctional facilities who are assigned to Food Service shall comply with all applicable standards set forth in the current United States Food and Drug Administration (FDA) Food Code and the current Michigan Food Law, MCL 289.1101 et seq., including applicable standards issued by the Michigan Department of Agriculture and Rural Development. Copies of the FDA Food Code shall be available for use by Food Service staff.
- C. The facility Food Service Director shall maintain the standard Hazard Analysis Critical Control Point (HACCP) plan in accordance with the most current FDA Food Code and Michigan Food Law.
- D. The Food Services Program Manager shall ensure an Offender Food Service Manual is maintained. The manual shall identify clothing and personal hygiene, health and sanitation requirements for offenders assigned to Food Service. The Food Services Program Manager shall ensure a copy of the manual is available to each facility Food Service Director. The facility Food Service Director shall ensure a copy is made available for use by offenders assigned to Food Service and by Food Service employees at their respective facilities. Offenders shall be required to read and sign for receipt of the manual as part of their Food Service orientation process.
- E. The Food Services Program Manager also shall ensure an Employee Food Service Manual is maintained. Food Service employees shall be required to read and sign for receipt of the manual as part of their orientation. The manual shall identify clothing and personal hygiene, health and sanitation requirements for Food Service employees in correctional facilities. Clothing requirements shall be consistent with PD 02.03.103 "Employee Uniforms," PD 02.03.121 "Special Alternative Incarceration Program - Employee Uniforms," and PD 02.03.104 "Grooming Standards-Employee" as applicable. The manual shall be available to staff in the Document Access System (DAS).
- F. The Food Services Program Manager shall ensure that a comprehensive Food Service housekeeping plan is maintained that is consistent with the sanitation standards set forth in the current FDA Food Code and the current Michigan Food Law. This shall include cleaning procedures and schedules to be followed by Food Service employees and offenders assigned to Food Service.
- G. The facility Food Service Director shall require each offender and employee under his/her supervision to properly follow all applicable Food Service sanitation and safety requirements and standards. They shall ensure steps are taken to correct any violations discovered.

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- H. Offenders and employees who refuse to comply with applicable Food Service sanitation and safety requirements or standards shall be removed immediately from the assignment pending investigation. Offenders may be subject to discipline pursuant to PD 03.03.105 "Prisoner Discipline" or PD 05.01.142 "Special Alternative Incarceration Program" as appropriate. Employees may be subject to discipline pursuant to PD 02.03.100 "Employee Discipline."

FOOD SERVICE EMPLOYEES

- I. Food Service sanitation and safety training shall be provided to all Food Service employees in accordance with PD 02.05.101 "In-Service Training." Training shall be documented on the Employee Safety Training Record (CAJ-1018).

OFFENDERS ASSIGNED TO FOOD SERVICE

- J. Offenders shall be assigned to Food Service as set forth in PD 05.01.100 "Prisoner Program Classification," consistent with requirements set forth in PD 03.04.120 "Control of Communicable Bloodborne Diseases."
- K. Facility Food Service Directors shall ensure a Food Service orientation program is developed for offenders assigned to Food Service at their respective facilities. Upon request, the Manager of the Environmental Health, Fire Safety, and County Jail Services Section shall assist in the development of the orientation program. All offenders assigned to Food Service shall be required to attend the orientation program and training prior to being placed on the assignment.
- L. The facility Food Service Director shall ensure a comprehensive offender training program is provided prior to the commencement of food service delivery. All training provided to offenders assigned to Food Service shall be documented on the MDOC Prisoner Worker Safety Training Record (CAJ-900). The records must be maintained on site and available upon request.
- M. Offenders assigned to Food Service shall be provided state-issued clothing items for use on the assignment as required in the Offender Food Service Manual. This shall include hair covers and beard covers, as appropriate. The clothing items issued specifically for use on the assignment shall be worn only while on the assignment and while going directly to and from the assignment. Food Service clothing shall not be kept in an offender's cell. The Warden or designee shall ensure Food Service clothing is stored in a secure area when not in use.
- N. Staff designated by the facility Food Service Director shall personally conduct an inspection of each offender assigned to Food Service in their respective facilities at the start of each shift to ensure they meet all clothing and personal health and hygiene requirements, including being free from any noticeable symptom of a communicable disease, cuts, sores and wounds. Offenders who display such symptoms or visible open or infected cuts, sores or wounds that pose a food sanitation or safety concern shall be referred immediately to Health Care and not permitted to work until medically cleared to return. Offenders with minor cuts, sores or wounds may stay on assignment after covering the cut, sore or wound with an appropriate barrier (e.g., waterproof bandage; single-use gloves) if the barrier would eliminate the sanitation and safety concern, or be given only food service duties to perform that would not pose a food sanitation or safety risk.
- O. Whenever an offender assigned to Food Service is determined by Health Care staff to have a communicable disease or an open or infected cut, sore or wound that poses a food sanitation or safety concern, Health Care staff shall notify the Classification Director so that the offender is removed from the assignment until medically cleared to return.
- P. Whenever an offender is medically cleared to return to a Food Service assignment with restriction, Health Care staff shall notify the Classification Director and the facility Food Service of the restriction. In such cases, the offender shall be given only food service duties to perform that are consistent with the restriction. If such duties do not exist or the offender is medically unable to return to the assignment, the offender shall be reassigned as set forth in PD 05.01.100 "Prisoner Program Classification."

