

# Checklist Tool- Food Safety Requirements

Use and Storage of Food and Beverage Items  
Brought in for Residents

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New York

## FOOD SAFETY POLICY CHECKLIST

### **483.60(i)(3) Food Safety Requirements-Use and Storage of foods and beverages brought in for residents**

The facility must have a policy regarding use and storage of foods brought to residents by family and other visitors to ensure safe and sanitary storage, handling, and consumption

#### **Purpose and Intent of 483.60(i)(3)**

The purpose of the food safety requirements related to the use and storage of food and beverage items brought in for resident is:

- To ensure the facility obtains food for resident consumption from sources approved or considered satisfactory by Federal, State, or local authorities; and
- Follows proper sanitation and food handling practices to prevent the outbreak of foodborne illness. Safe food handling for the prevention of foodborne illnesses begins when food is received from the vendor and continues throughout the facility's food handling process.
- To assure that the individual facility has followed all the required steps for the development and implementation of a comprehensive Use and Storage of Food and Beverage Items Brought in for Residents Review Program in accordance with the new requirements, the following checklist captures specific action items for successful completion.

To assure that the individual facility has followed all the required steps for the development and implementation of a comprehensive food safety requirements: use and storage of food and beverage items brought in for resident's - policy and procedure in accordance to the new Requirements of Participation (RoP), the following checklist captures specific action items for successful completion. The left column represents the actual RoP language and the right column indicates specific leadership strategies for successful completion and implementation of the revised RoP. When preparing updated policies and procedures, it is recommended to include actual RoP language as applicable. Please note that CMS has not issued its interpretative guidance for the new RoP, therefore additional updates may be necessary once the guidance is released.



**SUGGESTED CHECKLIST: FOOD SAFETY REQUIREMENTS - USE AND STORAGE OF FOOD AND BEVERAGE ITEMS BROUGHT IN FOR RESIDENTS**

Regulation	Recommended Actions
<p><b>483.60(i)(3)</b> Have a policy regarding use and storage of foods brought to residents by family and other visitors to ensure safe and sanitary storage, handling, and consumption</p>	<ul style="list-style-type: none"> <li data-bbox="773 478 1455 745"><input type="checkbox"/> Develop a policy and procedure that addresses the appropriate use and storage of foods and beverages brought to residents by family and other visitors. This policy must follow the safe and sanitary storage, handling and consumption of food as identified in 483.60(i) Food Safety Requirements.</li> <li data-bbox="773 772 1455 961"><input type="checkbox"/> Review and update resident, resident representative and family education on food, beverage accessibility, purchasing, storage and consumption in accordance to individualized care plan.</li> <li data-bbox="773 989 1455 1262"><input type="checkbox"/> Review and update admission, readmission and comprehensive individualized assessment and care planning process with respect to the appropriate use and storage of foods and beverages brought to residents by family and other visitors including safe and sanitary storage, handling and consumption of food.</li> <li data-bbox="773 1289 1455 1444"><input type="checkbox"/> Educate staff on roles and responsibilities related to the appropriate use and storage of foods and beverages brought to residents by family and other visitors.</li> <li data-bbox="773 1472 1455 1703"><input type="checkbox"/> Review and update maintenance and housekeeping policies and procedures related to respective roles and responsibilities for the appropriate use and storage of foods and beverages brought to residents by family and other visitors.</li> <li data-bbox="773 1730 1455 1801"><input type="checkbox"/> Review proper storage guidelines with staff, residents, family, and visitors.</li> </ul>

