

# **Central State Hospital Protocol: Food for Catered Functions, Cook-Outs, Parties, And other Special Events (approved 12/2010)**

**Introduction:** Central State Hospital (CSH) serves a number of individuals who are at significant risk of developing food-borne illnesses and/or require specialized diets. To ensure the health and well-being of the individuals that we serve, food safety must be given the highest priority.

**Purpose:** This protocol provides regulations designed to insure that the food consumed by the individuals residing at CSH meets or exceeds the standards set forth in the Food Code of Georgia (Rules and Regulations for Food Service, Chapter 290-5-14).

**Discussion:** Most, if not all, food and refreshments should be provided by the Food Service Department at CSH. With advanced planning and through coordination with food service, most food items can be made available for special events and parties. In a limited number of situations event planners may prefer to bring food onto campus or provide food prepared by private caterers. In these situations, the event planners must follow the special procedure for outside food and catering; and notify food service at least 72 hours in advance so that the regular meals will not be prepared.

## **I. Procedure for Special Events Catered by The CSH Food Service Department**

- a. The event planner should contact the catering office in the Food Service Department (4998) well in advance of the event for assistance in planning the event and to determine the availability of specific food items that may be desired. Special dietary limitations or restrictions for some individuals must be taken into consideration during this planning.
- b. Once the preliminary planning process is completed, a written request for CSH catering must be submitted.
- c. These request forms are available on the CSH website and must be submitted to the Food Service Department at least four (4) weeks in advance.

## **II. Procedure for Special Events Providing Food From Sources Other Than the CSH Food Service Department**

- a. The event planner must obtain food ONLY from outside sources that are approved and must ensure that the special dietary limitations or restrictions for some individuals are taken into consideration.
- b. Food of any type that is prepared at home or by caterers who are not licensed and who do not have a valid Food Service Permit is strictly prohibited. Food items such as store bought chips and cookies, including dips, are allowed provided that they arrive in the factory sealed packaging and are consumed within one (1) hour of opening.
- c. Private caterers must be fully licensed with a valid Food Service Permit and a current Food Service Establishment Inspection.
- d. When using private caterers, event planners must obtain and keep on file the latest inspection report. These inspection reports can be obtained directly from the vender and verified on-line at <http://health.state.ga.us/programs/envservices/inspections.asp> .
- e. The proper serving temperatures of food items must be maintained at all times in order to ensure food safety. Hot food items must be served at 135°F or above and cold food items must be served at 40°F or below. Thermometers for measuring temperatures will be provided and calibrated by food service. The event planner or person in charge must document the food temperatures and maintain those records to be available upon request. Food items received from private caterers that fail to meet these temperature requirements must be rejected.
- f. Items purchased for parties from establishments having proper food service permits and delivered to the facility or picked up by C.S.H. staff for client parties (example: pizza, wings, or sub sandwiches) are to be served immediately upon delivery and consumed within one hour of receipt or discarded.

### **III. Procedure for Cookouts**

- a. The event planner should contact the catering office in the Food Service Department (4998) well in advance of the event for assistance in planning the event and to determine the availability of specific food items that may be desired. Special dietary limitations or restrictions for some individuals must be taken into consideration during this planning.
- b. Once the preliminary planning process is completed, a written request for CSH catering must be submitted.
- c. These request forms are available on the CSH website and must be submitted to the Food Service Department at least four (4) weeks in advance.
- d. Chilled items should be held under refrigeration in a refrigerator designated for such food items and for which a temperature log, verifying appropriate temperature, is kept. Proper refrigeration of these items is required until they are cooked. Once cooked, these items must be consumed within one hour or discarded.

### **IV. Procedure for Food Items brought In By Friends and Relatives**

- a. All food items brought in to an individual by friends and relatives must be approved by the Treatment Team/Designee\* before these items may be consumed.
- b. The Treatment Team/Designee\* must ensure that these food items do not violate any special dietary requirements identified for that individual or must obtain an order to permit their consumption. The Treatment Team/Designee\* must also ensure that these food items do not jeopardize the safety of other individuals who may have the opportunity to consume these items by safeguarding the items should they be on the unit or at locations from which they may be taken. These items may not be shared with other clients without prior approval by the Treatment Team/Designee\*.

\* Team Leader, Nurse, or OD