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FOOD SERVICE INSPECTIONS IN CORRECTIONAL FACILITIES

- Q. Food Service sanitation and safety inspections shall be conducted in accordance with applicable standards set forth in the current FDA Food Code and the Michigan Food Law, including applicable standards issued by the Michigan Department of Agriculture and Rural Development.
- R. The Food Services Programs Manager shall ensure a systematic program for monitoring compliance with food sanitation and safety standards is established. This shall include at a minimum, the inspections set forth in this section.

Internal Inspections

- S. Food Service Supervisors shall conduct inspections of all Food Service areas (e.g., dining area; food preparation area) and equipment on each shift to ensure food sanitation and safety requirements are being met. Appropriate corrective action shall be taken immediately for any violations found during these inspections; violations that cannot be corrected immediately shall be reported in accordance with facility procedures.
- T. Facility Food Service Directors shall conduct inspections of all Food Service areas at least weekly using the Weekly Sanitation Inspection-Food Service (CAJ-1030). Information provided shall include all Food Service sanitation and safety violations found, including critical violations, corrective action taken and recommendations for corrective action not already completed. Wardens shall ensure any corrective action(s) noted in the inspection is completed in their respective facilities in a timely manner.
- U. The facility Administrative Manager shall complete monthly inspections of all Food Service areas using the Monthly Food Service Sanitation and Food Safety Inspection form. Where appropriate, the facility Administrative Manager shall also complete the MDOC Religious Diet Review form, the Therapeutic Diet Line Review form, and the Snack Bag Review form during the monthly inspection. The results of the inspections shall be forwarded to the Food Services Program Manager or designee. All corrective action from the monthly inspection shall be noted on the Food Service Review Plan of Action/Correction form. Wardens shall ensure any corrective actions noted in the inspection are completed in their facilities in a timely manner.
- V. The Regional Food Services Administrative Manager or designee shall complete quarterly inspections of all Food Service areas and quarterly audits of religious diets. The results of the inspections and audits shall be forwarded to the Food Services Program Manager or designee.

Annual Inspections

- W. An unannounced Food Service sanitation and safety inspection shall be conducted at least annually by a Budget and Operations Administration (BOA) Registered Sanitarian, in accordance with standards issued by the Michigan Department of Agriculture and Rural Development. When a BOA Registered Sanitarian conducts the inspection, s/he shall submit a written report identifying the results of the inspection, including all violations of the Department's Food Service Sanitation and Safety Program, time frames by which the violations are to be corrected and an overall evaluation of the Food Service operation, within 14 calendar days after the inspection. The report shall be submitted to the Manager of the Environmental Health, Fire Safety, and County Jail Services Section, the Food Services Program Manager, Warden, and appropriate Assistant Deputy Director (ADD).
- X. The Warden shall ensure a Facility Inspection Response Report (CRX-113) is submitted to the BOA Registered Sanitarian conducting the inspection, the Manager of the Environmental Health, Fire Safety, and County Jail Services Section, the Food Services Program Manager, the facility Food Service Director, the facility Administrative Manager, and appropriate ADD within 30 calendar days after receipt of the annual inspection report. The report shall include the date violations were corrected, why violations were not corrected and, if applicable, when the violations will be corrected. Any violations cited during the annual inspection must be corrected within time frames specified by the Registered Sanitarian.
- Y. For violations not corrected in 30 calendar days, Wardens shall ensure an updated Facility Inspection Response Report (CRX-113) is prepared in accordance with PD 01.05.130 "Facility Inspection

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Response.” Updated Facility Inspection Response Reports (CRX-113) shall be distributed in the same manner as the initial Facility Inspection Response Report. Wardens shall ensure that scheduled corrective action has been taken at their respective facilities and that implemented changes are being followed.

Report Retention

- Z. Inspection reports and Facility Inspection Response Reports (CRX-113) shall be retained in accordance with the Department's Retention and Disposal Schedule.

FOODBORNE ILLNESS OUTBREAK

- AA. A foodborne illness outbreak is defined as an incident where two or more persons experience a similar disease or illness after eating a common food and laboratory analysis identifies that the food is the source of the disease or illness. All suspected foodborne illness outbreaks in a correctional facility shall be reported immediately by appropriate Health Care staff to the Warden. The Warden shall ensure all of the following are notified:

1. The Manager of the Environmental Health, Fire Safety, and County Jail Services Section.
2. The Administrator of the Bureau of Health Care Services.
3. The appropriate BOA Registered Sanitarian.
4. The Food Services Program Manager.
5. The appropriate facility Food Service Director.
6. The facility Administrative Manager.
7. The local health department.
8. Other staff as required by PD 01.05.120 "Critical Incident Reporting-Correctional Facilities Administration (CFA)," and PD 06.04.136 "Critical Incident Reporting - Field Operations Administration (FOA) and Reentry Services."

- BB. The Manager of the Environmental Health, Fire Safety, and County Jail Services Section shall immediately notify the Food Service Sanitation Section in the Michigan Department of Agriculture and Rural Development of any suspected foodborne illness outbreak and act as the Department's liaison with that department. The Manager of the Environmental Health, Fire Safety, and County Jail Services Section or designee shall assume full responsibility for conducting an investigation of the suspected outbreak, and related follow-up activities unless the local health department conducts the investigation. All employees shall cooperate fully with health officials and the Environmental Health, Fire Safety, and County Jail Services Section in the investigation of suspected foodborne illness outbreaks.

OPERATING PROCEDURES

- CC. If necessary, to implement requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- DD. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits.