



PUBLIC EATING ESTABLISHMENT STANDARDS

Table of Contents

Preamble.....	3
Definitions.....	5
Section 1 – Construction and Facility Requirements	7
1.1 – Plan Approval.....	7
1.2 – Construction	7
1.3 – Water Supply.....	7
1.4 – Separation.....	7
1.5 – Utility Service Lines.....	7
1.6 – Ventilation.....	8
1.7 – Finishing Materials.....	8
1.8 – Lighting.....	8
1.9 – Storage Areas.....	9
1.10 – Refrigerators/Walk-in Coolers/Freezers.....	9
1.11 – Hand Washing Stations	9
1.12 – Tableware, Utensils and Equipment.....	10
1.13 – Janitorial Facilities.....	10
1.14 – Washroom Facilities.....	11
1.15 – Dressing Rooms.....	11
1.16 – Miscellaneous.....	12
Section 2 – Operational Requirements	12
2.1 - Food Safety	12
2.2 – Food Temperatures	13
Section 3 – Cleaning, Sanitizing and Storage of Tableware, Utensils and Equipment.....	15
3.1 – Manual Dishwashing	15
3.2 – Mechanical Dishwashing (Includes Glasswashers).....	16
3.3 – Cleaning and Sanitizing Large Equipment and Clean-in Place (CIP) Equipment	16
Section 4 – Maintenance and General Sanitation	17
Section 5 – Waste Disposal and Recycling	18
Section 6 – Pest Control	19
Section 7 – Personnel	20
7.1 – Food Handler Training.....	20
7.2 – Food Handler Habits, Hygiene and Health.....	20
7.3 – Hand Washing.....	21
7.4 – Gloves, Aprons and Other Protective Apparel.....	21

PREAMBLE

These standards should be read in conjunction with *The Food Safety Regulations*.

Many of the foods prepared and served in a public eating establishment are potentially hazardous. Consumption of improperly processed or handled food may cause food borne illness. Wholesome food, good food handling practices, properly designed and constructed facilities, equipment and adequate refrigeration, as well as properly trained food handlers, all contribute to a safe product.

These standards have been developed to assist operators of public eating establishments in meeting the regulatory requirements contained in *The Food Safety Regulations* that came into force in May, 2009 and replaced the former *Public Eating Establishment Regulations*.

Public eating establishment operators should note that while the standards in themselves are not considered law, provisions of the standards become legally binding when they are attached as a condition of a licence to operate. It is expected that all public eating establishments are constructed and operated in accordance with these standards. There are, however, situations to which the standard may not be reasonably applied or there may be cases where the operator demonstrates an alternative method of meeting food safety requirements. In these situations it may be necessary for the local authority to deviate from some of these provisions.

The standards specify minimum prescriptive standards to be followed when constructing, extending, renovating, altering or operating a public eating establishment. However, where supported by sufficient evidence submitted by the operator, a public health officer may deem a proposed alternative as equivalent to the prescriptive requirements provided that:

- (a) the alternative is capable of performing at least as well as the prescribed standard; and,
- (b) the operator clearly demonstrates and supports how their proposed alternative will achieve the same outcome(s) as the prescribed standard. An appropriate level of evidence, which may include verification of performance by a qualified professional, is required.

A new provision in *The Food Safety Regulations* enables the Ministry of Health or the local authority (i.e. health region) to disclose to the public the details of inspections associated with restaurant type facilities. For more information on the disclosure provisions, contact your local public health officer or visit the following website:

<http://www.health.gov.sk.ca/restaurant-inspections>

Anyone requiring clarification on any aspect of *The Food Safety Regulations* or the Public Eating Establishment Standards is advised to contact their local public health officer. The link below will provide contact information for health region public health inspection offices throughout the province:

<http://www.health.gov.sk.ca/public-health-inspections>

The most current versions of *The Food Safety Regulations* and the Public Eating Establishment Standards are available online at:

<http://www.health.gov.sk.ca/food-safety>

<http://www.health.gov.sk.ca/environmental-health-regulatory-info>

Note: Where there is conflict in wording between the standards and regulations, the regulations will prevail.

