



Food Safety and Safe Water Practices Policy and Procedure

Created: February 23, 2023

Reference: Toronto Public Health IPAC Guidance 2023,

Date Approved by Board of Directors: July 20, 2023

Reviewed: September 23, 2025

Policy Statement:

Orde Day Care Centre is committed to providing a safe and healthy environment for children, families, and employees. Orde Day Care Centre will take every reasonable precaution to ensure adherence to proper food safety practices and has developed written policy and procedures regarding safe food handling practices. Orde Day Care Centre will serve food in compliance with Ontario Food Premise Regulations (O.Reg 493/17) and the Health Promotion and Protection Act (HPPA)

Purpose:

Proper food handling practices within childcare centres reduce the risk of foodborne illness, which is caused by eating or drinking food that has been contaminated by bacteria, viruses, moulds or parasites. The symptoms of food borne illness may vary but the most common include fever, stomach cramps, nausea, vomiting and diarrhea. Symptoms can appear within a few hours to a few days or weeks. Children are considered a high-risk population because they do not have a fully developed immune system and are at higher risk of experiencing severe health complications. Staff, students and volunteer must review this policy upon hiring/unpaid placement and yearly thereafter, or whenever changes are made.

Food from an Inspected Source:

- All food products purchased or brought into the centre must be from an approved source (e.g., restaurants, supermarkets, bakeries) that is inspected or graded.
- Program and Kitchen staff should maintain a record of the following
 - a. The source of the food (restaurant, supermarket, food supplier, bakery)
 - b. A description of the food
 - c. The date the food was brought into the centre
 - d. A copy of the receipt or invoice

Temperature Control:

The **DANGER ZONE** is a temperature range in which bacteria that causes foodborne illness can multiply at it's quickest. This range is between 4 C and (40 F) and 60 C (140 F)

To prevent bacteria from growing to dangerous levels, every effort must be made to prevent food from being stored within this temperature range

- Refrigeration equipment must be maintained that potentially hazardous foods stored at 4 Celsius or lower at all times
- Refrigeration equipment must provide adequate space
- Each refrigeration unit must be equipped with an accurate and readable thermometer
- Toronto Public Health requires child care centres to maintain accurate monitoring of the refrigeration as part of a food safety plan



- When taking a temperature of food with a probe thermometer, ensure the thermometer is located in the centre of the food for an accurate reading
- The probe thermometer must be washed, rinsed and sanitized between uses

Utensil Sanitation and Dishwashing:

To effectively clean and disinfect utensils and dishes, use either the manual dishwashing method or mechanical dishwasher

Manual dishwashing method can be conducted in two ways:

- **TWO compartment method:** the wash and rinse steps are shared with the first sink
- The second sink is used for immersing dishes and utensils fully in a sanitizing solution
- **THREE compartment method:** dedicates one sink to each action. One for washing, the second for rinsing and the third for sanitizing

Mechanical Dishwashers must be equipped with accurate and easily readable thermometers to determine effective wash and rinse cycles temperatures. Mechanical dishwashers must be in compliance with O.Reg 493/17 Food Premise

- Wash temperature between 60-71 Celsius
- Rinse temperature at least 82 Celsius for at least 10 seconds (or a chemical rinse solution in compliance with the standards set out in O.Reg 493/7.
- If the above cannot be confirmed, the dishwasher must be NSF certified as per O.Reg 493/17 Food Premise

Food Recalls:

- Operators must be aware of the foods being served to the children in the childcare.
- All supervisory and kitchen staff at Orde Day Care are subscribed to the Food Recalls and warnings
- Supervisor are responsible for ensuring that any food recalls are shared or being reviewed by the kitchen staff.
- Food recall notices will be posted on the kitchen bulletin board
- Food recall warnings and allergy alerts can prevent food borne illness or serious allergic reaction

Four steps for Food Safety:

