

Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

General Notes

If your camp provides/prepares snacks or meals of any kind, even on an infrequent basis (e.g. overnights, special programmes), you must answer and comply with the Food Service Standards.

The Ontario Health Regulations prescribe the manner in which food may be transported and prepared, along with standards for cleaning and sanitizing dishes, among other things. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances. Today, more than ever, food safety and sanitation are important issues for camps. The health and safety of campers and staff, as well as the reputation of the camp, are dependent upon the food service staff ensuring that any food, including snacks, provided at camp is stored, prepared, cooked and served in a safe manner and that leftovers are stored safely.

Food borne illness, often called "food poisoning", occurs when a person gets sick as a result of eating food that has been contaminated with bacteria, parasites or viruses. Food needs to be handled correctly to ensure that it does not become contaminated and that the bacteria already in the food do not have an opportunity

to multiply. Making sure that the food purchased and prepared at camp remains safe reduces the risk of food borne illness at camp.

Employing a third party (e.g. a caterer) to provide food services does not exempt the camp from meeting the following guidelines. Camp owners and directors must make the caterer aware of the guidelines, the need to meet or exceed the guidelines, and require the caterer to confirm their agreement in writing on a yearly basis.

NOTE: Garbage management has been moved under Campsite, Facilities and Equipment.

Relevant Regulations and Resources

Food Premises Regulation under the Health Protection and Promotion Act, Regulation 562 of the Revised Regulations of Ontario, 1990 applies to day camps serving food.

Recreational Camps under the Health Protection and Promotion Act, Regulation 568 of the Revised Regulations of Ontario, 1990, applies to resident camps.

Guelph Food Technology Centre: Hazard Analysis Critical Control Points (HACCP) has become synonymous with food safety. Recognized worldwide, it has become a food safety yardstick acceptable to both industry and the government.

HACCP provides a systematic and pro-active evaluation of foods by determining the risks from biological, chemical and physical hazards.

Policies for Food Service Staff should be based on the principles recently adopted by Public Health authorities. *The Hazard Analysis Critical Control Points (HACCP) Food Service Safety Manual*, by Joan K. Loken, 1995 is a resource.

Many Public Health offices are now offering Safe Food Handling Courses. Check with your local Public Health department.

MANDATORY: ALL**Applies to:**

- Day Camps
- Overnight Camps
- Short-term Programmes

FD.1. Menus and Snacks

FD.1.1.	Does the camp provide a healthy menu?	Yes	No	NA
FD.1.2.	If your camp provides snacks only or purchases food from a third party caterer that prepares food off-site, are they purchased, stored and served in a safe manner?	Yes	No	NA

If your camp serves only snacks, you are only required to answer FD.1.2. If your camp serves pre-prepared snacks or food from a third party caterer that does not prepare the food at your camp, for example, cheese and crackers, veggies and dip, cake bought from grocery store, pizza, you need to answer FD.1.2. If your camp serves pre-packaged snacks, for example, granola bars, chips, cheese strings, answer "NA" to FD.1.2.

FD.1. MENUS AND SNACKS:

Contextual Education

FD.1.1. This Standard is to assure that camps serve meals that are nutritionally adequate. Menu planning should be guided by Health Canada's standard on adequate amounts of essential food groups. Menus should also be created in recognition of the many health problems associated with a diet with excessive amounts of fats, especially trans fats and sugars. Where there is a choice to use non-trans fats cooking oils and fats the camp should be made aware of these alternatives and encouraged to do so.

FD.1. MENUS AND SNACKS:

Compliance Demonstration

FD.1.1.

Visitor's review of menu, food products and snack policy. Discussion with food service personnel and camp directors about efforts to create a nutritionally positive food experience for campers.

FD.2. Food Service Personnel

FD.2.1.	Is at least one person in the food service area knowledgeable about safe food handling?	Yes	No	NA
FD.2.2.	Are food service personnel free from infectious diseases that may be spread through the medium of food?	Yes	No	NA
FD.2.3.	Do the food service personnel wear clean outer garments and a clean apron for each meal and as necessary?	Yes	No	NA
FD.2.4.	Do food service personnel confine their hair effectively?	Yes	No	NA
FD.2.5.	Do food service personnel wash hands with soap and hot water and follow the six-step procedure before starting work, after every use of a toilet or urinal and as often as necessary while cooking?	Yes	No	NA
FD.2.6.	Is smoking prohibited in the food service area?	Yes	No	NA
FD.2.7.	Are the food service personnel aware and educated as to the camp's policies and procedures and their responsibilities during camp emergencies?	Yes	No	NA
FD.2.8.	Are signs posted to remind staff of proper procedures for food handling, preparation and service?	Yes	No	NA

MANDATORY:

FD.2.1., 2.2., 2.3., 2.4., 2.5., and 2.6.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

FD.2. FOOD SERVICE PERSONNEL:

Contextual Education

FD.2.1. The camp kitchen is a potential source of significant infections through the lack of cleanliness and the lack of knowledge of safe food handling procedures. Proper training and certification of safe food handling is essential at minimum for supervisory staff.