DEFINITIONS

“Approved” means approved by a public health officer appointed pursuant to *The Public Health Act, 1994*.

“Clean-in-place” means a cleaning and sanitizing process for food processing equipment that works by flushing detergent, water and a sanitizing solution through the equipment by contacting all interior food contact surfaces before being completely drained of cleaning and sanitizing solution.

“Corrosion-resistant material” means material that maintains acceptable cleanable characteristics under prolonged exposure to food, soil, moisture, heat and the normal application of cleaning compounds and sanitizing solutions.

“Food” means:

- (a) a solid or liquid substance that is used or intended to be used for human consumption; or
- (b) a substance that is intended to enter into, or be used in the preparation or composition of, a substance described in (a) but does not include drugs or water.

“Food grade material” means a material that is used in the construction of utensils, equipment and food contact surfaces that does not allow the migration of deleterious substances or imparts colours, substances, tastes or odours to the food and is safe, durable, corrosion-resistant, smooth, easily cleanable and resistant to pitting, chipping and scratching.

“Game farm meat products” means a product that is derived from antelope, bison, caribou, elk, fallow deer, moose, mule deer, reindeer, white-tailed deer, bighorn sheep, thinhorn sheep, mouflon sheep, musk deer, mountain goats, ostrich, emu, rhea, pheasant, meat rabbit, llama, alpaca, wild boar and any other animal held in captivity for the purpose of producing game animal meat products.

“Impervious” means a surface that is constructed of a material that prevents the passage or entry of moisture.

“Local Authority” means a regional health authority appointed under *The Public Health Act, 1994*.

“Operator” means a person who is temporarily or permanently managing, supervising or in control of the operation of a public eating establishment.

“Potable water” means water that is suitable and safe for human consumption.

“Public eating establishment” means a building, structure or enclosure or part of a building, structure or enclosure, including a mobile or portable structure, in which food or drink is:

- (a) prepared or kept for the purpose of:
 - (i) serving or selling it to the public for immediate consumption there or elsewhere; or
 - (ii) delivering it to a person who intends to serve or sell it to the public for immediate consumption; or
- (b) served or sold to the public for immediate consumption there or elsewhere, but does not include any prescribed establishment.

“Public health officer” means a person, employed by or on contract with a local authority and who has been delegated board powers to administer *The Public Health Act, 1994* and related regulations. Public health officers may also be referred to as public health inspectors or environmental health officers.

“Sanitizing” means a process that provides enough accumulative heat or concentration of chemicals for a sufficient length of time to reduce the number of micro-organisms on food contact surfaces to a level that does not compromise food safety.

“Single service utensils” mean cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, straws, napkins, wrapping materials and toothpicks or any other utensils which are designed to be used only once and then is discarded and includes, but is not limited to paper, styrofoam, wooden, plastic and aluminum foil utensils.

“Tableware” means multiuse utensils used for eating and drinking.

“Utensil and equipment” means any implement, stationary or mobile, manual or mechanical, used in the storage, preparation, transportation or service of food.

SECTION 1 – CONSTRUCTION and FACILITY REQUIREMENTS

Note: Anyone considering establishing or renovating a public eating establishment should be aware that in addition to the requirements of *The Food Safety Regulations* and accompanying standards, approvals from other ministries, agencies and/or local municipalities may also be required. These approvals may include, but are not limited to, building, fire, accessibility, plumbing and sewage disposal.

1.1 Plan Approval

Anyone considering constructing, extending, renovating, altering or establishing a public eating establishment shall submit detailed plans and receive approval from the public health officer prior to commencement of work.

1.2 Construction

Unless the public health officer provides written approval for any changes, applicants shall ensure that the facility is built in accordance with the plans and specifications submitted and approved by the public health officer.

1.3 Water Supply

Operators of public eating establishments shall ensure that there is an adequate supply of potable hot and cold water under pressure for food preparation and food service purposes.

1.4 Separation

When food preparation takes place on the same premises with any retail, wholesale business or any trade, the public eating establishment shall be separated by a floor to ceiling wall from these other operations in a manner acceptable to the public health officer. Barriers are not required where the food preparation area of the facility forms part of a food retail or food wholesale operation.

