



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS B-02.7	Subject: Infirmary Food Service Sanitation
Reference: DOC 4.3.3, Food Service Safety and Sanitation; NCCHC Standard P-B-02, 2018	Page 1 of 2 and one attachment
Effective Date: November 1, 2010, October 1, 2021	Revised: October 1, 2020
Signature / Title: /s/ Cindy Heiner/Medical Bureau Chief	
Signature / Title: /s/ Paul Rees M.D./Medical Director	

I. Purpose:

To contribute to a healthy inmate population by ensuring that proper and sanitary protocols are followed in food storage, handling, and preparation.

II. Definitions: None

III. Procedures:

A. Health and Cleanliness

1. Infirmary staff will not allow an inmate to work in the infirmary who has been diagnosed within the last four weeks with any of the following illnesses and until the diagnosis is resolved:
 - a. Salmonella spp.
 - b. Shigella spp.
 - c. Pathogenic Escherichia coli
 - d. Campylobacter spp.
 - e. Cryptosporidium parvum
 - f. Giardia lamblia
 - g. Acute or chronic diarrhea, nausea, or vomiting
2. If an inmate infirmary worker is diagnosed with one of the above illnesses, infirmary staff will restrict him from working and make arrangements with housing unit staff to have him held in his housing unit from work until the diagnosis is resolved. If and when the diagnosis is resolved the inmate will be allowed to return to work.
3. If an inmate infirmary worker claims he is not available to work due to an illness or injury, infirmary staff will make arrangements with housing unit staff to have him held in his housing unit from work until he is medically assessed, and the illness or injury is resolved.
4. Infirmary staff who observe an inmate infirmary worker displaying any of the following symptoms will immediately send the inmate back to his housing unit and make arrangements with housing unit staff to have him held in his housing unit from work until the symptoms are resolved and no danger of communication of the illness remains:
 - a. Acute GI illness involving diarrhea, fever, or vomiting.
 - b. Symptoms specific to COVID, i.e., shortness of breath, known exposure to someone who has COVID, loss of taste and/or smell.
 - c. Jaundice.
 - d. Respiratory symptoms causing sneezing or cough.
 - e. Discharge from the eyes, nose or mouth.
 - f. Sore throat with a fever.
 - g. A lesion containing pus such as a boil or infected wound that is open or draining and is on the hands or wrist or arm, unless the lesion is protected by an impermeable cover. The worker will not be allowed to return to work until the wound is healed or there is no drainage from the wound.
 - h. A lesion containing pus such as a boil or infected wound that is open and draining on any other part of the body unless the lesion is covered by a dry, durable, tight-fitting bandage. The worker will not be allowed to return to work until the wound is healed or there is no

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i. drainage from the wound.

5. At the time of hire, the on duty Correctional Health Services Technician (CHST) will obtain written confirmation from each inmate infirmary worker that he understands the need to report contraction of, or exposure to, a disease that is transmissible via food, and that he agrees to follow the *Inmate Worker's Rules and Regulations (attachment A)*.
6. The designated CHST will ensure that the inmate worker contracts are retained on-site for the duration of the employment period.

B. Safety and Sanitation:

1. Infirmary staff will post signs in the kitchen area to remind staff and inmate workers of the need to maintain hygienic food service standards and practices.
2. Staff and inmate workers are not allowed to eat or drink in the kitchen area. Meals will be eaten only in authorized areas.
3. The on duty CHST must instruct and continually monitor all inmate infirmary workers for compliance with standard personal hygiene requirements, including:
 - a. Presenting a clean appearance when reporting for work.
 - b. Frequent hand washing especially after eating, drinking, using the restroom, touching chemicals, touching his face or hair, sneezing, coughing, or touching any un-sanitized inanimate object.
 - c. Keeping fingernails neatly trimmed.
 - d. Wearing freshly laundered clothing to work.
 - e. Wearing the supplied disposable gloves, hairnets, caps, or beard guard (if ANY facial hair) when handling, preparing, or serving food.

C. Food Storage:

Inmate workers under the direct supervision of a CHST will ensure:

1. Food and dairy products are stored properly for no longer than the specified storage period.
2. Foods and dairy products are maintained at safe and appropriate temperatures. To ensure food is being stored at the proper temperatures designated inmate infirmary workers will be instructed by a CHST to maintain daily temperature logs for retherm, fridge and food trays.
3. Staff and inmate infirmary workers will not keep prepared food from one patient meal service to another.

