

Food Safety Tips

- **Know where your food is prepared.** Contact the food preparers if there is a concern about the safety of the children's meals.
- Ensure that your water supply is safe and stays that way.
- Do not serve food from an unknown source. Serve food only from an approved food service that has a permit from the Local Health Department.
- Check temperatures of food at delivery. Use a digital probe thermometer, inserted one inch into the food item.
- Store delivered food at a secure location to prevent contamination or tampering.
- Keep delivered cold food out of direct sunlight.
- Maintain safe food temperatures by keeping insulated containers closed whenever possible.

Responding to an Incident

Subpart 14-1 of the New York State Sanitary Code, requires all



food service operators to report the occurrence or allegations of foodborne illness. Report

incidents within 24 hours by telephone or in person to the permit-issuing official at your local health department.

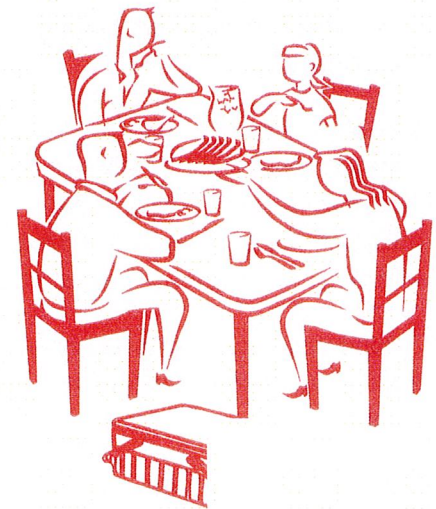


State of New York
Department of Health

08/06

SUMMER FOOD SERVICE PROGRAM

GUIDELINES FOR SATELLITE SITES



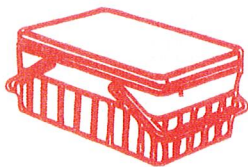
*Food safety is
everyone's
responsibility!*

What is a Satellite Feeding Site

- A satellite site serves prepared food only. There should be no cooking, cooling or reheating of foods.

Establishing a Satellite Site

- Notify your local health department about your plans to operate. The health department will have information about local requirements and training opportunities.
- To obtain a permit, please file an application at least 21 days before you plan to serve food. Some jurisdictions may require more time to process your permit application.
- Attend any required food service management training for food safety.
- Become familiar with Subpart 14-1— *Food Service Establishments, State Sanitary Code* requirements, and any local health department county code requirements for safe food service.



At the Satellite Site

Know your employees. Have an employee sick leave policy that encourages employees to report illness and to not report to work when they have gastrointestinal symptoms or other contagious illnesses.

- Do not allow food workers who are ill to prepare or serve food.
- Do not allow any bare-handed contact with prepared foods. Use plastic gloves or utensils to serve unwrapped food.
- Check that water for drinking at the site is safe and potable.
- Discard potentially hazardous food that has been “out of temperature” (above 45 degrees F or below 140 degrees F) for two hours or when the time “out of temperature” is unknown.
- Whole fresh fruit, salads or bread are not classified as potentially hazardous. These foods must be protected from contamination such as sewage, trash, insects, rodents, and from workers’ or children’s hands. Fresh produce must be thoroughly washed with potable water before service.

Foods are classified as either potentially hazardous food (needing refrigeration, such as cold cuts, tuna salad, egg salad, soup and hot sandwiches) or non-potentially hazardous food (such as fresh fruit, salad, bread or crackers). Potentially hazardous food must be kept hot—above 140 degrees F—or kept cold—below 45 degrees F—at all times until served.

During Meal Service

Children’s dining areas should be supervised.

- Ensure that children wash their hands before eating.
- Monitor food sharing. Prevent children from sharing food with others once they have handled it.
- Food kept in closed containers (such as milk) may be re-served if it is kept cold and not opened. Any other leftover food should be discarded after serving.