1.5 Utility Service Lines

1. Exposed service lines for gas, water, plumbing, sewer and electrical utilities that are located within a public eating establishment shall be installed in a manner that allows for easy access for cleaning purposes. Permanently mounted equipment shall be completely sealed to the wall or ceiling.
2. Floor mounted equipment, unless easily moveable, shall be sealed to the floor or elevated six inches (15 cm) and installed in a manner to facilitate cleaning in and around the equipment.

1.6 Ventilation

Unless otherwise approved by the public health officer, adequate ventilation shall be provided to prevent an accumulation of heat, condensation, smoke, dust, grease/oils and odours or other contaminants within the facility. The ventilation system, which includes hoods, canopies, filters and similar devices, shall be designed, installed and maintained so as to prevent contaminants from collecting on walls and ceilings and from dripping onto food or onto food contact surfaces.

1.7 Finishing Materials

1. In areas where food is prepared, packaged, stored or received and where tableware, utensils and equipment are kept or cleaned, the floors, walls and ceilings shall be constructed of materials that are:
 - (a) easily cleaned;
 - (b) durable;
 - (c) impervious;
 - (d) light in colour (to reflect light and facilitate proper cleaning);
 - (e) smooth;
 - (f) non-toxic; and
 - (g) non-corrosive.
2. The joints between the floors and walls in the areas identified above shall be covered and sealed to facilitate cleaning.

1.8 Lighting

1. Adequate and appropriate lighting is to be provided throughout the premises to facilitate cleaning. The intensity in the various areas should be no less than:
 - (a) 110 lux (at a distance of 91cm [3 ft.] above the floor) in walk-in coolers, freezers, dry food storage areas and in all other areas and rooms during periods of cleaning;
 - (b) 220 lux* (at a distance of 91cm [3 ft.] above the floor) in areas used for dining, hand washing, dishwashing, utensil and equipment storage and in washrooms; and
 - (c) 540 lux at the surface where a food handler is working with food or utensils and equipment such as knives, slicers, grinders or saws where food handler safety is a factor.

* Dimmer switches may be used to reduce the intensity in dining rooms when patrons are dining.

2. Lighting fixtures shall be located and be of a safety type or protected to prevent contamination of food and packaging material in the event of breakage.

1.9 Storage Areas

1. Public eating establishments shall have adequate well ventilated storage space for all items required for its operation including food, ingredients, equipment and non-food materials such as tableware, utensils, linens, single-service utensils, packaging materials, cleaning supplies and other chemical agents.
2. Foods shall be stored on impervious shelves which are of sufficient height to allow for easy cleaning of the floor and to allow for inspection for pests.

1.10 Refrigerators/Walk-in Coolers/Freezers

1. Public eating establishments shall be equipped with refrigerators or walk-in coolers and freezers of sufficient size and/or number to accommodate the food supplies that must be refrigerated or frozen.
2. Refrigerators, walk-in coolers and freezers shall be designed and maintained to operate at the required temperatures.

Recommendation

Unless food volume is minimal, commercial refrigerators (or walk-in coolers) should be used.

3. Walk-in coolers shall be equipped with adequate shelving to accommodate food supplies that must be refrigerated. Shelving should be designed to permit proper air circulation and to facilitate cleaning.

1.11 Hand Washing Stations

1. An adequate number of conveniently located hand wash basins, for the sole purpose of hand washing, shall be located in areas where food is handled or prepared. This may include serving/dining areas if food handling/preparation takes place in these areas.
2. Each hand washing station shall be equipped with:
 - (a) hot and cold water under pressure;
 - (b) liquid soap in a dispenser;
 - (c) single use paper towels in a dispenser; and
 - (d) an uncovered* plastic lined waste container.

*Covered waste containers may be permitted provided the lid is controlled by a foot pedal.

