

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: IS-FS-01

Applicability: DOC

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Chapter 4: INSTITUTIONAL SERVICES

Sub Chapter: FOOD SERVICE

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: GENERAL FOOD SERVICE OPERATIONS

PREA Standards: N/A

Responsibility: Steve Dick

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Authority:

### **1. PURPOSE**

To describe food service business rules, standards, and requirements that shall be followed at all Iowa Department of Corrections (IDOC) institutions.

### **2. POLICY**

It is the policy of the IDOC to establish procedures ensuring that well-balanced, nutritionally adequate, palatable and appealing in appearance meals shall be served to all incarcerated individuals, staff and guests in accordance with applicable standards.

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### **3. DEFINITIONS – See IDOC Policy AD-GA-16 for Definitions.**

## **4. PROCEDURES**

### **A. Staffing**

1. Each institution shall employ a full-time staff member experienced in food service management who has the resources, authority, and responsibility to provide the institution with a complete food service program.
2. The number of staff assigned to food services shall be adequate to provide three meals per day. Staff size and organization will vary depending on incarcerated individual population, physical plant, and equipment available.

### **B. Menus and Diets**

1. Institutional Food Service Directors shall follow an IDOC master cycle menu program that minimizes repetition of food items. At least annually, there must be documentation by a licensed dietitian stating that the institution's dietary allowances meet the nationally recommended Dietary Reference Intakes (DRIs) for basic nutrition as published by the National Academy of Sciences. Menus shall be followed substantially without major or frequent changes. Changes or substitutions shall be of comparable nutritional value and properly documented. Quarterly menu evaluations of the food actually served shall be conducted by institutional Food Service Directors to verify adherence to the established menu plan. A file of tested standardized recipes is maintained on the FS ICON system.
2. All modified diets prescribed in writing or electronically by a medical provider shall be prepared as ordered. Food Service Directors shall follow the modified diet menus maintained on the FS ICON system. For diets not available on FS ICON, Food Service Directors shall follow modified diet patterns as provided by the Iowa Dietetic Association's Simplified Diet Manual. A copy of this manual is available in Health Services and in Food

Services. Modified diets shall conform to the cycle menu as closely as possible.

3. The IDOC master cycle menu program shall provide a meatless substitute for meals that contain meat for persons who, because of religion or personal preference, choose not to eat meat or the type of meat available. The menu with the meatless substitute shall be nutritionally adequate. If additional foods are required or must be eliminated due to religious preference, the diets must be approved by the chaplain or designee. These should be specific and complete, furnished in writing to the Food Service Directors and should be rewritten monthly.
4. Menus shall be available for review at least one week in advance. The Food Service Directors will take the following into consideration, food flavor, texture, temperature, appearance, palatability and incarcerated individual preference. Incarcerated individual preferences shall be determined by food acceptability surveys completed at least annually. The results of the food acceptability are to be shared with the Food Service Directors.

### **C. Meal Service**

1. A breakfast, lunch, and supper meal shall be provided on a daily basis. Two of these meals must be hot, except for weekend and holiday, and restricted movement variations. Employees should be served the same food the incarcerated individuals are served.
2. The time span from the end of the evening meal to the beginning of breakfast meal shall not exceed 14 hours. Variations may be allowed based on weekend, holiday, and restricted movement food service demands provided basic nutritional goals are met.
3. Meals shall be served cafeteria style with normal group eating facilities whenever possible. Individual tray service is provided when necessary for safety or security reasons. Staff supervision of meals is required, but should be done with as minimal regimentation as possible. Food should be served as soon as possible after preparation and at an appropriate temperature. Incarcerated individuals will have the opportunity to have at least 20 minutes to consume their meal.

4. The exclusion of food shall not be used as a disciplinary measure.

#### **D. Sanitation, Safety, and Training**

1. All food service personnel, both incarcerated individuals and staff, shall comply with the US Public Health Services Food and Drug Administration as well as any other federal, state or local food service laws or regulations. An independent, outside agency shall ensure that the food service facilities meet established health and safety codes. Documentation must be available to show corrective action taken on any deficiencies.
2. There shall be a pre-assignment medical assessment of all staff involved in food service and provisions made for periodic health screens thereafter.
  - a. Incarcerated individuals shall receive a pre-assigned medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illnesses that are transmissible by food or utensils.
  - b. Periodic health screens shall occur at least annually; however, health issues and sanitation practices shall be monitored on an ongoing basis.
3. All food service personnel (incarcerated individuals and civilians) are monitored regularly by the Food Service Directors or Designee to ensure standards of sanitation and personal hygiene are met.
4. All food service personnel shall be instructed on the rules of sanitation and food safety for food service including proper hand washing techniques to include: upon reporting for duty, after using toilet facilities, in-between glove changes, before and after eating or handling clean utensils or single service, and whenever necessary.
5. All food service personnel shall be instructed on accident prevention, use of safety devices, PPE, floor care, knife storage, and the use of fire extinguishers. This instruction shall be documented.
6. The Food Service Directors or designees shall make weekly safety and sanitation inspections of the food service area, which includes dining, food preparation and storage areas of the department and all the equipment. The Food Service Directors or designees should attend regular meetings to

discuss accident prevention and analyze major accidents to prevent recurrence.

