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Berryville, VA 22611
(540) 955-1033

Frederick/Winchester
107 N Kent St, Ste 201
Winchester, VA 22601
(540) 722-3480

Page County
75 Court Lane
Luray, VA 22835
(540) 743-6528

Shenandoah County
494 N Main St, Ste 100
Woodstock, VA 22664
(540) 459-3733

Warren County
465 W 15th St, Ste 200
Front Royal, VA 22630
(540) 635-3159

Temporary Food Establishment Operator Guide

Dear Temporary Food Establishment (TFE) Operators:

This collection of resources is intended to help you prepare for operating your booth, tent, cart, or other temporary setup and ensure a smooth inspection for you on the day of the event. You are strongly encouraged to utilize the checklists and other materials in your planning and on the day of the event so that you understand both the health inspector’s expectations and your responsibilities for protecting the health and safety of your customers.


When planning to operate a Temporary Food Establishment, every operator must consider a fundamental question- How will I ensure that all food that is served is safe to consume and free of contaminants that can cause food-borne illness?

To help answer that question, this guide is presented in the following sections:




Food & Beverages

Procuring, preparing, storing, and handling food products



Facilities & Equipment

Physical structure, utensils, containers, and surfaces



Practices & Procedures

Ensuring compliance & maintaining a safe operation

Additionally, the following Resources are provided for your use:

1. Resource 1: Required Minimum Temperatures – temperature chart for food temperatures.
2. Resource 2: Sanitization Setup Example – illustration of setting up handwashing and sanitizing facilities.
3. Resource 3: Certified Food Protection Manager – information on obtaining appropriate certification.
4. Resource 4: Sample Employee Health Policy – policy example you can use or adapt as necessary.
5. Resource 5: Sample Illness Cleanup Policy – policy example you can use or adapt as necessary.
6. Resource 6: Temporary Food Vendor Checklist – completing this checklist and having it available at the time of inspection can help ensure a smooth and easy permitting process for you and the Health Department inspector.

If you have any questions about food regulations or the inspection and permitting process, contact your local Health Department for assistance.

Important Note: If the inspection reveals the presence of substantial or imminent health hazards, including, but not limited to, inadequate facilities maintain required food temperatures, the use of home-prepared food, contaminated or adulterated food, ill employees, or continuing and/or flagrant sanitary violations, the temporary food establishment shall immediately cease food service operations. Operations shall not resume until all violations have been corrected and approved by the health officer.

1. A thermocouple or metal stem thermometer is to be provided to check the internal temperatures of **time/temperature control for safety (TCS) hot and cold food items**. Temperature measuring devices must be equipped with a tip-sensitive small diameter probe if thin foods are served. A full definition of TCS foods may be found in the Virginia Food Regulations 12VAC5-421-10, a digital copy is available on request.
2. Adequate equipment shall be provided to maintain *TCS foods* at required temperatures at all times. A chart illustrating proper food temperatures can be found in the resources at the end of this guide.
3. All cooked or prepared food shall be served on or in single-service paper/plastic utensils or similar articles intended for one-time, one-person use and then discarded.
4. **No home cooked or home canned foods are allowed.**
All food preparation shall be done on site or properly transported from a permitted food facility. (The application requires a signature from the permit holder giving permission to use the permitted facility).
Food establishment operations are not to be conducted in a private home, unless its specific use has been approved by the Virginia Department of Agriculture and Consumer Services (VDACS). (Include supporting documents with the Temporary Food Establishment Application)
5. A Temporary Food Establishment Permit is not needed if only “non-TCS Prepackaged Food or Beverages” are offered, which means ready to eat or drink commercially individually packaged food or beverages such as chips, crackers, bottled water, or soda.
6. Food must not be stored on the ground or floor and must be stored beneath overhead cover.
7. Food on display shall be wrapped or have sneeze shielding to protect from patron contamination.
8. Food shall not be stored in garbage bags, grocery bags or by reusing single-use containers. Use food grade containers labeled with common name.
9. Raw meat products are to be stored separately from other foods to prevent cross contamination.
10. Self-serve condiments are to be individual packets, squeeze, or pump bottles. Open bowls are prohibited



