**\*\*\*Plans must be site specific. This document must be modified to accommodate each facilities’ equipment. IE: If a facility does not have an oven, they may not cook any muffins.\*\*\***

**\*\*A copy of each site specific plan must be available on site during inspection\*\***

**Classroom cooking guidelines**

**Site Name**

An approved and current Washoe County kitchen permit must be available for each facility conducting food activities. All activities will be conducted under the supervision of a certified food protection manager.

Read recipe to ensure you have all ingredients and cooking tools readily available. Follow steps in recipes. A copy of all recipes used will be attached to this plan.

**Handwashing**

Wash hands thoroughly with warm soapy water for at least 20 seconds, washing fronts and backs, in between fingers and thumbs, rinse with water, dry with paper towels and turn off faucet with paper towel. Teachers must wear gloves any time they are contacting ready to eat food.

* Wash hands after the cooking activity or as needed throughout, any time cross contamination may have occurred (touching face or hair, hands in mouths, going to bathroom).
* Gloves or utensils must be used at all times when handling ready to eat foods (food that will not be cooked).

**Employee Exclusion**

Any employees or students that are ill with vomiting, diarrhea, cough or sore throat and fever are excluded from the activity and will be appropriately excluded from the facility according to the child care exclusion policy. All teachers must be symptom free for 48 hours before handling any food.

**Food**

All recipes must conform to Washoe County Food Regulations regarding child care kitchens, including no raw meat, no cutting melons, leafy greens or tomatoes. The only exception is that raw shell eggs may be used in a product that will be baked.

All food is purchased from an approved source, no ingredients are allowed from home. All food will be purchased and taken immediately to the center.

All ingredients will be stored as needed in a refrigerator holding food at 41F or below.

Any commercially packaged items (yogurt, butter) opened for the activity will be date marked and must be used or discarded within 7 days.

Cooked foods must be checked for internal temperature according to the recipe specifications.

There is to be no cooling of any hot foods. No left overs may be kept.

**Preventing Contamination**

All food and dishes must be stored to prevent their contamination.

All cleaning chemicals, including bleach, are stored in a locked cabinet inaccessible to children. Chemical storage must be completely separate from all food storage.

Food will be served to students in individual servings. No common bowls are allowed. Students may serve themselves with proper utensils and under supervision of the CFPM. Should any cross contamination occur (such as a student putting a utensil in their mouth and then in the common bowl) the food shall be discarded.

**Washing and Sanitizing**

Always clean items that were in contact with foods thoroughly. All cooking activity items are taken to the kitchen to be washed, rinsed, sanitized (50-100ppm chlorine or 200-400ppm quaternary ammonia), and allowed to air dry. No dishes may be done in the classroom.

Wash and sanitize cooking area. Cooking area will be cleaned with soapy water, then rinsed with clean water, then sanitized (50-100ppm chlorine or 200-400ppm quaternary ammonia) and allowed to air dry.