FD.2.2. Food service personnel must avoid contact with food if they are ill or have open sore or cuts and supervisory personnel must be knowledgeable about the health condition of food service staff and enforce proper practices.

FD.2.3. Good personal hygiene is critical to the avoidance of the spread of food borne illnesses. In this context food service personnel must be provided and wear clean work garments and aprons in the kitchen. They also need to avoid wearing articles like jewelry that

could carry contamination.

FD.2.4. Hair should be confined by nets so as to not end up in food.

FD.2.5. Proper hand washing should adhere to the six-step procedure:

- 1) wet hands with running water;
- 2) apply soap;
- 3) scrub each hand for at least 30 seconds;
- 4) rinse hands with running water;
- 5) dry hands with paper towel or hand dryer; and,
- 6) turn off taps using a paper towel.

FD.2.6. Smoking in a food service area could lead to contamination and should never be allowed. After breaks that include smoking, the procedure for hand cleaning is important.

FD.2.7. Food service personnel are sometimes left out of general staff training, often inadvertently. It is essential that all staff including food service personnel be made aware of policies and procedures related to health and hygiene and should be trained in their responsibilities during camp emergencies.

FD.2.8. Post signs indicating proper procedures for the above. Should be prominently posted in bathrooms and in food service areas.

FD.2. FOOD SERVICE PERSONNEL:

Compliance Demonstration

FD.2.1. to FD.2.8.

Visitor Interview: Staff explanation of procedures.

Visitor Observation: Food preparation and food storage areas.



Glen Bernard Camp

FD.3. Kitchen

FD.3.1.	Are the kitchen work surfaces maintained in a clean and sanitary condition?	Yes	No	NA
FD.3.2.	Is there adequate natural and artificial light over all work and dishwashing areas?	Yes	No	NA
FD.3.3.	Is the kitchen well ventilated?	Yes	No	NA
FD.3.4.	Is excess heat in the kitchen controlled for the health and comfort of the staff?	Yes	No	NA
FD.3.5.	Are effective measures in place to keep insects and rodents out of the kitchen?	Yes	No	NA

MANDATORY:

FD.3.1., 3.2., 3.3., and 3.5.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes
- Rentals

FD.3. KITCHEN:

Contextual Education

FD.3.1. Work surface areas should be kept clean for health purposes. Surfaces should be cleaned after each meal with the required dilute chlorine solution. Cleanliness is important to reduce attractants to insects and rodents. Food should be properly stored, covered and refrigerated if necessary or in secure storage areas. Work areas in the kitchen need to be adequately lit in order to facilitate cleanliness.

FD.3.2. and 3.3. Adequate lighting is essential for keeping work surfaces, appliances, equipment and floors clean. Proper ventilation is required especially in the areas of the stoves and dishwashing areas to prevent excess heat for the health and well-being of the staff.

FD.3.5. Insects and rodents in food service areas present health risks from the transmission of bacteria and viral infections.

FD.3. KITCHEN:

Compliance Demonstration

FD.3.2. to FD.3.5.

Visitor Interview: Staff explanation of procedures.

Visitor Observations: Food preparation and storage areas.

FD.4. Safe Food Handling

MANDATORY:

FD.4.2., 4.3., 4.4., 4.5.,
4.6., 4.7., 4.8., 4.9., 4.10.,
4.11., 4.12., 4.13., 4.14.,
4.15., 4.16., 4.17., 4.18.,
and 4.19.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

FD.4.1.	Is all food purchased from an approved, inspected source?	Yes	No	NA
FD.4.2.	Is cold and frozen food delivered in a container with proper temperature control?	Yes	No	NA
FD.4.3.	Are all milk and milk products pasteurized?	Yes	No	NA
FD.4.4.	Are only Canada Grade A or B eggs purchased?	Yes	No	NA
FD.4.5.	Is the refrigeration of milk and other perishable or hazardous foods maintained at 5°C (41°F) or lower?	Yes	No	NA
FD.4.6.	Is all frozen food stored at a temperature of -18°C (0°F) or lower?	Yes	No	NA
FD.4.7.	Are accurate and easily-read thermometers available in each refrigerator and freezer?	Yes	No	NA
FD.4.8.	Are these temperatures recorded according to instructions from your local Health Authority?	Yes	No	NA
FD.4.9.	Is the time that food is left un-refrigerated kept to a minimum, to ensure food temperatures do not rise above the safe limit?	Yes	No	NA
FD.4.10.	Are frozen foods thawed under refrigeration or in cold running water or immediately put in the oven for cooking?	Yes	No	NA
FD.4.11.	Are the areas designated for food storage, preparation, and service maintained clean and free from insects, rodents, vermin, dust and fumes?	Yes	No	NA
FD.4.12.	Are food products not requiring refrigeration stored in closed containers and in areas designated for food storage only?	Yes	No	NA
FD.4.13.	Are all preparation equipment and utensils maintained clean and free from insects, rodents, vermin, dust and fumes?	Yes	No	NA
FD.4.14.	Are temperatures monitored during cooking to ensure temperatures remain within designated safety parameters?	Yes	No	NA

FD.4.15.	Is hot food maintained at 60°C (140°F) or higher until served?	Yes	No	NA
FD.4.16.	Are cutting boards, blocks, tables and equipment kept in good repair and sanitized between each use?	Yes	No	NA
FD.4.17.	Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?	Yes	No	NA
FD.4.18.	Are toxic or poisonous substances stored in a separate area from food?	Yes	No	NA
FD.4.19.	Are toxic or poisonous substances kept in sturdy, clearly labelled containers?	Yes	No	NA

FD.4. SAFE FOOD HANDLING: Contextual Education

FD.4.1. Avoid purchasing dented, bloated, rusted or unlabeled cans. Pre-packed goods should be purchased in airtight containers. Consume foods by the “Best Before” date.