1.12 Tableware, Utensils and Equipment

1. Unless otherwise approved by the public health officer, the public eating establishment shall be equipped with:
 - (a) a non-corrosive three-compartment sink of sufficient size to accommodate pots and large food processing equipment*; **or**
 - (b) a mechanical dishwasher that conforms to National Sanitation Foundation International Standards (NSF/ANSI Standard 3 – Commercial Warewashing Equipment) or equivalent for the washing, rinsing and sanitizing of all utensils and (non-stationary) equipment.
2. Where a dishwasher is in place, unless otherwise approved by the public health officer, a minimum of a two-compartment sink is required for the purpose of cleaning or thawing food, the disposal of liquid wastes and to facilitate manual dishwashing in the event that the dishwasher malfunctions.

* Some equipment, because of size or design, cannot be cleaned in sinks or dishwashers - refer to section 3 for details.

3. Where tableware, utensils and equipment are washed, rinsed and sanitized manually, drainage racks of corrosion-resistant material and of adequate size shall be provided. Drainage racks shall be stored in a sanitary manner when not in use.

For information on washing, rinsing and sanitizing processes refer to section 3.

Recommendation

Counters within the dishwashing area should be dedicated for soiled tableware, utensils and equipment.

1.13 Janitorial Facilities

1. To provide for the cleaning requirements of the public eating establishment, each facility shall be equipped with cleaning material, equipment and facilities located so as to prevent contamination of food or food contact surfaces.

Recommendation

A service sink, janitor's sink, or curbed cleaning facility (equipped with a floor drain) should be provided for the cleaning of mops and the disposal of mop water and similar liquid waste.

2. Mops and similar floor cleaning tools shall be cleaned in such a manner so as not to contaminate food or food contact surfaces. Mop water and other liquid wastes shall be disposed of in manner that prevents contamination of food or food contact surfaces.
3. If a hose is connected to any faucets within the public eating establishment, the water supply shall be protected from back-siphonage.

1.14 Washroom Facilities

1. Unless otherwise exempted by the local municipality that is responsible for enforcing the *Uniform Building and Accessibility Standards Act* and regulations, public washrooms shall be provided. Where provided, public washrooms must be conveniently located so that access does not require passage through areas where food is stored or prepared.
2. Washroom facilities may also be required for employees. Contact the Ministry of Labour Relations and Workplace Safety for details.

1.15 Dressing Rooms

Recommendation

Dressing rooms should be provided if employees are required to change their clothes prior to commencement of shift.

1. Where provided, dressing rooms shall be:
 - (a) easily cleanable;
 - (b) well ventilated;
 - (c) well lit;
 - (d) provided with lockers or other suitable facilities for the storage of employee possessions;
 - (e) maintained in a sanitary manner and in good repair; and
 - (f) completely enclosed and provided with a lockable door unless separate facilities are provided for each sex.
2. Where dressing rooms are not provided, lockers or cabinets, located separate from food preparation, storage or serving areas, shall be provided for storage of staff apparel and other personal items.

1.16 Miscellaneous

Depending on the type of food being prepared within the facility, a grease interceptor may be required. Individuals exploring the possibility of opening a public eating establishment are encouraged to discuss this matter with local plumbing officials or the public health officer.

SECTION 2 - OPERATIONAL REQUIREMENTS

2.1 Food Safety

1. Unless exempted in writing by the public health officer, all food and ingredients that will be used in the preparation of food sold to the public shall be from approved sources, that is, sources subject to inspection by a government agency or the health region.
2. All food that is prepared or served in a public eating establishment shall be clean, free from contamination and spoilage and prepared so as to be safe for human consumption.
3. Where food items are to be washed before being prepared or served, the sink(s) shall be washed, rinsed and sanitized between uses.
4. Raw fruit and vegetables shall be thoroughly washed to remove soil and other contaminants before being cut, combined with other ingredients, cooked, or served.
5. Reheated food shall reach an internal temperature of 74°C (165°C) or higher within one hour. Cooking ranges, microwave ovens, ovens and steamers may be used for reheating. Hot-holding equipment, slow cookers or steam tables shall not be used to reheat food as the required temperatures may not be reached within the required time. Food shall not be reheated more than once.
6. Surfaces such as cutting blocks and boards that are subject to scratching and scoring shall be resurfaced if they can no longer be effectively cleaned and sanitized or replaced if they can not be effectively resurfaced.
7. Buffets and salad bars shall be:
 - (a) designed, constructed and operated to:
 - (i) ensure cold foods are maintained at 4°C (40°F) or lower and hot foods are maintained at 60°C (140°F) or higher;
 - (ii) protect food from contamination, e.g. sneeze guards.
 - (b) supplied with suitable utensils or effective dispensing means that protect the food from contamination.