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Regulation	Recommended Actions
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review temperatures in personal refrigerator in resident’s room making sure it maintains 41 degrees F or below.</li> <li><input type="checkbox"/> Ensure an internal thermometer is in each refrigerator in resident’s room.</li> <li><input type="checkbox"/> Identify facility staff responsible for maintaining resident room refrigerators.</li> <li><input type="checkbox"/> Identify location for food container labeling items. I.e. masking tape, marker, etc.</li> <li><input type="checkbox"/> Provide safe food handling guidelines to residents, family members and visitors.</li> <li><input type="checkbox"/> Update facility postings and resident rights postings as applicable.</li> <li><input type="checkbox"/> Develop a monitoring process which addresses the appropriate use and storage of foods and beverages brought to residents by family and other visitors for safety, appropriate handling, storage and consumption of food/beverages.</li> </ul>
<p><b><u>Related Regulations</u></b>            483.60(i) Food Safety Requirements            The facility must            483.60 (i)(1) Procure food from sources approved or considered to be satisfactory by federal, state, or local authorities.</p> <p style="padding-left: 40px;">(i) This may include food items obtained directly from local producers, subject to applicable State and local laws or regulations.</p> <p style="padding-left: 40px;">(ii) This provision does not prohibit or prevent facilities from using produce grown in facility gardens, subject to compliance</p>	<p><b>Recommended Actions - Related Food Safety Requirements.</b> <i>Review the below with respect to the appropriate use and storage of foods and beverages brought to residents by family and other visitors</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Observe protocol for produce grown in facility garden from planting, washing, handling, preparing and storage/refrigeration to ensure compliance.</li> <li><input type="checkbox"/> Review process for handling, storage and refrigeration of food items brought into the facility by family and other visitors.</li> <li><input type="checkbox"/> Audit kitchen, dining rooms, activity areas, resident rooms and all locations where food is prepared or consumed by residents. Observe</li> </ul>

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<p>with applicable safe growing and food-handling practices. (iii) This provision does not preclude residents from consuming foods not procured by the facility.</p> <p>483.60(i)(2) - Store, prepare, distribute and serve food in accordance with professional standards for food service safety.</p> <p>483.60(i)(3) Have a policy regarding use and storage of foods brought to residents by family and other visitors to ensure safe and sanitary storage, handling, and consumption.</p>	<p>for any bare hand contact with ready to eat foods. Provide coaching as needed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify documentation that food vendors are approved or considered to be satisfactory by Federal, State or Local authorities.</li> <li><input type="checkbox"/> Review staff for personal hygiene. Employee health and hygiene are significant factors in preventing foodborne illness.</li> <li><input type="checkbox"/> Review employee health policy - employees who handle food must be free of communicable diseases and infected skin lesions.</li> <li><input type="checkbox"/> Review proper hand washing techniques – staff must wash hands prior to touching any food or food product, and after using restroom or soiling hands in any way, this includes washing hands between different food or food products.</li> <li><input type="checkbox"/> Review for cross contamination of foods or food products.</li> <li><input type="checkbox"/> Review for chemicals/cleaning supplies around food prep areas, avoid contamination of food or food products.</li> <li><input type="checkbox"/> Review with staff hairnet usage and glove usage per policy and food safety requirements</li> <li><input type="checkbox"/> Update education related to food safety requirements and policy related to food and beverages brought to residents.</li> </ul>
<p><b><i>Interpretive Guidance</i></b> <b>Equipment and Utensil cleaning and sanitation</b> <b>Machine washing and sanitizing</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review temperatures on dish washing machines for wash and rinse cycles, air dry dishes – do not stack immediately after removing from dish machine. Silverware is run through twice (once flat in tray and once in holder on tray.) See Interpretive Guidance.</li> </ul>



Regulation	Recommended Actions
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Document dish machine temperatures on a log to monitor temperatures.</li> <li><input type="checkbox"/> Review policy and re-educate staff on steps to take when dish machine temperatures fall below acceptable levels.</li> </ul>
<p><b><i>Interpretive Guidance</i></b>  <b>Safe food Preparation</b>  <b>Facility must follow proper internal and holding temperatures when cooking food</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review food temperature logs to ensure food is cooked to proper internal temperature (refer to CMS guidelines).</li> <li><input type="checkbox"/> Review food temperatures while holding food on steam table for proper temperature (refer to CMS guidelines).</li> </ul>
<p><b><i>Interpretive Guidance</i></b>  <b>Food Receiving and Storage</b>   <b>Facility must follow proper refrigerator temperatures</b>   <b>Facility must follow proper refrigerator storage</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review refrigerator temperatures. Refrigerators must be clean and in good repair with temperatures consistently at or below 41 degrees F.</li> <li><input type="checkbox"/> Review policy and re-educate staff on steps to take when refrigerator temperatures rise above 41 degrees F.</li> <li><input type="checkbox"/> Review refrigerator storage – food items must be in covered container, labeled and dated.</li> <li><input type="checkbox"/> Identify facility policy for following expiration dates, “best by” or “use by” dates.</li> <li><input type="checkbox"/> Review facility policy for length of time to keep food items.</li> <li><input type="checkbox"/> Review refrigerator for potential cross contamination of foods.</li> </ul>
<p><b><i>Interpretive Guidance</i></b>  <b>Food Receiving and Storage</b>   <b>Facility must follow proper freezer storage</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review freezer items to ensure they are frozen solid and wrapper intact enough to protect the food.</li> <li><input type="checkbox"/> Review policy and re-educate staff on steps to take when freezer temperatures no longer maintain items solid to touch.</li> </ul>