Facilities & Equipment

1. Facilities for **handwashing must** be provided prior to food handling. These facilities shall include soap, disposable towels, and either:
 - A. Hot and cold running water, or,
 - B. Warm water in a completely enclosed container with a free-flowing spigot and catch basin.
2. The food facility must be provided with an approved water supply and ice supply. Enough water must be available for food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. In addition, if the facility is connected to a municipal water supply it must have a *food grade* hose with a backflow prevention device.
3. All wastewater (including, but limited to liquid waste from sinks, hand washing, ice storage, equipment drains or other sources) is to be disposed of in an approved manner. Wastewater must be disposed of in an approved wastewater disposal system. Wastewater may not be dumped into the ground surface, into waterways, or into storm drains; but must be collected and disposed of through an approved sewage disposal system.
4. All cooking, food preparation, service, display, and storage areas are to:
 - A. Have an approved wind resistant and waterproof overhead covering.
 - B. Be adequately protected from contamination from sneezing/coughing, dust, and vermin.
 - C. Be completely separated from public access by an effective barrier such as ropes or tables.
 - D. Be designed to protect condiments by using individual packets or approved covered dispensers.
 - E. Store food, beverages, utensils and paper products a minimum of 6" off the ground covered.
 - F. Have a floor to adequately control dust and mud.
5. Cleaning and Sanitizing:
 - A. A properly plumbed three-compartment sink with hot and cold running water or three (3) basins large enough to accommodate the establishment's largest piece of equipment shall be provided for washing, rinsing, and sanitizing of food contact surfaces, utensils, and equipment.
 - B. A sanitizer test kit will be required to monitor strength of sanitizer used on food contact surfaces, utensils, and equipment. Test kits can be obtained through a food supplier or restaurant supply company. Appropriate Concentrations: Chlorine: 50-200ppm; Quaternary Ammonia Compound: use according to manufacturer's directions.
6. Air-dry all washed and sanitized items.
7. For disposal of items, use trash bags in cans with tight fitting lids.
8. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment and wiping cloths. Examples: buckets, cloths, detergents, and sanitizer.
9. Food preparation should only be done on smooth and easily cleanable counters and tables.
10. All toxic cleaners and any other necessary items (i.e., lighting fluid, fuels, etc.) must be labeled and stored away from food.



Practices & Procedures

1. A designated person in charge (PIC) must be on site during all hours of operations of the temporary food establishment. The PIC is responsible for ensuring compliance with health code requirements and shall be able to demonstrate knowledge specific to the menu and level of food handling. Depending on your operation, the PIC may also need to be a Certified Food Protection Manager. See the Certified Food Protection Manager info sheet in the resource section of this guide for more info.
2. Food handlers are to follow approved procedures when preparing and serving food:
 - A. **Wash hands frequently** – Food employees must wash their hands upon entering the food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination (e.g., after any cleaning activity or handling money) and to prevent cross-contamination (e.g., when switching between working with raw foods and ready-to-eat foods).
 - B. **Do not touch ready-to-eat (RTE) foods with bare hands**, except when washing fruits and vegetables. Suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment must be used. “RTE food” means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer. Food employees shall minimize bare hand and arm contact with exposed food that is not kept in a ready-to-eat form.
3. Wear clean outer clothing and hair restraints that effectively keep hair from contacting exposed food and food contact surfaces are to be worn. No hand or arm jewelry is to be worn (except a wedding band). Unless wearing intact gloves in good repair, a food employee shall not wear fingernail polish or artificial nails when working with exposed food.
4. Food employees are not allowed to smoke or eat (including chewing gum) in the food preparation and service areas. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee’s hands, the container, and exposed food, clean equipment, utensils, and single-service/single-use articles.
5. Employees with symptoms such as diarrhea, vomiting, jaundice, sore throat with fever, infected cuts or wounds that cannot be bandaged and covered OR employees diagnosed with diseases which can be transmitted through food such as Norovirus, Hepatitis A virus, Shigella spp., Shiga toxin-producing Escherichia coli, Typhoid fever (caused by Salmonella Typhi), Salmonella (nontyphoidal) are to be excluded and/or restricted from working in the temporary food establishment.