FD.4.2. Frozen foods should be delivered in refrigerated trucks or properly stored for delivery in coolers to prevent contamination from heat and other things that could undermine the integrity of the food.

FD.4.3. Raw milk is milk from cows, sheep, or goats that has not been pasteurized to kill harmful bacteria. This raw, unpasteurized milk can carry dangerous bacteria such as Salmonella, E. coli, and Listeria, which are responsible for causing numerous foodborne illnesses.

FD.4.4. Do not use cracked or Grade C eggs. If bacteria are present on the shell, they could enter the egg through a crack and contaminate the contents. Canada Grade C eggs are not sold to and are not suitable for consumers, but are used for commercial processing.

FD.4.5. Potentially hazardous foods are those foods or ingredients, natural or synthetic in a form capable of supporting growth of infectious and toxic microorganisms. These include milk or milk products, eggs, meat, poultry, fish and shellfish. Such food should be maintained at temperatures of 5°C (41°F) or lower. This Standard applies to all areas of the camp where perishables are stored, the kitchen, health centre, out-trip facilities and staff.

FD.4.6. Frozen foods need to be kept at temperatures of -18°C (0°F) or lower. Temperatures of refrigerators and freezers are required by the Public Health Authority to be regularly monitored with a daily



Camp Mini-Yo-We

log. In the event of a refrigeration breakdown there should be access to maintenance service for timely repair.

FD.4.8., 4.9. and 4.10. Foods in preparation can be dangerous if proper handling procedures are not followed. Food service staff should take appropriate safety precautions when holding, cooling, thawing and serving. Potentially dangerous foods are those that require refrigeration and can in excessive time at room temperature develop infectious or toxic microorganisms. Safe holding temperature limits vary and food service staff should be knowledgeable about these limits.

Improperly cooked eggs, meat, poultry, fish and shellfish, can be potentially hazardous. Food service staff should have proper training in temperatures required for cooked food safety and use an accurate thermometer to determine temperature.

FD.4.11. Food preparation and storage areas should be kept clean for health purposes. To protect from insects and rodents, screens, doors, cabinets, and proper sealable food containers should be used. Food should not be stored on the floor.

FD.4.18. Food service staff should protect all food and food products properly during storage, preparation, display and service. It is essential to avoid cross contamination between raw products and cooked products. A separate cutting board should be used for raw meats. Raw foods should be stored separate from and below cooked or ready-to-eat foods. Proper protocols should be maintained when non-food service personnel use the kitchen or when rental groups use the facility.

FD4.19. Substances necessary for maintenance of sanitary conditions must be used carefully so that food is not contaminated.

FD.3. SAFE FOOD HANDLING:

Compliance Demonstration

Visitor Observation:

FD.4.1. to FD.4.4. Staff information about food suppliers and delivery food order.

FD.4.5. to FD.4.8. Thermometers attached to or available for monitoring refrigeration equipment, temperature logs and of monitoring procedures.

FD.4.9. to FD.4.19. Discussion with camp's kitchen staff and observation by Visitor.

FD.5. Housekeeping and Cleaning

FD.5.1.	Are all dishes and equipment washed in accordance with Ministry of Health standards?	Yes	No	NA
FD.5.2.	Is all food-processing equipment, including pots and pans, cleaned and sanitized after each use?	Yes	No	NA
FD.5.3.	Are all used kitchen cloths, towels and aprons washed daily?	Yes	No	NA
FD.5.4.	Are walls, ceilings, exhaust systems, filters and floors in the food service and dining areas kept clean?	Yes	No	NA
FD.5.5.	Are stoves and grills kept clean and grease pans emptied regularly?	Yes	No	NA
FD.5.6.	Are mops rinsed and hung in a well-ventilated place after each use?	Yes	No	NA

MANDATORY: ALL

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

FD.5. HOUSEKEEPING AND CLEANING:

Contextual Education

FD.5.1. Current health regulations specify heat or chemical disinfection for dishes and utensils regardless of whether they are washed by machine or by hand. If using heat disinfection, wash water must be at least 100°F and rinse must be 180°F.

FD.5.2. If chemical disinfection is an approved sanitizer use as directed. Dishes and equipment includes all items in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse requirement.

FD.5. HOUSEKEEPING AND CLEANING:

Compliance Demonstration

FD.5.1. to FD.5.6.

Visitor Discussion: With camp's kitchen staff and observation and evidence of protocols being followed.