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<p><b>Facility must follow proper dry goods storage</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review dry storage to ensure all food is off the floor and on shelving, with proper ventilation.</li> <li><input type="checkbox"/> Observe temperature, humidity and any signs of rodent and insect infestation.</li> <li><input type="checkbox"/> Review that product is rotated to first in-first used system, with no torn bags or open containers.</li> </ul>
<p><i>Interpretive Guidance</i> <b>Food Procurement</b></p> <p><b>Facility must procure from sources approved and considered satisfactory by federal, state, and local authorities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Federal, State and local laws or regulations to comply with food sources.</li> <li><input type="checkbox"/> Review with residents that they can have food brought into them. Identify locations of refrigerators for food storage including resident's room with adherence to guidelines related to room storage.</li> </ul>
<p><i>Interpretive Guidance</i> <b>Pathogenic Microorganisms and Strategies for their Control</b></p> <p><b>Facility must follow proper care of fresh fruits and vegetables</b></p> <p><i>Interpretive Guidance</i> <b>Food Receiving and Storage</b></p> <p><b>Facility must follow proper storage of foods in resident's rooms</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review regulations for storage of fresh fruits and vegetables.</li> <li><input type="checkbox"/> Review regulations for proper washing of fresh fruits and vegetables prior to serving.</li> <li><input type="checkbox"/> Review proper food handling and storage techniques with designated facility staff.</li> <li><input type="checkbox"/> Review with staff to inspect food for quality and potential concerns.</li> <li><input type="checkbox"/> Review proper storage guidelines with staff, residents, family, and visitors.</li> <li><input type="checkbox"/> Review temperatures in personal refrigerator in resident's room making sure it maintains 41 degrees F or below.</li> <li><input type="checkbox"/> Ensure an internal thermometer is in each refrigerator in resident's room.</li> <li><input type="checkbox"/> Identify facility staff responsible for maintaining resident room refrigerators.</li> </ul>

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Regulation	Recommended Actions
	<ul style="list-style-type: none"> <li data-bbox="773 348 1386 422"><input type="checkbox"/> Identify location for food container labeling items. I.e. masking tape, marker, etc.</li> <li data-bbox="773 453 1338 527"><input type="checkbox"/> Provide safe food handling guidelines to residents, family members and visitors.</li> </ul>

The below areas serves as a cross reference for facility leaders to conduct addition policy and procedure review across departments to incorporate the changes set forth in **483.60(i) Food Safety Requirements** processes and procedures. This listing is not all encompassing however should serve as a resource for leaders as they update their internal policies, procedures and operational processes.

- Resident Rights
- Visitation Policy and Procedures
- Visitation Postings
- CMS Definitions
- Admission Agreement and Handouts
- Employee Orientation
- Dietary Policies and Procedures
- Safe Food Handling Policies
- Resident Council
- Resident/Family/Resident Representative Education
- Resident Postings/resident rights and safety
- Equipment Management Program related to storage of food and beverage for residents
- Refrigerator Temperature Checks
- Resident Environment Assessment
- Resident Comprehensive Assessment related to food and beverages
- Resident Care Plan process
- Housekeeping Policies and Procedures
- Infection Control Program
- Quality Assurance and Performance Improvement
- Infection Control Program related to potential access/ restrictions

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