7. Temperatures shall be documented daily for refrigeration (35 – 40 degrees Fahrenheit) and freezer (at or under 0 degrees Fahrenheit) units. Food stored in refrigeration/freezers shall have specific storage periods. Dry food should be stored in areas that are between 45 and 80 degrees.
8. Refrigerator and freezer temperatures are to be taken and recorded each day. Food temperatures shall be documented during each meal. Ware washing and sanitizing temperatures shall be documented for each meal.
9. The food service department's physical plant shall include ample space for food preparation based on population's size and types of meal service.
10. Toilet and washbasin facilities shall be readily available to all food service workers (civilian and incarcerated individual) in the vicinity of the food preparation area.
11. Fire safety protection systems in food service production areas must meet local and state regulations, shall have adequate coverage of use over the grills, deep fat fryers, tilt skillets, and other similar equipment. The fire safety system should comply with National Fire Protection Association (NFPA) and the Underwriters' laboratory (UL) 300 codes. Adequate avenues for fire exits are required in case of emergencies.
12. There shall be a pest control program in food service.
13. Food service equipment shall comply with applicable codes and be designed and constructed for ease of cleaning. Worktables and similar pieces of equipment shall be constructed of a non-porous material. All equipment shall be operated and maintained according to the manufacturer's specifications.
14. All staff, contractors and incarcerated individual workers who work in food service are trained in the use of food service equipment and the safety procedures to be followed in the food service department.
15. In the event of vomiting, diarrhea, and blood borne events, the following cleaning process shall occur.

- a. Each facility shall utilize their designated protocol (bio hazard) cleaners. These individuals shall be trained in blood borne pathogens, PPE, and Hazard Communication.
- b. Personal Protective Equipment necessary to clean contaminated locations include; disposable gloves, bio hazard suits, disposable face mask, splash resistant eye protection.
- c. The approved chemical agent is Oxivir Tb Wipes.
  - 1) Apply undiluted. Pull towelette from dispenser and wipe the surface.
  - 2) All surfaces must remain visibly wet for 10 minutes.
  - 3) A potable water rinse is required when disinfecting food contact surfaces.
- d. The designated cleaner shall;
  - 1) Wash their hands
  - 2) Don appropriate PPE
  - 3) Properly clean the area. Cleaning is a critical step as disinfecting will not be effective if the area is not properly cleaned of dirt and germs prior. The worker shall ensure that all cleaning supplies are clean.
  - 4) Properly disinfect the area and all contaminated items. This includes allowing Shurguard to air dry.
  - 5) Rinse all food contact surfaces with potable hot water and soap after the appropriate contact time has passed.
  - 6) When complete, properly doff PPE and place in a properly labeled bio hazard bag. Disposable items shall be discarded after each use.
  - 7) Wash hands thoroughly with soap and water immediately after disposing of trash and/or other contaminated items.

16. All potential exposed food to norovirus will be properly disposed of. Each facility will determine location of disposed items in their institutional procedure.

## **E. Fiscal Management**

1. The food service operations shall maintain accurate records of meals served, meal expenditures, and inventory, so that the cost per meal per incarcerated individual may be determined
2. The meal cost summary shall be prepared monthly and data entered into the Food Service ICON.

Food and supplies shall be purchased according to the Iowa Code and the Department of Administrative Services/General Services Enterprise administrative rules, and according to institutional procedures so that wholesale and other favorable prices and conditions are utilized.

## **F. Security**

1. Knives and utensils shall be secured and accounted for in a manner that will maximize a safe environment for all civilians and incarcerated individuals.
2. Contraband food items identified per institution policy shall be secured and monitored by institutional personnel. All yeast as well as other cooking substances that may be used improperly by incarcerated individuals shall be kept under lock and key. A perpetual inventory shall be maintained on all stocks of yeast and similarly controlled items. Yeast wrapping paper shall be controlled by staff until disposed of outside the facility.
3. Institutional key and door control policies are followed at all times to maximize a safe environment. All delivery traffic and timely waste removal services shall be conducted in accordance with institutional security procedures.

## **G. Gardens**

1. If resources and land permit, an institutional garden shall be maintained.
2. Accurate records shall be maintained of the produce raised.

3. Garden produce should be delivered to the food service timely and shall be inspected by food service personnel prior to its use.

**H. Business RULES – see Attachment A**