8. Operators shall ensure that an adequate number of plates be made available so that patrons can use a clean plate for each trip to the salad bar or buffet.
9. Food or drink that has been previously served shall not be re-served unless it was:
 - (a) on each previous occasion, served in a container designed to prevent contamination; or
 - (b) individually packaged and has remained unopened and untampered.
10. Ice shall be made from potable water, stored and handled in a sanitary manner. Appropriate scoops with handles should be used when handling ice. After being used to cool food or to keep food cold, ice should not be used as food.
11. Where beverages are kept in bulk for use by the public, they shall be drawn from a covered container by means of a tap. This does not apply to water pitchers placed on dining tables for each setting.
12. Single service utensils shall be handled and stored in a sanitary manner and shall not be used more than once.
13. Except as specified below, live birds and animals shall not be kept or permitted in a room in which food, intended for human consumption, is stored, prepared or served:
 - (a) guide animals, e.g., guide, service or hearing dogs, that assist persons with impairments are permitted in areas where food is served; and
 - (b) edible or decorative fish, shellfish and crustacea in covered aquariums or display tanks are permitted in the dining room.

Recommendation

Pasteurized eggs or egg products should be used in recipes that call for uncooked or undercooked eggs, e.g., Eggs Benedict, Caesar Salad, meringue, eggnog, ice cream, mousse or hollandaise sauce.

2.2 Food Temperatures

1. Operators shall provide an accurate (to 1°C or 2°F) thermometer to monitor food temperatures. Thermometers, used to determine internal food temperatures, shall be sanitized between uses.

Recommendation

Thermometers should be calibrated against a known standard prior to initial use and as necessary to ensure accuracy.

2. Operators shall monitor the temperatures of potentially hazardous foods to ensure that food is stored or displayed at:
 - (a) 4°C (40°F) or lower for cold holding; and
 - (b) 60°C (140°F) or higher for hot holding.

Recommendation

Frozen food should be stored at -18°C (0°F) or lower.

Recommendation

Thermometers should be placed in each refrigerator, walk-in cooler and freezer to ensure equipment is maintaining correct temperatures.

Recommendation

Refrigerator, walk-in cooler and freezer temperatures should be checked at least daily and written records of the temperatures should be maintained.

3. Frozen potentially hazardous foods shall not be thawed at room temperature. Potentially hazardous foods shall be thawed safely using one of the following methods:
 - (a) in refrigerated units at a temperature of 4°C (40°F) or lower;
 - (b) completely submerged in potable cold running water;
 - (c) in a microwave oven only when the food will be immediately subjected to a cooking process; or
 - (d) as part of a cooking process.
4. When thawing raw meat, poultry or fish in a refrigerated unit, operators shall ensure that:
 - (a) the products are placed in a container that will collect any liquid that may be produced as the product thaws; and
 - (b) containers with thawing food are placed on the lowest shelf of the refrigerator or walk-in cooler to prevent the raw liquid from contaminating other food.
5. Food shall be cooked in one continuous process. Food must never be partially cooked, cooled and then reheated to complete the cooking process.
6. Cooking foods to specific temperatures destroys disease causing organisms. Unless specifically ordered by a customer, the following internal temperatures shall be reached and held for at least 15 seconds when cooking the following foods:
 - (a) 60°C (140°F) or above for rare beef steaks and roasts;
 - (b) 63°C (145°F) or above for eggs (if prepared for immediate service); medium rare beef, lamb and veal steaks and roasts;
 - (c) 68°C (155°F) or above for game farm meat products;
 - (d) 70°C (158°F) or above for fish;

- (e) 71°C (160°F) or above for ground beef/pork/lamb/veal; food made with ground beef/pork/lamb/veal, e.g. sausages, meatballs; pork chops, ribs and roasts;
- (f) 74 °C (165°F) or above for ground chicken/turkey; food made with ground chicken/turkey or mixtures containing poultry, meat, fish, or eggs; chicken and turkey breasts, legs, thighs and wings; stuffing (inside a carcass); stuffed pasta; hot dogs; leftovers; egg dishes (if not prepared as specified above); and stuffed fish; or
- (g) 82°C (180°F) or above for chicken and turkey, whole bird.