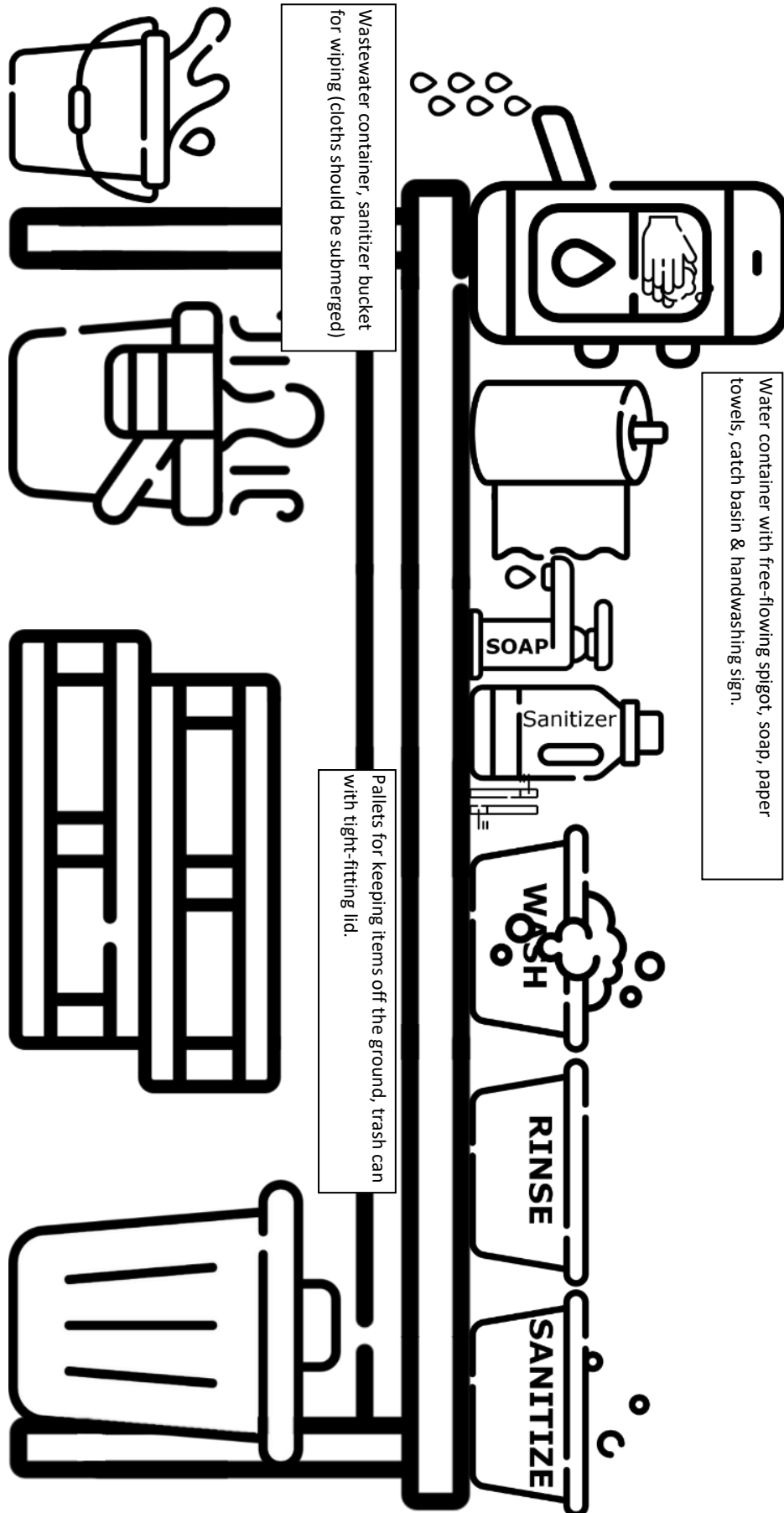
Resource 1: Required Minimum Temperatures

Cooking	
<ul style="list-style-type: none"> Eggs broken and prepared in response to a consumer's order and for immediate service Pork Fish 	145°F for 15 seconds
<ul style="list-style-type: none"> Eggs NOT broken and prepared in response to a consumer's order and for immediate service Comminuted meats Comminuted fish Injected/tenderized meats <p><i>Note: Comminuted means reduced in size by methods including chopping, flaking, grinding, or mincing</i></p>	155°F for 15 seconds
<ul style="list-style-type: none"> Poultry Stuffed meats Stuffed fish Stuffed pasta 	165°F for 15 seconds

