

# TEMPORARY EVENT GUIDELINES FOR COMMUNITY GROUPS





## **Temporary Event Guidelines for Community Groups**

Events in which food is served to the public, including temporary events, may be considered Public Eating Establishments and may require licensing to serve or sell food to the public. *The Food Safety Regulations* apply whenever and wherever food or drink is prepared, served or sold to the public

You do not need a license when you serve food only to family, friends, co-workers or club members at private potluck suppers, team wind-up events, workplace parties, weddings, anniversaries or birthdays

### **Community Organizations**

Each year a number of community groups conduct fundraising events. *The Food Safety Regulations* include provisions that allow regional health authorities to exempt certain events from licencing

The group that are exempt from licencing food service at community events includes sales by:

- community associations
- service clubs
- multicultural associations
- churches
- sports teams
- recreational clubs





## **Some temporary food services at large events require licensing**

In order for a Community Organization to qualify for an exemption from licencing, the following requirements apply:

1. Menu must be limited to hot dogs, smokies/sausages and/or hamburgers.
2. The Temporary Event Guidelines for Community Groups must be followed

A list of names, addresses and telephone numbers for each person who conducts food handling at each event should be retained. A list of food sources for each event should be maintained and be available for Public Health Inspectors upon request

When higher risk foods are being served, a high number of attendees are expected, and/or commercial vendors are present at an event, community group may need to obtain a licence.

Contact a Public Health Inspector to find out if you need a license. Turn to the last page to find out how to contact your local Public Health Inspector.

**The remainder of this guideline contains basic food safety principles to help you at your event.**





## **Food Safety for Community Groups Exempted from Licencing**

### **Menus**

Keep your menu simple. Foods served will be limited to hotdogs, smokies, commercially precooked hamburgers and ready-to-eat foods.

### **Booth Design**

Design your booth/table with food safety in mind. The booth should be constructed with smooth, impervious and easily cleanable surfaces. The design of the booth should protect the public from hot surfaces and other potential hazards (tripping hazards, etc.).

Only food workers may be permitted inside the food preparation area. No animals are to be present within the booth.

The more your food is exposed to the outdoors, the greater the likelihood of contamination.

### **Cooking**

Hotdogs and Hamburgers should be cooked to 71°C (160°F) or above. A thermometer should be used to check cooking temperatures of your foods. Cooked hotdogs and hamburgers require adequate hot holding temperatures of 60°C (140°F) or above. Chafing dishes, steam tables or equivalent can be used to hot hold your cooked Foods. Food should be kept out of the ‘**Danger Zone**’ – 4°C (40°F) to 60°C (140°F) at all times, except when cooking.

### **Food Source**

Food should be purchased from an approved source (i.e. Sysco, Superstore, CO-OP etc.).

### **Cold Storage**

Foods that require refrigeration must be kept at or below 4°C (40°F) and held at that temperature until ready to cook.

Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.

### **Transportation**

If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep cold foods at 4°C (40°F) or below.

Neglecting transportation can undo all the good of your other measures to prevent food poisoning.