6. Internal temperatures of cooked potentially hazardous food, not intended for immediate consumption, shall be reduced:
- (a) to 20°C (68°F) or less within 2 hours; and
 - (b) from 20°C (68°F) to 4°C (40°F) or less within the next 4 hours.

Recommendation
 Cooling time may be reduced by:

- (a) the use of ice baths, ice wands and/or shallow pans;
- (b) cutting large items into smaller portions;
- (c) portioning large quantities of food into smaller containers;
- (d) stirring the food frequently; or
- (e) placing the food items in a blast chiller.

SECTION 3 – CLEANING, SANITIZING and STORAGE of TABLEWARE, UTENSILS and EQUIPMENT

Tableware, utensils and equipment shall be effectively washed, rinsed and sanitized either manually, mechanically (in dishwashers or glasswashers) or in the case of some equipment, cleaned-in-place.

Recommendation
 Dishwashing, utensil and equipment washing, rinsing and sanitizing procedures should be posted for easy reference.

3.1 Manual Dishwashing

1. Tableware, utensils and equipment shall be washed, rinsed and sanitized in the following manner:
 - (a) **washed** in the first compartment with an effective detergent at a wash temperature not less than 44°C (111°F);
 - (b) **rinsed** in the second compartment in clean water at a temperature not less than 44°C (111°F);
 - (c) **sanitized** in the third compartment using one of the following treatments:

- (i) immersion for at least one minute in clean hot water at a temperature of at least 82°C (180°F);
 - (ii) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) chlorine solution of not less than 100 parts per million (ppm) concentration;
 - (iii) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) quaternary ammonium solution having a concentration of 200 ppm; or
 - (iv) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) iodine solution of between 12.5 and 25 ppm concentration.
2. Where chemicals are used for sanitizing, testing equipment shall be available for checking the concentration of the sanitizers regularly.
 3. If sanitizer concentrations exceed the concentrations noted above, an additional warm water rinse is required to remove the sanitizer residual.
 4. Manufacturer's instructions for detergents and sanitizers shall be followed.
 5. Tableware, utensils and equipment shall be:
 - (a) air dried after being washed, rinsed and sanitized; and
 - (b) handled and stored in a sanitary manner.

3.2 Mechanical Dishwashing (Includes Glasswashers)

1. If chemicals are used to sanitize tableware, utensils and equipment in dishwashers, the concentrations shall be as noted in subsection 3.1.
2. If hot water is used to sanitize tableware, utensils and equipment, maximum registering or paper thermometers (thermo-labels or temperature stickers) shall be used to ensure the required temperatures are being met as per subsection 3.1
3. Dishwashers and glasswashers shall be thoroughly cleaned at the end of each day's operation or more frequently to maintain them in a satisfactory condition.

3.3 Cleaning and Sanitizing Large Equipment and Clean-in-Place (CIP) Equipment

1. Some equipment, because of size or design, cannot be cleaned in sinks or dishwashers.
2. Equipment too large to be cleaned in sinks or dishwashers, e.g., dough mixers or meat slicers, shall be cleaned where the equipment is situated. The following process shall be followed:
 - a) clean food contact surfaces either by using a cloth immersed in a detergent solution or a pressure washer with detergent;

- b) rinse food contact surfaces with clean water in a spray bottle or pressure washer;
 - c) sanitize food contact surfaces with a spray bottle containing a sanitizer or a pressure washer with a sanitizer. The concentration of the sanitizer shall be double the concentration specified in subsection 3.1. Follow the manufacturer's recommendation regarding sanitizer contact time; and
 - d) rinse food contact surfaces with clean warm water to remove the sanitizer.
3. Clean-in-place equipment shall be cleaned as per manufacturer's instructions.