Holding	
Cold holding	≤ 41°F
Hot holding	≥ 135°F
Reheating for Hot Holding	
RTE Food taken from a commercially processed, hermetically sealed container or from an intact package from a food processing plant for hot holding	≥ 135°F
TCS Food that has been cooked, cooled, and reheated (including commercial foods previously reheated and cooled) for hot holding.	≥ 165°F
<i>Reheating for hot holding must be done rapidly, time that food is between 41°F and minimum holding temperature above must be less than two hours.</i>	



Resource 2: Sanitization Setup Example





Resource 3: Certified Food Protection Manager

12VAC5-421-55: Certified Food Protection Manager

Requirements

- At least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager, demonstrating proficiency of required knowledge and information through passing a test that is part of an accredited program.
- This section does not apply to food establishments that serve only non-temperature control for safety food and food establishments where food handling does not exceed reheating and/or cold holding of commercially processed and packaged ready-to-eat food.

Certification

The following programs are recognized by the Virginia Department of Health:

<u>National Restaurant Association</u> https://servsafe.com ServSafe Food Protection Manager Certification Program	<u>National Registry of Food Safety Professionals</u> https://nrfsp.com Food Protection Manager Certification Program International Certified Food Safety Manager
<u>360training.com, Inc</u> https://360training.com/learn2serve Learn2Serve Food Protection Manager Certification Program	<u>Above Training/StateFoodSafety.com</u> https://statefoodsafety.com Certified Food Protection Manager Exam
<u>The Always Food Safe Company, LLC</u> https://alwaysfoodsafes.com	<u>AAA Food Handler</u> https://aaafoodhandler.com/food-manager-certification Food Manager Certification

Please provide Food Protection Manager Certification documentation with all applications for any renewal of a food facility, new establishment, or for temporary food establishments that do not fall under the exemptions above.

Resource 4: Sample Employee Health Policy

The purpose of this agreement is to inform conditional and non-conditional food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE any onset of the following symptoms either at or outside of work, including initial date of onset:

- Diarrhea
- Vomiting
- Jaundice
- Sore throat with fever
- Infected cuts, wounds or lesions containing pus on the hands, wrists, exposed body part or other body parts and cuts, wounds or lesions that are not properly covered (such as boils and infected wounds), however small.

I AGREE TO REPORT TO THE PERSON IN CHARGE any future exposure or any medical diagnosis of myself, or household members, of the following diseases:

- Norovirus
- Shigellosis
- Shiga Toxin-producing E. Coli
- Salmonella (Typhoidal & Non-typhoidal)
- Hepatitis A

I HAVE READ or had explained to me and understand the requirements concerning my responsibility under the Virginia Food Code and this agreement to comply with reporting requirements specified above including symptoms, diagnosis and exposure specified; work restrictions or exclusions that are imposed on me and good hygienic practices.

Employees please sign and date:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Person In Charge: _____ Date: _____



Resource 5: Sample Illness Cleanup Policy

Use or adapt the following procedures to ensure safe cleanup and sanitization in the event of a vomit or diarrheal incident:

Before Clean Up Begins

1. Remove all individuals (employees and customers) within a 25-foot radius and ask them to wash their hands immediately.
2. Block off the area and, if applicable, dispose of all uncovered food and single-use containers and utensils within a 25-foot radius.
3. Put on personal protective equipment (i.e., disposable gloves, plastic apron, and/or mask)

Clean Up Surfaces

Step 1: Cover

- Cover the vomit or diarrhea with paper towels or an absorbent powder (such as kitty litter) to soak up liquids.

Step 2: Remove

- Remove the paper towels or hardened powder with a scoop/scrapper and immediately place them in a sealable plastic bag.

Step 3: Wash

- Prepare a solution of soapy water.
- Wash all surfaces contaminated with vomit or diarrhea with this solution. This includes all nearby surfaces possibly splashed by vomit or diarrhea, such as chair legs, tables, walls, shelves, or counters. Wash as wide of an area surrounding the vomit or diarrhea as is possible. Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- Rinse the soapy water from all surfaces with clean water.

