

# WINNEBAGO COUNTY HEALTH DEPARTMENT GUIDELINES FOR THE CHAIRPERSON FOR SAFE FOOD HANDLING AT SPECIAL EVENTS

Due to the nature, location, and variety of conditions surrounding the operation of temporary food service events such as carnivals, fairs, food “fests”, community celebrations, and other transitory gatherings, it is frequently impossible to provide the same type of environment as in permanent food service facilities.

In order to ensure the safety of food served by temporary food handling facilities it is necessary to establish and follow certain guidelines for the protection of the public.

The following recommendations and requirements will help to assure safe food, qualify applicants to receive a TEMPORARY FOOD HANDLING PERMIT, and reduce liability risks often associated with such food functions.

**In order to avoid vendors not acknowledged/approved by the event organizer, we recommend that the organizer collect all applications and fees and deliver or mail them to this Department.**

- All meats must be obtained from sources that meet USDA or Illinois Dept. of Agriculture requirements. Food may not be obtained from private sources.**  
Home canned or processed foods must not be used.  
Food must be clean, wholesome, free from contaminants, and be properly labeled from an approved source.  
All fruits and vegetables must be washed before being used.
- Personal hygiene**

  - Strict attention should be given to personal hygiene.
  - Persons with boils, cuts, respiratory infections or communicable diseases shall not work with or around food.
  - Children and non-food handlers are prohibited from food preparation areas.
  - Clean outer garments shall be worn.
  - Hair shall be restrained with caps, hairnets, or visors.
  - Most important - **hands must be kept CLEAN.**

Hands should be washed periodically and frequently to prevent potential contamination. Handwashing facilities **MUST** be provided, convenient to use, and be supplied with hand soap and paper towels.  
A 3 bucket system must be at each location where food is prepped, cooked, or served.  
**(1 bucket of clean water must be provided for hand washing, 1 bucket of sanitizer water must be provided for hand sanitizing, and 1 bucket of sanitizer water for wiping clothes)**  
The water must be changed as frequently as necessary to keep it reasonably clean.  
**SMOKING, EATING, AND DRINKING IS NOT ALLOWED** in food prep areas or where food is served.
- If public toilets are provided, hand washing facilities for the public shall also be provided. These facilities shall be provided with soap and disposable towels.  
Cloth towels must not be used.  
Restroom facilities (including portable toilets) must be maintained in a clean and sanitary condition.

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4. Potentially hazardous food must be stored and displayed at safe temperatures.  
**Cold food must be stored at 41°F or below.**  
**Hot foods must be stored above 135°F.**  
This includes meat or meat products, milk, egg products, poultry or any other food for food mixtures as deemed potentially hazardous by the health authority.  
**Mechanical refrigeration must be used for keeping foods cold.**
5. Ice which will be added to beverages, consumed, or which will come in contact with food must be obtained from an approved source packaged in a disposable closed container.  
  
Packaged ice must be stored at least 6 inches above the ground or floor and otherwise be protected from contamination. Scoops with handles must be used to dispense ice. Hand dipping or scooping ice with glasses or cups is prohibited.
6. Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks.
7. All booths, stands, and kitchens shall have ceilings and 3 walls so constructed to minimize the entrance of flies and dust.  
Ceilings may be constructed of wood, canvas or other materials which will protect the interior of the establishment from the elements.
8. It is required that event booths/tents on unpaved surfaces have cleanable or changeable flooring which may allow them to be kept dry and clean. (i.e. plywood or tarps)
9. Food shall not be stored in un-drained ice.  
Mechanical refrigeration must be used unless otherwise approved by the Health Officer.  
Canned and/or bottled beverages must be stored in drained ice or in ice water that contains at least ½ ounce of bleach to two gallons of water (50 ppm).  
This chlorine residual must be measured and maintained frequently to insure safe handling of bottles beverages.
10. Flies, other insects and rodents must be effectively controlled in areas where they are prevalent. For fly control the stands must either be fully screened to prevent their entry or fly fans may be used to protect a small area.  
The Winnebago County Health Department reserves the right to make final decisions on fly control based on the time of year the function is held, the type and method of food preparation, and how food is handled and served to the patrons.
11. All food must be prepared in facilities approved by the Winnebago County Health Department and having a valid FOOD HANDLING PERMIT.
12. All liquid wastes must be disposed of into public sanitary sewers or private sewage disposal systems approved by the local reclamation district.

All garbage must be kept in tightly covered, water tight, washable containers, or single use containers. The use of plastic bag liners is highly recommended. There shall be no storage of garbage in, or around, food preparation areas overnight.

A commercial type container (dumpster) shall be provided some distance from the stands to receive bagged garbage and other waste. This container shall be changed frequently enough to keep garbage from overflowing and to keep the lids closing properly.

The grounds surrounding food stands must be kept free of food scraps and litter. An adequate number of garbage and rubbish containers must be available for use by the general public.

13. An adequate supply of potable (safe) water must be available in close proximity to the temporary food service establishments being served. This supply must be under pressure with proper backflow prevention and the plumbing must meet the Illinois State Plumbing Code.

Where water is not immediately available to the food stand, operators must provide water storage containers that are constructed to be easily cleanable, used for no other purpose, and be capable of being tightly capped. There shall be no dipping of water either at the source or in the food stand.

14. The use of single service paper or plastic plates, cups, knives, forks, spoons, etc., is necessary due to the lack of proper facilities to clean and sanitize multi-use utensils. All single service articles must be stored and dispensed to protect them from contamination.

Enough clean utensils to last for the day are to be provided to prevent prolonged use of utensils or use of utensils exposed to non-food contamination.