Recommendation

Instructions should be posted respecting:

- (a) the procedures used for cleaning and sanitizing the equipment;*
- (b) the chemicals used for cleaning and sanitizing;*
- (c) the strength of the chemical solutions used;*
- (d) the length of time the equipment is to be exposed to the sanitizer; and*
- (e) disassembly and assembly instructions as required for cleaning and inspection purposes.*

4. Equipment that is used continuously at room temperature for handling or processing of potentially hazardous food, such as meat slicers and mixers shall be disassembled, washed, rinsed and sanitized every four hours.

SECTION 4 – MAINTENANCE and GENERAL SANITATION

1. Operators shall ensure the public eating establishment is kept clean and in good repair.
2. Every public eating establishment shall have a detailed written cleaning schedule to ensure the safe and sanitary operation of the establishment. The cleaning schedule should specify:
 - (a) areas, equipment and utensils to be cleaned, e.g., food storage and preparation areas, refrigerators/coolers/freezers, washrooms, dishes and utensils and clean-in-place equipment;
 - (b) methods of cleaning (including how to disassemble, clean, sanitize and reassemble the equipment);
 - (c) frequency of cleaning;
 - (d) cleaning and sanitizing agents, their concentration and frequency of application;
 - (e) equipment required to do the cleaning; and
 - (f) personnel responsible for cleaning.

The written cleaning schedule shall be monitored, verified and adjusted as necessary to ensure its effectiveness.

3. Cleaning compounds, toxic and poisonous substances are to be:
 - (a) kept in a compartment separate from food;
 - (b) prominently and distinctly labelled for easy identification of contents; and
 - (c) used so that the substance does not contaminate food or endanger the health of any person.
4. Washrooms shall be equipped with:
 - (a) liquid soap in dispensers;
 - (b) paper towels in dispensers, hot air dryers, roller-type linen towels or roller-type cotton towels;
 - (c) covered receptacles for the disposal of sanitary napkins in each cubicle that contains a toilet where the facility is used by females; and
 - (d) an adequate number of easily cleanable waste containers.
5. Washrooms shall be cleaned at least on a daily basis. More frequent cleaning may be required.

Recommendation

Washrooms should be inspected frequently throughout the day to ensure they remain clean, adequately stocked and in good repair.

6. Wiping cloths for cleaning tables and counters shall be immersed in a sanitizing solution before each use. Sanitizing solutions may include chlorine based products, iodophors or quaternary ammonium compounds at double the concentrations specified in subsection 3.1. The sanitizing solution shall be changed frequently to ensure it remains effective. Wiping clothes are not to be used for any other purpose.
7. Materials and equipment not required for the operation of the public eating establishment shall not be stored in the premises.

SECTION 5 – WASTE DISPOSAL and RECYCLING

1. Waste, including used cooking oil, shall be handled, stored and disposed of in a sanitary manner and in accordance with local bylaws.
2. Waste containers shall be:
 - (a) made of impervious durable material;
 - (b) of sufficient number to contain all the waste generated by the public eating establishment;
 - (c) equipped with tight fitting lids and covered where practical;
 - (d) plastic lined;
 - (e) kept in a clean state and in good repair; and

- (f) removed daily, or more frequently if necessary, from any area where food is prepared or served and areas where tableware, utensils and equipment are cleaned.

Note: The section above does not apply to commercial used cooking oil containers situated outside some public eating establishments, however where these containers are used, operators shall ensure the containers do not create a nuisance due to infrequent cleaning or spillage of oil.

- 3. Where recycling is practiced in the public eating establishment, containers shall be:
 - (a) identifiable or labelled and used exclusively for that purpose;
 - (b) made of impervious material;
 - (c) equipped with tight fitting lids;
 - (d) emptied at a frequency that does not permit the development of objectionable odours and other conditions that may attract pests;
 - (e) kept in a clean state and in good repair; and
 - (f) situated away from food storage, preparation, or dining areas or areas where tableware, utensils and equipment are washed or stored.