Step 3: Disinfect

- Use paper towels or a mop with a disposable mop head, saturate all washed surfaces with a disinfectant.
- Prepare a chlorine bleach solution (CDC & EPA recommendations):
 - $\frac{3}{4}$ cup of concentrated bleach + 1 gallon water (concentration ~3500ppm); OR
 - 1 cup of regular strength bleach + 1 gallon water
- Use a spray bottle and saturate the area and surfaces (25-foot radius).
- Leave surface wet for at least 5 minutes. Always follow the directions on product label.
- Wash, rinse, and sanitize all surfaces intended for food or mouth contact before use.

After Clean Up

Step 1: Remove

- Remove all personal protective equipment and place in the plastic bag. Do not touch any of the surfaces that were just cleaned as they can be re-contaminated. All personal protective equipment must be taken off before leaving the area that has been cleaned.
- Place all used cleaning supplies, such as paper towels and disposable mop heads, in the plastic bag. Seal the bag with a twist tie.
- Throw away all uncovered food near the vomit or diarrhea event as well as any food handled by the person who was sick.
- Remove all waste from the facility immediately following local, state, or federal rules.

Step 2: Clean mops and scoops

- Wash and disinfect mop handles and other reusable cleaning supplies, such as scoops/scrapers, using the same steps as used for hard surfaces.

Step 3: Wash hands

- Wash hands thoroughly before performing any other duties.



Resource 7: Temporary Food Vendor Checklist

Please read this checklist carefully. Completing the checklist and having it available on the day of your inspection will help ensure a smooth, easy inspection and will enable the Health Department to provide your permit as quickly as possible.

1.	Temporary Food Establishment Guidelines have been reviewed and available at the event, Virginia Department of Health Food Regulations will be followed.	<input type="checkbox"/>
2.	Food is prepared on site, on the day of the event, or at applicants' VDH permitted food facility.	<input type="checkbox"/>
3.	Name of Certified Food Protection Manager (if applicable): Copy of certification attached.	<input type="checkbox"/>
4.	Employee Health Policy is implemented for all food employees and available.	<input type="checkbox"/>
5.	Illness Clean-Up Guidelines, equivalent plan, or bodily fluid clean up kit available.	<input type="checkbox"/>
6.	Handwashing station or sink is required and is to be set up and used prior to any food preparation: <input type="checkbox"/> Sink/container with free flow spigot <input type="checkbox"/> Catch basin <input type="checkbox"/> Pump soap <input type="checkbox"/> Paper towels	<input type="checkbox"/>
7.	No bare hand contact with ready-to-eat foods. Gloves, deli paper, tongs, etc. will be used to protect foods.	<input type="checkbox"/>
8.	Water is from approved source and in ample supply for event: <input type="checkbox"/> Bottled <input type="checkbox"/> Public <input type="checkbox"/> Private well <input type="checkbox"/> Direct connection to public water w/ food grade hose	<input type="checkbox"/>
9.	Wastewater disposal: Grease disposal:	<input type="checkbox"/>
10.	Adequate supply of ice, sourced from: <input type="checkbox"/> Commercially bagged <input type="checkbox"/> VDH Permitted food facility	<input type="checkbox"/>
11.	3 compartment sink or 3 basins set up for warewashing: <input type="checkbox"/> 3-compartment sink <input type="checkbox"/> 3 basins w/lids <input type="checkbox"/> Dish soap <input type="checkbox"/> Sanitizer <input type="checkbox"/> Sanitizer test strips Sanitizer used:	<input type="checkbox"/>
12.	Describe how TCS foods will be held & monitored, incl. equipment. Cold holding: Hot holding: Cold/hot transported to event:	<input type="checkbox"/>
13.	Food thermometer provided & calibrated.	<input type="checkbox"/>
14.	Hair restraints provided (e.g., hats or hair nets).	<input type="checkbox"/>
15.	Food is protected from contamination.	<input type="checkbox"/>
16.	Food and food contact items stored off ground and beneath overhead protection.	<input type="checkbox"/>
17.	Food protected from public access by sneeze guards, barriers, or lids.	<input type="checkbox"/>
18.	Overhead protection provided: <input type="checkbox"/> Tent <input type="checkbox"/> Building <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile unit <input type="checkbox"/> Other:	<input type="checkbox"/>
19.	VDH Food Permit visible to public. (Designated location: _____)	<input type="checkbox"/>