

INFECTION CONTROL CHECKLIST

Dietary Department

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INFECTION CONTROL REVIEW		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met
I.	PERSONNEL								
1.	Clothing is clean, neat, untorn and appropriate for work								
2.	Shoes have closed toes, closed heels and safety soles								
3.	Hose or socks are worn								
4.	Hairnets or caps are worn; hair is generally covered								
5.	Aprons are worn and are changed immediately when soiled								
6.	No jewelry except wrist watch, wedding band and post earring								
7.	All jewelry on hands are removed during handwashing and food contact								
8.	Good personal hygiene is practiced (fingernails trimmed/clean, hair clean, etc.								
9.	No nail polish is worn								
10.	Strict handwashing procedures are followed before, between and after handling food, trays, equipment and supplies								
11.	Handwashing is performed before, between and after visiting residents.								
12.	Food is handled in such a way to avoid contact with food handler's clothing								
13.	Dishes are transported by methods to avoid contact with food handler's clothing								
14.	Gum chewing, use of toothpicks, use of snuff and smoking are not permitted in food areas								
15.	Eating and drinking are done outside food preparation areas								
16.	Injuries and suspected infections are reported immediately so action may be taken								
17.	Health requirements for food handlers are met								
18.	Health screening is conducted prior to hiring and at identified intervals								
19.	Orientation received by each employee; includes thorough instruction in infection control								
20.	Infection control inservice program is attended by each employee								

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II.	FOOD PREPARATION AND SERVING								
1.	Utensils/equipment used to prepare and serve food (direct use of hands is avoided)								
2.	The two-spoon method is used for taste-testing food								
3.	Food is held at proper temperature during storage and service								
4.	Expired products immediately separated from general storage and returned for credit or destroyed; no out-of-date products are used								
5.	Served food is covered (individually or within closed carts) during transport								
6.	Leftovers are discarded within 48 hours								
7.	Refrigerated items are stored in covered containers with labels and dates								
8.	Supplies stored at appropriate distance from floor and ceiling in all storage areas								
9.	Dishwasher temperature (or PPM) are appropriate to ensure sanitation								
10.	All dishes and utensils are thoroughly dried before put away or used								
11.	Trash/garbage cans are lined with impermeable liners, covered and immediately emptied								
12.	Waste receptacles have tightly closed lids and are kept closed								
13.	Waste is stored and disposed of in a sanitary manner, protecting other products and areas from cross-contamination								
14.	A cleaning schedule is followed for all equipment, floors and related equipment								
15.	Cleaning/sanitizing agents used to comply with Infection Control Committee guidelines								
16.	All surfaces and equipment are free of cracks, chipped paint or other potential sources of contamination of areas capable of harboring bacteria								
17.	All drains and fans are functioning properly								
18.	Clean, ready-to-use serviceware (dishes, flatware) are free of cracks, food particles, stains or chips								
19.	Water pitchers are sanitized a minimum of three times per week								

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20.	All equipment filters are cleaned weekly								
21.	Light bulbs are covered								
22.	Handwashing facilities are used for no other purpose								
23.	Each handwashing facility includes warm water, soap and a drying method								
24.	Floors, walls and ceiling are washable or tolerant of being cleaned and sanitized								
25.	Cutting boards/meat slicers/can openers are clean, free of bulid-up, in good repair								
26.	Cutting boards/slicers cleaned between uses for different categories (poultry/beef)								
27.	Refrigerators and freezers are clean and free of build-up								
28.	Food and chemicals are stored separately								
III.	ISOLATION								
1.	There is established communication regarding special infection control precautions								
2.	Employees know how to follow infection control procedures								