Hygiene and Safety Guidelines in Effect at the Breakfast Club of Canada

Here are the guidelines to follow based on provincial authorities' recommended best practices for food hygiene and safety for breakfast programs.

FOOD SAFETY



- ✓ **Check the best before date** on all foods and properly rotate your inventory.
- ✓ **Visually inspect** all products purchased or received. If a product is damaged or seems off (open or torn packaging, leakage, visible mould, freezer burn, unusual spoilage, etc.), do not serve it.
- ✓ **Before placing foods in the refrigerator,** remove them from shipping boxes. To allow air to circulate, do not place foods against the inside walls of the refrigerator.
- ✓ **Take out refrigerated foods right before serving** to avoid leaving them in the danger zone **(between 4 °C and 60 °C)**. Ice packs are not enough to guarantee that a temperature of lower than 4 °C will be maintained.
- ✓ **Rinse all fruits and vegetables** before cutting and serving.
- ✓ **Keep non-perishable foods at least 10 cm or 15 cm from the floor,** depending on current provincial regulations.
- ✓ Regularly check equipment temperature:
  - **Refrigerator: Must be between 0 °C and 4 °C.**
  - **Freezer: Must be -18 °C or colder.**
  - **The temperature log must be filled out every day** for all refrigerators and freezers to prevent cold chain breaks.

BEST PRACTICES FOR FOOD HANDLERS



- ✓ **Remove all visible jewellery** (rings, watches, earrings, piercings, etc.). Medical bracelets and medical necklaces may be worn if they are completely covered by the apron or hidden under clothing.
- ✓ **Fingernails should be short, clean and free of nail polish.** Do not wear fake nails.
- ✓ **Wear a hair net** to completely cover your hair for food preparation and service. **Wear a beard net,** if applicable.
- ✓ **Wear a clean apron** for food preparation and service.
- ✓ For your safety, **wear closed-toe shoes** with non-slip soles.
- ✓ **Wash your hands** upon arrival and whenever there is a risk of food contamination. Hand sanitizer is not a substitute for hand-washing.
- ✓ **Post a sign** illustrating proper hand-washing procedure near any sinks that are used. Examples:
  - *La propreté au bout des doigts !* *(in French only)*
  - *Washing hands, simple and effective!*
- ✓ Make sure your food prep area has a **sink with running drinking water, a liquid soap dispenser and paper towels** at all times. Otherwise, these items must be kept very close by to maintain frequent hand-washing.
- ✓ When serving food, use one **pair of tongs** per food category.
- ✓ **Do not eat** during food preparation or service. This increases the risk of contamination.
- ✓ Effectively **manage food allergies and intolerances.**

The Club recommends working with clean, bare hands, unless otherwise indicated by your provincial regulations.

- ✓ Gloves must be used **only if there is an uninfected wound** on the hand. If you have an infected wound, you should not handle food.
- ✓ Gloves must:
  - be clean, waterproof and long enough to completely cover the bandage.
  - not be made of or powdered with latex.
  - be used only once, never washed or reused.

CLEANING AND SANITIZING



- ✓ Wash **trays and serving containers every day**. Sanitize them at least once a week.
- ✓ Wash **dish cloths and rags after each use.**
- ✓ Wash **all aprons at least once a week.**
- ✓ Keep all **equipment** (refrigerator, freezer, toaster, etc.) **clean and in good condition.**
- ✓ Change or wash and sanitize **knives and cutting boards** between **each type of food** or after handling allergens.
- ✓ **Clean tables and work surfaces** with a diluted sanitizer **before and after preparation**.

Follow these four steps for washing all dishes and small kitchen equipment:

1. **Prewash:** Rinse with clean water to remove food particles.
2. **Wash:** Fill a tub with hot water and an appropriate detergent, and wash the dishes in it using proper materials.
3. **Rinse:** Fill a tub with clean water and soak the dishes in it to remove any detergent residue.
4. **Sanitize:**
   - If a **concentrated sanitizer** is used: Product dilution is required. Refer to the Safety Data Sheet for proper use instructions. A new solution must be prepared daily.
   - If a **pre-diluted sanitizer** in a spray bottle is used, please refer to the Safety Data Sheet for proper use of the product.
   - If you are using a **dishwasher**, make sure the **Sanitize option** is selected. This ensures that the water temperature is at least 82 °C, which allows for thermal disinfection.

SPECIAL CONSIDERATIONS IN QUEBEC

TRAINING AND PERMITS

Breakfast programs involve food handling and are therefore subject to the regulations of the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ). As such, an operating permit is required and a **person designated by the school must attend a three-and-a-half-hour food hygiene and safety information session offered free of charge by the Club.**

The Club has developed this customized training program specifically for breakfast programs. It stems from a special agreement with MAPAQ, which allows regulatory requirements to be adapted to the practical realities of the programs.

Program coordinators have training as food service managers, which complements this session. Their role is to guide and support programs in applying best practices in food hygiene and safety.

The **MAPAQ permit** is provided by the Club and must be **displayed in the preparation room**, along with **Appendix 6**, the official register of trained individuals.

CLEANING PRODUCTS

To meet MAPAQ standards, only products approved for food use may be used for breakfast programs.

**Cleaning and sanitizing products must meet the standards set out in the Food and Drugs Act (R.S.C., 1985, c. F-27) or be listed on the Canadian Food Inspection Agency's Reference Listing of Accepted Construction Materials, Packaging Materials and Non Food Chemical Products, which is available on its website at the following address:* www.inspection.canada.ca.

- ✓ **Cleaning products: Detergent and sanitizer must be stored in containers that clearly identify them:** either the original containers or containers clearly marked with the product name ("Concentrated Sanitizer," for example). All of these products must be stored out of the reach of children to ensure their safety. The safety data sheet must be posted inside the cabinet where the products are stored.
- ✓ **Concentrated sanitizer: Wear safety goggles, gloves and protective clothing** (closed-toe shoes, long pants and a long-sleeved shirt) when handling the concentrated sanitizer. This is a chemical product that must be handled with care. It must be diluted according to the manufacturer's instructions before use (refer to the safety data sheet).

SPECIAL CONSIDERATIONS IN QUEBEC

GENERAL INFORMATION ON FOOD INSPECTION (MAPAQ)

The following information is adapted from content on the MAPAQ website: www.mapaq.gouv.qc.ca

MAPAQ influences and supports the sustainable development of the Quebec bio-food industry.

- ✓ Its work covers the production, processing, commercialization and consumption of agricultural, marine and food products.
- ✓ It plays an important role in research and development, education and training.

Food inspection

In Quebec, MAPAQ is mandated with ensuring that food intended for consumers is safe. It is responsible for conducting inspections of agri-food industry stakeholders, namely:

- ✓ production facilities
- ✓ processing facilities
- ✓ distribution facilities
- ✓ retail and food service establishments

All of these establishments are subject to the Food Products Act and the risk based inspection method, which centres on food safety.

During inspections, the inspector makes observations on the following:

- ✓ **Raw materials:** The food products
- ✓ **Methods:** Food preparation or processing operations
- ✓ **Labour:** Staff hygiene and conduct
- ✓ **Equipment:** The equipment used
- ✓ **Environment:** The environment in which these operations are carried out and storage conditions

These findings determine the priorities for any interventions, based on the level of risk posed by the facility.