**Separate facilities for the washing, rinsing, and sanitizing of utensils are to be provided.**

15. Only equipment which is safe, in good repair and cleanable shall be used. Galvanized and porcelain containers or utensils **CANNOT** be used.

Food contact surfaces in food preparation areas must be made of a non-toxic, smooth, and easily cleanable material (with the exception of NSF APPROVED hard woods). Counters, shelving, equipment, etc., must be kept clean, organized, and presentable at all times.

16. Potentially hazardous foods, such as cream-filled pastries, custards, and meat, poultry and fish in the form of salads shall not be used unless specifically approved in the TEMPORARY FOOD HANDLING PERMIT.

17. The menu must be approved by the Winnebago County Health Department and planned to avoid left-over food for sale another day.

The time between preparation and serving of foods should be kept as short as possible. Perishable foods should be prepared and refrigerated in small quantities.

If possible foods should be combined cold and kept under refrigeration until final preparation or serving. **Leftover foods shall not be sold or served the following day.**

18. All food on display must be effectively covered or be individually packaged to prevent contamination from patrons, dust, rain, flies or other elements.  
Glass or plastic display cases may be used and should be constructed to be easily cleanable.
19. Sugar, mustard, ketchup, and other condiments shall be individually packaged or dispensed in a *tamper proof* manner and that prevents contamination (i.e. *tethered* squeeze bottles or pump dispensers).  
Solid materials, such as relish or onions, should be individually packaged or dispensed from a container that has a self-closing lid.
20. All equipment must be kept clean and in a sanitary condition. Where equipment is left on-site overnight it must be washed and sanitized before being used.
21. All food stands/booths shall be located as far as possible from livestock barns, animal pens and other potential fly-breeding areas.

## VENDOR CHECKLIST

- \_\_\_\_\_ 1. **Provide a hand washing set-up including soap, and disposable towels.**  
(a properly labeled container of sanitizer water with a spigot above a catch basin for waste water)  
**and/or**  
(standard 2 bucket system with 1 bucket of clear rinse water and 1 bucket of

sanitizer water)

- \_\_\_\_\_ 2. Provide 1 bucket for cleaning cloths and sanitizer water.
- \_\_\_\_\_ 3. Provide adequate mechanical hot/cold holding units.  
(It is recommended that cold holding units be set up well in advance of the event as to meet proper cooling temperatures.)
- \_\_\_\_\_ 4. Provide an adequate number of clean and sanitized cooking utensils, or approved facilities for washing, rinsing, and sanitizing of utensils.
- \_\_\_\_\_ 5. Keep food stored off ground a min. of 6"  
(i.e. dunnage racks, pallets, or shelving).
- \_\_\_\_\_ 6. Metal stemmed thermometers (Range 0°F-220°F) provided for hot/cold holding units.
- \_\_\_\_\_ 7. Ensure proper tamper proof dispensers for condiments.
- \_\_\_\_\_ 8. Provide and wear hair restraints (i.e. cap, hat, or hair net).
- \_\_\_\_\_ 9. Approved floor and ceiling set up, if not provided by organizer  
Provide Screens (16 mesh), air screen, and/or insect control  
(i.e. fans, fly strips).
- \_\_\_\_\_ 10. Clean trash can with lid and liners
- \_\_\_\_\_ 11. Cleaning supplies (i.e. broom, bleach, trash bags etc.)
- \_\_\_\_\_ 12. Provide a receptacle for used charcoal transfer (if applicable).

## ORGANIZER CHECKLIST

- \_\_\_\_\_ 1. Organizers must direct vendors to contact the Winnebago County Health Department for a temporary permit **at least two weeks prior to the event.**
- \_\_\_\_\_ 2. Provide the following to the Winnebago County Health Department:
  - List of vendors, proposed food products, information on booth construction, and grounds layout.
  - **Provide map and specific location of each listed vendor and position number as posted at the event site.**

- During the event, clearly post vendor names or assigned position numbers indicating vendor locations to be inspected.

*(Failure to provide the above information will result in additional fees at time of application.)*

- \_\_\_\_\_ 3. Toilet facilities with adjacent hand sinks provided with soap, paper towels and waste receptacles.
- \_\_\_\_\_ 4. Ensure mechanical refrigeration and hot holding of vendor's products
- \_\_\_\_\_ 5. Provide access to potable (safe drinking) water supply and protection. Water source conveniently located for vendors
- \_\_\_\_\_ 6. Ensure adequate electrical facilities of vendors. (Outlets and ext.cords)
- \_\_\_\_\_ 7. Solid and liquid waste disposal addressed
- Adequate trash cans with liners on ground with frequent emptying
  - Large garbage dumpsters with daily pick up. (Additional pick ups may prove necessary.)
  - Drums or large containers provided for charcoal and grease
  - Central dump sites for waste water
- \_\_\_\_\_ 8. Insect control measures addressed

Event Name \_\_\_\_\_

Date \_\_\_\_\_

Organizer Name \_\_\_\_\_

Contact # \_\_\_\_\_

## **Example**

<b><i>Posted Vendor Name</i></b>	<b><i>Position #</i></b>	<b><i>Serving Time</i></b>
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1. <i>Red's Red Hots</i>	<i>Lot 2</i>	<i>10am-5pm</i>
2. <i>Bettie's Burgers</i>	<i>Booth 1</i>	<i>11am-3pm</i>
3. <i>Pat's Pretzels</i>	<i>Pavilion</i>	<i>8am-6pm</i>
4. <i>Fred's Funnel Cakes</i>	<i>WCHD Hall</i>	<i>10am-7pm</i>

**Attach Map showing  
event area.**