D. Meals

1. Patient meals will be served under sanitary conditions as soon as possible after final preparation, at safe and appropriate temperatures. To ensure food is being prepared at the proper temperatures designated inmate workers will be instructed by a CHST to maintain daily temperature logs for retherm, fridge and food trays.
2. Once the patient meal service is complete all trays, utensils, and unconsumed food must be collected from the patients and returned to the kitchen where inmate infirmary workers will reload the food carts and return them back to the low side kitchen.

IV. Closing:

Questions concerning this operational procedure will be directed to the Clinical Services Manager.

V. Attachments:

Infirmary Inmate Worker's Rules and Regulations

attachment A

MSP Infirmary Inmate Worker's Rules and Regulations

You are being assigned to work in the Infirmary. Know that your employment may be terminated for unsatisfactory work performance and failure to abide by the rules and regulations of MSP and the Infirmary. These rules and regulations will get you started correctly as an Infirmary employee. Your positive attitude, willingness to take direction, and compliance with the rules and regulations can create a rewarding and educational experience for you.

1. You are to report to work every time that you are called in by the Infirmary, unless your housing unit staff or the Infirmary staff determines that you are currently too sick/injured to attend work.
2. CONFIDENTIALITY IS A MUST! IF YOU HEAR MEDICAL INFORMATION REGARDING ANOTHER INMATE, BY FEDERAL LAW, YOU MUST NOT REPEAT THE INFORMATION.
3. Do not remove food or other items from the Infirmary. Do not pass unintended/extra food or other items to other inmates. A disciplinary infraction as well as the loss of your job will result from either of these actions.
4. Stay in your assigned work area at all times. Do not enter a restricted area without direct staff supervision, i.e., Nurse's Station, exam rooms, break room, and store room.
5. The black lines on High and Low Side are not to be crossed without permission.
6. The medication cart is never touched by an inmate.
7. Stockpiling of food is forbidden. Food not eaten from the prepared meals must be sent back before the next meal service is to begin. (breakfast goes back before lunch).
8. No eating or drinking allowed in the kitchen or laundry area. Inmate meals will be eaten in a designated area.
9. You must perform any duty that is assigned to you by Infirmary Staff. You may be required to perform different jobs on different days and times, depending on need.
10. No horseplay (running, fighting, punching, play boxing) is allowed in the Infirmary.
11. You will be pat searched entering and exiting the Infirmary at all times, do not proceed until this has been completed.
12. You must maintain clear conduct to work in the Infirmary. When you receive a write-up, you will not be allowed to resume work until after your disciplinary hearing. You may be restricted from working in the Infirmary if you are found guilty or suspected of any offense.
13. As a Low Side inmate you are to keep interactions with High Side inmates to a minimum and conversations are work related only.
14. While you are at the Infirmary working, you are not to question staff regarding a medical issue you may have - use the kite system.
15. You are to only assist only with activities of daily living (ADLs), not direct patient care.

INFECTION CONTROL

16. By signing you are confirming that you are currently free from disease that may be transmittable via food. If you are in doubt you may ask an Infirmary Staff for more specific information about these types of illness. Your signature also verifies that you understand the importance and agree to report to Infirmary Staff if you contract or are exposed to any such disease.
17. You must report any illness to an Infirmary Staff when you report to work. This includes colds, flu, diarrhea, skin infections or other illnesses transmissible by food or utensils.
18. Practice good sanitation and personal hygiene at all times in the Infirmary.
 - a. Shower daily.
 - b. Wear clean clothes.
 - c. Wash hands before starting work, handling soiled laundry, and after using the bathroom or eating.
 - d. Wear a hairnet/ponytail for hair that touches the collar.
 - e. Beard guard will be worn over any beard/moustache.
 - f. Wear clean plastic gloves when ever handling food items.
19. If it's wet, warm and not yours; always wear personal protective equipment. At a minimum, wear gloves and wash your hands after you have removed and discarded the gloves. If spilling, splashing, or splattering is anticipated, add a fluid-resistant gown and face protection.
20. When handling soiled linen, place the linen in a sugar bag, then place in a blue bag for laundering. Do not separate the soiled laundry; you increase your risk of exposure.

I, _____, AO# _____,

Acknowledge that I have been properly trained to work in the Infirmary. Also, I have read and understand these rules and regulations and I agree to abide by them.

SUPERVISOR'S
SIGNATURE _____

DATE _____