1. Clean- hand, utensils, surfaces and fruits and vegetables

- Staff must always wash their hand before and after handling food
- Staff should wear clean clothing, hair tied back and finger nails short
- Food surfaces should be non absorbent, easily cleaned and sanitized
- Cutting boards, knives and other cooking utensils must be washed, rinsed and sanitized between uses
- Counter tops, refrigeration equipment, ovens, and microwaves must be washed and sanitized as often as necessary to prevent contamination
- Raw fruits and vegetables must be washed and scrubbed under a steady stream of cold running water before being cut or handled
- Raw meat and eggs **must not be washed** prior to handling, as this increases the risk of contamination of the food preparation area



- Food packaging, such as lids of cans and jars should be washed prior to opening

2. Separate – don't cross contaminate:

- Raw foods (meat, seafood, eggs) must be kept separate from ready to eat (RTE) foods such as cheese, fruits and vegetables
- Use different coloured cutting boards for meats and RTE foods
- Separate utensils and platters for raw and cooked food is required

3. Cook – ensure food is cooked to the right temperature:

- Probe thermometers must be used to measure the hot holding temperature and cooking temperatures of food
- Probe thermometers must be washed, rinsed and sanitized between uses
- Document food temperatures
Food temperature logs should include
 - a. The date
 - b. Type of food
 - c. Final cooking temperature
 - d. Time of arrival (catered food)
 - e. Serving temperature

4. Chill- refrigerate promptly

- Food that is not going to be consumed immediately must be properly cooled
- To effectively and safely cool warm foods, they should be divided into several shallow containers to allow for quicker cooling.
- These foods must be refrigerated within 2 hours of cooking, but as soon as possible is most ideal.
- Ensure refrigeration equipment is not over crowded to allow for proper circulation and more consistent cooling
- Frozen foods must not be thawed on the counter or under hot running water

Summary of Procedure for Kitchen and Program Staff:

- All food products must be purchased or brought into the centre from an approved source such as a restaurant, bakery or grocery store or food supplier that is inspected or graded
- There must be one certified food handler present during hours of operation
- Store food in a manner to prevent contamination from hazardous materials such as cleaning, disinfecting
- All individuals must wash their hands prior to handling food
- Prevent physically handling food as much as possible by using utensils such as tongs
- Maintain a record of the source of food (e.g., restaurant, supermarket, or bakery) a description of the food item, the date the food was brought into the childcare centre, and a copy of the receipt or invoice
- All food contact surfaces, utensils and food preparation materials must be washed, rinsed and sanitized between uses and whenever contaminated.
- Use sanitizer if food preparation areas that complies with the standards set out in O.Reg 493/17 Food Premise Act



ORDE DAY CARE'S STAFF MANUAL – POLICY AND PROCEDURE HANDBOOK

- Centres should have recipes, menus and proof of purchase from an inspected facility for all food brought into the centre
- Areas where food preparation occurs (e.g., kitchens) must be equipped with a designated hand washing sink
- Designated hand washing sink must be equipped with
 - a. Hot and cold running water
 - b. Liquid soap dispenser
 - c. Paper towels or mechanical hand dryer
 - d. A hand washing information sheet

Adverse water conditions or Interruption during childcare hours

Adverse water Quality

- Inform
 - a. Ministry of Environment, conservation and Parks @ 416 325 3000 or 1 800 268 6060
 - b. Toronto Public Health Central Health Line @ 416 338 7600
- Have a contingency plan which includes
 - a. Identify safe alternative sources of water, such as bottled water and how much will be needed for the setting, including water for drinking, handwashing, and cleaning
 - b. Identify steps to take if the centre is closed due to a prolonged water disruption

Water Interruption

- Use safe, alternative sources of water, including water for drinking, handwashing and cleaning
- Discontinue any food preparation on site
- Have food prepared for in advance or use catering or restaurant service (i.e. pizza lunch)
- Use single disposable plates and utensils for
- Suspend operations if the repair or interruption has compromised water quality or safety or if the duration of interruption exceeds a day of operation
- Inform TPH @ 416 338-8410 when water interruption concludes or if there are any other concerns

Policy and Procedure Review:

The **Food Safety Practices Policy and Procedure** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care's **Food Safety Practices Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Food Safety Practices Policy and Procedure**. I understand that if I have questions, at any time, regarding the policy and procedures, I will consult with my immediate supervisor.

Please read the **Food Safety Practices Policy and Procedure** carefully to ensure that you understand the policy before signing this document.



Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: