



Public Health

## Special Events

All food vendors involved in any special event, operated for charitable and/or commercial purposes at which food is prepared, served and/or offered for sale to the public must:

- complete and submit the Food Vendor Application for Special Events to Wellington-Dufferin-Guelph Public Health a minimum of 30 days prior to the event
- comply with the attached Food Safety Standards at Special Events \*
- contact a Public Health Inspector at 1-800-265-7293 for specific information involving your event
- The Ontario Food Premises Regulation provides an exemption to organizations that are owned, operated or leased by religious organizations, service clubs, or fraternal organizations. If this exemption may apply to your group contact your Public Health Inspector for more information or link to Religious Organizations, Service clubs and Fraternal Organizations.

Food Vendors at Special Events are required to have a good knowledge of Food Handling Practices. If you have not recently taken a Food Handler Course, please visit our website for course schedules at [www.wdghu.org](http://www.wdghu.org) or contact a Public Health Inspector at 1-800-265-7293.

# Food Safety Standards for Special Events

The location of Special Events is often a temporary or portable set-up therefore presenting unique challenges. By planning ahead and taking the time to read this information you will be prepared to meet the high standards of food safety that customers expect.

## Structure

Your food booth or structure must have:

- overhead cover providing protection from dust, debris and the outside elements,
- a ground cover in the food preparation area if it is located on a dirt or grass field,
- food contact surfaces that can be washable, non-absorbent and easily sanitized.

## Handwashing

A handwashing station must be conveniently located within the food preparation area and must always be supplied with water under pressure. This includes:

- a container with a spout or turn valve,
- a waste water collection bucket which is disposed in a sanitary manner,
- liquid soap and paper towels,
- an electric coffee urn with spout used for hot water.



**Gloves and sanitizing gel is not a substitute for handwashing but may be used in conjunction with handwashing.**

## Dishwashing and Sanitation

A double sink dishwashing method will be required if you are preparing food on site.

- All utensils, equipment, containers and utensils must be washed and sanitized.
- Sanitizing is accomplished by using 1 teaspoon of bleach to 1 litre of water in the second sink.
- Disposable single service utensils must be used for customers. In some situations there may be communal dishwashing areas provided by the event organizer.

- Prepare a bleach solution in a spray bottle for sanitizing surfaces. This must be prepared daily using 1 teaspoon of bleach to 1 litre of water.
- Have a good supply of wiping cloths available. Use these for food contact surfaces only and rinse in a sanitizing solution.

## **Food Protection**

Food must be transported and stored at all times at a safe temperature and protected from contamination.

- Separate raw foods from ready-to-eat foods during storage, preparation, transportation and display.
- Foods must be stored on shelves, pallets or tables and away from chemicals and cleaning supplies.
- Use separate utensils for raw and cooked foods.
- Condiment containers must be pump type, squeeze containers, or flip top.

## **Temperature Control**

Cold foods must be maintained with either refrigeration or insulated containers with ice.

- If using ice, have only a minimum amount of food at your booth and have access to larger refrigeration storage on site.

**Danger Zone**  
**(4° to 60°)**  
**Bacteria can grow rapidly in the**  
**Danger Zone....**

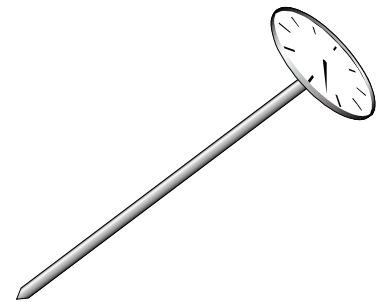
Keep hot foods hot > 60° (140°)  
Keep cold foods cold < 4° (40°)  
Keep frozen foods at -18° (0°)

All hot and cold storage must have thermometers to monitor the temperatures.

- Hot foods must be kept hot by using a steam table, chafing dish or other enclosed heat unit.
- These units are not capable of reheating only holding temperatures.
- Precooked food must be thoroughly cooked and never partially cooked.

- Hazardous food must be cooked to the following internal temperatures.

<b>Internal Cooking Temperatures:</b>	
Chicken	74° or 165°
Pork	71° or 160°
Hamburger	71° or 160°
Chili, stews & soup	74° or 165°



- A probe thermometer **MUST** be available and used to check food temperatures regularly.

### **Garbage Disposal**

- Garbage such as food waste should be collected in a manner that will discourage flies and other pests.
- Garbage pails should be lined for easy and regular removal throughout the event.
- Waste water should be disposed in sanitary manner not disposed on the ground.

### **Personal Hygiene**

#### **Always wash your hands with soap and water:**

- before starting and resuming work
- before preparing food
- after handling raw meats
- after coughing, sneezing or blowing your nose
- after handling money
- after using the washroom
- after smoking
- after touching garbage or any soiled surfaces.

#### **It is important to:**

- always be clean yourself and wear clean clothes
- hair must be confined or held back
- have separate duties for cooking and handling food
- always wear clean disposable gloves if you have any cuts or abrasions on your hands
- to not handle food if you have diarrhea or are sick

# Check List

## Did You Forget Anything?

### **Handwashing:**

- Handwashing facility
- Liquid soap in dispenser
- Paper towels

### **Dishwashing:**

- Disinfectant (bleach)
- Dishwashing equipment

### **Structure:**

- Overhead protection
- Ground cover
- Food properly protected and stored
- Garbage bins

### **Hot Foods:**

- Steamer or
- Chafing dishes
- Cooking equipment
- Thermometers

### **Cold Foods:**

- Refrigeration
- ice
- Thermometers

### **Personal:**

- Hair tied back/hair covering
- Clean outer clothing
- Separate staff for handling money and handling food



**Public Health**

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