



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-124D	PAGE NUMBER 1 of 4
		SUBJECT: PROGRAMS AND SERVICES: Health Screening, Sanitation, and Hygiene Requirements for Food Service Workers	
Approved By:  Secretary of Corrections		Original Date Issued: 03-08-16	Replaces Version Issued: N/A
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APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

The food services contractor shall provide written food services policies and procedures that comply with all applicable Kansas Administrative Regulations (K.A.R.s), as well as ACA and NCCHC standards in order to protect against the spread of communicable diseases.

DEFINITIONS

Food Service Contractor: The private entity under contract with the Kansas Department of Corrections to provide professional food service management and administrative services and expertise to perform all services which encompass the complete and full provision of food service to facilities within the KDOC.

Departmental Clinical Health Authority: The physician Regional Medical Director of the agency or organization responsible for the provision of health care services for the KDOC. This position has full clinical autonomy and responsibility for clinical health care issues within the KDOC.

Director of Health Care Services: Acts as the administrative health authority for the Department. This position manages health care systems, directs the health care services model, and has final approval on all policies and procedures in the health care system.

Facility Health Authority: The Health Services Administrator responsible for the provision of health care services at a facility. The Facility Health Authority works under direction of the Regional medical Director clinically and the Regional Vice President or designee administratively.

Food Service Employees: The term used when referring only to those civilian persons employed by the State of Kansas (Kansas Department of Corrections), or a contract entity and assigned to the food service area of a facility.

Food Service Workers: The term used when collectively referring to food service employees and/or offenders assigned to the food service area of a facility.

Health Screening: A documented pre-service and/or subsequent interview, and review of the health history and current health status of a worker, physical observation of a worker, and instruction of the worker in hygiene requirements for food service conducted by the Facility Health Authority or designee.

PROCEDURES

I. Health Screening for Food Service Workers (ACI 4-4322; 4-JCF-4A-10)

- A. Procedures shall be established at each facility for the referral of food service employees/applicants or offenders who require health clearance prior to assignment to food service or food handling responsibilities.
1. Prior to employment in or assignment to food service, all food service workers shall be required to undergo a current health screening.
 - a. Applicants for employment in the food service area may, at their own expense, undergo a health screening for clearance to work in the food service area by a physician of their own choosing with results documented.
 2. Food service workers shall not be employed or assigned to work in the food service area if their medical screening was conducted more than seven (7) days prior to the initial date of employment/assignment.
- B. The health screening shall be conducted per the policy of the Regional Medical Director and shall be documented to include, but not be limited to an interview and/or observation of the offender by a health care staff member checking for evidence of:
1. Diarrhea;
 2. Open or infected wounds;
 3. Skin infections; and,
 4. Other illnesses transmittable by food or utensils. (ACI 4-4322; 4-JCF-4A-10; NCCHC P-B-01, Y-B-01)
- C. A health screening of food service workers shall be conducted at least annually.
1. Food service workers identified in periodic examinations or at other times as being infected with any transmitted illness shall be restricted from employment in food service or required to undergo additional examinations and/or prompt care and treatment. (ACI 4-4322; 4-JCF-4A-10; NCCHC P-B-01, Y-B-01, Y-B-01)
- D. If the health services staff determines that a food service employee has evidence of one (1) or more of the conditions identified in Section I.C., the Health Services Administrator or designee shall:
1. Request, in writing to the warden/superintendent and food services vendor, that the employee be restricted from employment in the food service area until the condition is treated and no longer considered transmittable as required by K.A.R. 28-1-6; or,
 2. Request health and laboratory examinations and/or treatment of the suspected problem. (NCCHC P-14)
- E. Attempts shall be made by the warden_or superintendent and the food service vendor to retain the food service employee in service, in an area where there would be no danger of transmitting disease, during the period required for the examinations and/or treatment until such time as health clearance is obtained through the Health Services Administrator or designee.
- F. The Director of Food Service shall be responsible for monitoring of applicants or new employees hired for food service work and offenders assigned to food service details.

- G. Offenders being considered for utilization as a food service worker whose initial or subsequent health screening reveals evidence of the existence of one (1) or more of the conditions identified in Section I.C. shall be prohibited from assignment to food service until such time as health clearance is obtained through a qualified health care professional.
- H. Applicants for employment in any positions in the food service area whose health screening reveals evidence of the conditions identified in Section I.C. shall not be considered for employment.
- I. When the facility's food services are provided by an outside agency, the warden/superintendent shall request written verification that the provider complies with State and local regulations regarding food service. (ACI 4-4321, 4-4322; 4-JCF-4A-10)

II. Sanitation, Hygiene Practices, and Requirements

- A. Health, safety, hygiene, and sanitation requirements shall be established for all food service areas consistent with applicable statutes, regulations, and codes. (ACI 4-4321, 4-4322; NCCCHC P-B-01, Y-B-01)
- B. All food service workers shall receive instruction in personal hygiene and food sanitation practices.
 - 1. All food service workers shall be instructed to wash their hands prior to reporting for duty and after eating, drinking, or using toilet facilities.
- C. All restroom sinks in food service areas shall have signs posted reminding workers to wash their hands.
- D. All food service workers shall employ hygienic food-handling techniques, be physically clean, wear clean, washable garments and caps, wear hair nets, and, if applicable, beard masks.
 - 1. Offenders assigned to food service shall wear State issue clothing, as follows:
 - a. White short sleeve, button front shirt/blouse with a breast pocket and white trousers;
 - b. White jumpsuits, or
 - c. White apron with either T-shirt with blue jeans or standard issue blouse and trousers.
 - (1) The white apron shall be issued daily to food service workers by the food service vendor as the offender reports to work.
 - (2) The apron shall be turned in at the end of the shift to the dirty laundry cart located in the kitchen for daily washing by the facility laundry.
- E. Food service workers shall maintain clean hands and their fingernails shall be trimmed and cleaned.
- F. Warm water hand washing facilities with soap dispensers shall be readily accessible to all food service areas.
- G. All food service workers shall be monitored daily for health and cleanliness by the Director of Food Service or designee.
 - 1. The Director of Food Service or designee shall refer any food service worker to health service staff for a health screening if an observation reveals evidence of one (1) or more of the conditions identified in Section I.C. (ACI 4-4322; 4-JCF-4A-10)

- H. Food service employees who become ill at work shall be relieved of duties and sent home.
 - 1. Offender food service workers shall be referred to the facility health unit for prompt evaluation by the health service staff.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.A.R. 28-1-6, 28-36-22, 28-36-29(d)
ACI 4-4322
JCF 4-JCF-4A-10
NCCHC P-14, P-B-01, Y-B-01

ATTACHMENTS

None.