## Hand Washing

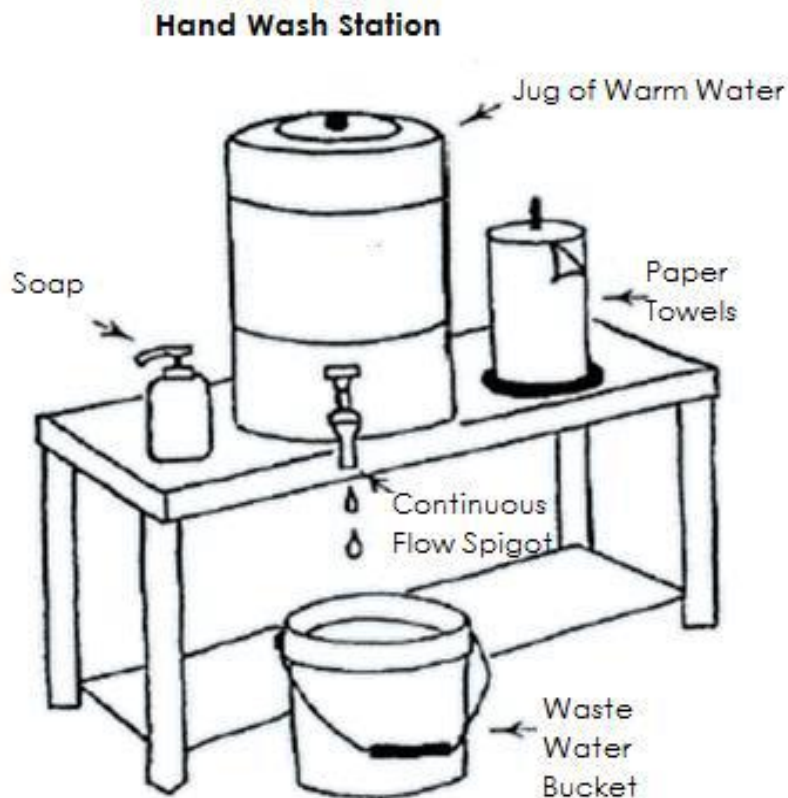
Provisions must be made for adequate hand washing facilities. If possible, hot and cold water under pressure should be available. A temporary hand washing station or a large camping/picnic jug of hot water with a spigot full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water is required. The hand washing station is to be accessible at all times.

**HAND WASHING SHOULD OCCUR:** before work, frequently throughout the day and after smoking, using the washroom, handling soiled items, handling raw food, coughing or sneezing, touching hair, face or body and taking out the garbage.

Ensure waste water is discarded in a sanitary sewer or other approved method of sewage disposal.

The use of disposable gloves can provide an additional barrier to contamination, but **GLOVES ARE NOT A SUBSTITUTE FOR HAND WASHING.**

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.





## **Health and Hygiene**

Only healthy workers should prepare and serve food. Ill personnel are the frequent cause of foodborne disease, and should not be included in the event. Workers should wear clean outer garments and should not smoke in the booth.

It is **HIGHLY** recommended that at least one individual per shift/event is a Certified Safe Food Handler (i.e. FoodSafe Certification).

## **Food Handling**

Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Disposable gloves, tongs, napkins or other tools should be used to handle foods. It is best to have a cook, a server and a cashier.

## **Utensils**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Ensure a sufficient number of tongs or flippers are available onsite to change them every two hours or change them if they become contaminated.

Clean utensils provide protection against the transfer of harmful germs.

## **Ice**

Ice can be used to cool cans and bottles. This ice should not be used in cupped beverages. Use a scoop to dispense ice, never hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

## **Wiping Cloths**

Rinse and store your wiping cloths in a bucket of sanitizer. Change the solution frequently (recommended every 2 hours).

<b>Sanitizer</b>	<b>How to Mix</b>	<b>Concentration</b>
Chlorine (bleach solution)	Mix ½ ounce bleach per gallon of water	100 ppm

\*Quaternary Ammonium and Iodine are also approved sanitizers.

Well sanitized work surfaces prevent cross contamination and discourage flies.

## **Insect Control and Waste**

Keep foods covered to protect them from insects. DO NOT store insect repellent or pesticide with food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid.



## **Lighting and Power Source**

Please ensure that your event has enough power to power your equipment onsite for the duration of the event.

Please ensure that any lighting used at the event is covered to protect the food from potential physical contamination.

## **Top 6 Causes of Food Poisoning**

**! Inadequate Cooling and Cold Handling**

**! Preparing food too far ahead of service**

**! Poor personal hygiene and infected personnel**

**! Inadequate Cooking and Re-heating**

**! Inadequate Hot Holding (60°C or above)**

**! Contaminated raw foods and ingredients**

**Remember... When in doubt, THROW IT OUT!**

## **Contact Information**

Completed registrations forms can be faxed (306)882-6474 or emailed to [Public.health@hrha.sk.ca](mailto:Public.health@hrha.sk.ca)

Registrations may also be mail/drop off in person to:

General Inquiries  
Community Services  
Ph: 882-2672 Ext 3. Option 3  
Fax: 882-6474  
[Public.health@hrha.sk.ca](mailto:Public.health@hrha.sk.ca)

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