SECTION 6 – PEST CONTROL

- 1. All public eating establishments shall be free of pests.
- 2. Areas surrounding the public eating establishment shall be maintained, adequately drained, kept free of rubbish, old equipment and any other potential pest harbourage.
- 3. All openings to the outside air shall be effectively screened. Doors should be self-closing and equipped with tight fitting gaskets to prevent pests from gaining access to the establishment.
- 4. To prevent the entry of pests, an integrated pest management plan should be developed. The plan should describe how to:
 - (a) identify potential pests;
 - (b) monitor pest populations, pest damage and potential pest habitats;
 - (c) eliminate pest populations using strategies that may include a combination of biological, physical, mechanical, behavioral and chemical methods; and
 - (d) monitor and evaluate the effectiveness of pest elimination strategies.
- 5. The operator shall ensure that a written record of all pest control measures used in the public eating establishment is maintained.

6. If pests gain access to the public eating establishment, the infestation shall be eradicated immediately in a manner that does not contaminate food or food contact surfaces. In the case where there is a serious infestation, a qualified person should be used to eradicate the infestation.

SECTION 7 – PERSONNEL

7.1 Food Handler Training

An operator of a public eating establishment shall ensure that employees are adequately trained to handle food safely. The operator of a public eating establishment shall ensure that a person who has successfully completed a course in food sanitation, approved by a public health officer, is working in the public eating establishment at all times when food is being prepared or served.

Safe food handling practices should be reinforced regularly.

Recommendation

Food handlers should be re-certified every 5 years.

7.2 Food Handler Habits, Hygiene and Health

1. Operators shall ensure that all persons working in the public eating establishment observe high standards of personal cleanliness and proper hygiene by:
 - (a) being clean;
 - (b) wearing clean outer garments;
 - (c) confining hair, including beards, by using a hair net or other suitable hair restraint; and
 - (d) removing or suitably covering jewellery.
2. Except for a plain ring, e.g., a wedding band, a medic alert bracelet or necklace, food handlers should not wear jewellery while handling food. Plain rings and medic alert bracelets should be adequately covered by way of disposable gloves and medic alert necklaces should be worn inside the clothing.
3. Unless wearing intact gloves, a food handler should not wear finger nail polish or artificial nails when handling food.
4. Operators shall ensure that any food handler behaviour, which could result in contamination of food, such as eating or use of tobacco, is prohibited in areas where food is stored, prepared or served or where tableware, utensils or equipment are cleaned or stored.

5. Food handlers with acute respiratory illness, influenza symptoms (fever, headache, aches and pains, fatigue, weakness, sore throat, cough and chest discomfort) or experiencing any of the following symptoms shall not be involved in the handling of dishes or utensils, or in the preparation, handling or serving of food:
 - (a) diarrhea;
 - (b) jaundice;
 - (c) vomiting;
 - (d) fever;
 - (e) unusual discharges from ear, eye or nose;
 - (f) severe abdominal pain; or
 - (g) an infected wound or lesion that is open or draining on or about the hands, wrist or exposed portion of arms.
6. Food handlers with illness or experiencing any of the symptoms mentioned above shall report the symptoms immediately to the operator or supervisor. The affected food handler may be assigned other tasks in the public eating establishment that do not involve food handling or dishwashing. Contact your public health officer for details.

7.3 Hand Washing

1. Every person engaged in food handling or food service shall wash his/her hands frequently and thoroughly with soap and warm water and dry their hands with disposable paper towels. Hand sanitizers are not an acceptable alternative for frequent and thorough hand washing.
2. Hands shall be washed before commencing work, after using washroom facilities, after smoking, eating or at any other time hands may be soiled or contaminated.

Recommendation

Notices should be posted at hand washing stations directing employees to wash hands.

7.4 Gloves, Aprons and Other Protective Apparel

1. Disposable gloves are not considered a substitute for frequent and thorough hand washing, however, when gloves are used when handling food, the following protocol shall be followed:
 - (a) hands shall be thoroughly washed before putting on gloves and when changing into a new pair;
 - (b) gloves shall be changed as soon as they become soiled or torn and before commencing a different task;
 - (c) gloves shall be changed at least every 4 hours during continual use and more frequently when necessary; and
 - (d) gloves shall be stored and handled in a manner that minimizes contamination.