
SMDHU Food Safety Guidelines for Special Events

Simcoe Muskoka District Health Unit has developed guidelines to assist special event vendors in reducing the risk of foodborne illness. Below is a checklist of requirements and food-handling practices that will help you to have a safe event.

APPLICATIONS AND PERMITS

- ✓ If you are providing food at the event, you must complete the [Vendor Application](#).
- ✓ Applications are required at least 10 days before the event.
- ✓ Check with your municipality and fire department for permits and other requirements.

VENDOR BOOTH/SETUP

- ✓ Design your booth with food safety in mind.
- ✓ Overhead coverings and temporary floors are key in protecting against dust, insects, and weather.
- ✓ Ensure your booth has enough space for dishwashing, handwashing sinks, food storage and handling.
- ✓ Booth must have adequate lighting and ventilation.

WATER SUPPLY

- ✓ Potable water under pressure or gravity fed must be provided for handwashing, dishwashing, and food preparation.
- ✓ Use only food grade hoses.
- ✓ If private water supply is used, a water test to verify potability is required.

FOOD HANDLER CERTIFICATION

- ✓ All vendors preparing food must have current food handler training and certification.
- ✓ If menu only consists of prepackaged or low risk, an exemption will apply.

FOOD PRODUCTS AND INSPECTED SOURCES

- ✓ All food for events must come from an inspected, approved food premises.
 - Inspection reports can be reviewed at www.inspectionconnection.ca
 - If you rent an inspected space, you must provide rental agreement or proof of rental.
- ✓ Food prepared at home is NOT acceptable unless you are inspected by your local public health unit.
- ✓ Use precooked meats and meat products. They are safer than raw products.
- ✓ Ungraded eggs, raw milk, and uninspected meats are prohibited.
- ✓ If you are canning jams, jellies, or other foods, please refer to [SMDHU Canning](#) for direction.

TRANSPORTING AND STORAGE OF FOODS

- ✓ “Keep Cold Foods Cold and Hot Foods Hot” (cold foods 4°C or colder, hot foods 60°C or hotter).
- ✓ Transport food in insulated coolers/units with proper cool or hot packs.
- ✓ Provide storage thermometers inside all cold holding units.
- ✓ Be mindful of the weather (heat/cold) and ensure coolers and units can withstand extreme temperatures. Make sure to pack extra cool packs or other equipment to keep foods safe.

FOOD TEMPERATURES

- ✓ Do not use heat lamps for hot holding food items.
- ✓ Covered chafing dishes can be used with sterno heaters (warming gels).
- ✓ **Use probe thermometer to confirm minimum internal final cooking and reheating temperatures.**

Food products	Minimum internal cooking and reheating temperature
Poultry products	74°C (165°F)
Mixture containing two or more of these items: poultry, egg, meat, fish	74°C (165°F)
Hamburgers, pork, gravy	71°C (160°F)
Other hazardous food (beef, lamb, rice, seafood, etc.)	70°C (158°F)

FOOD HANDLING

- ✓ Protect all food from potential contamination using food grade materials like lids, plastic wrap, aluminum foil etc.
- ✓ All other foods must be stored in fully enclosed waterproof containers with a tight-fitting lid/covers.
- ✓ Provide single-use utensils (i.e., disposable plates and cups) for customers.
- ✓ Separating raw from ready-to-eat food by using different worktables or surfaces to prevent cross-contamination.
- ✓ Handle food with utensils to minimize direct hand contact.
- ✓ Store food at a minimum 15cm off the ground.
- ✓ Condiments containers must have self-closing lids and separate dispensing utensils.

HYGIENE AND HANDWASHING

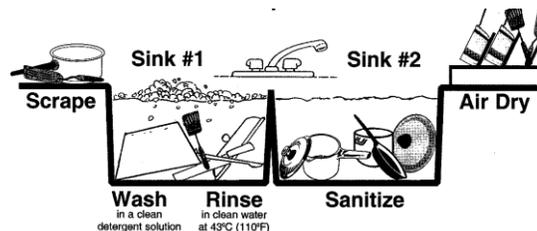
- ✓ A handwashing sink for food handlers must be in the food preparation area supplied with liquid soap, potable water, and paper towels.
- ✓ Where a sink with plumbing is not available, a temporary set up can be used provided the following:
 - Insulated container with a spigot, providing a continuous flow of running water.
 - Liquid soap and paper towels.
 - Bucket to collect wastewater.



- ✓ Hand sanitizer is not permitted as a substitute for handwashing.
- ✓ Wash hands often – before preparing and handling food; and after washroom or breaks.
- ✓ Gloves and hand sanitizers do not replace hand washing. Gloves must be changed after each task.
- ✓ Wear clean outer garments and keep hair confined.
- ✓ Smoking is not permitted within the booth or wherever food is stored, prepared, and served.

DISHWASHING UTENSILS AND EQUIPMENT

- ✓ Single service eating utensils such as plastic knives, forks, spoons, paper plates and cups must be provided to the public for use. Re-use of single service items is prohibited.
- ✓ Utensils for preparing food, must be washed, rinsed, and sanitized in a 2-compartment sink. The washing and rinsing would be done in the first sink, with the sanitizing in the second one (approximately 2ml (½ teaspoon) of 5.25% household bleach mixed with 1 litre of water. An alternative to household bleach is quaternary ammonium, following manufacturer's directions)



- ✓ If a 2-compartment sink is not available for washing and sanitizing utensils, enough wrapped, clean, back up utensils must be available to change every 2 hours or in the event one is contaminated. Utensils that fall on the ground must not be reused.
- ✓ Wiping cloths for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses.
- ✓ Provide test strips to verify sanitizing concentration.

WASTE CONTROL

- ✓ Provide adequate, durable, leak-proof garbage containers with lids (i.e., tamper proof containers).
- ✓ Wastewater from the dish and handwashing sink must be disposed of in a sanitary manner such as sewers or toilets, not on the ground or in recreational waters.

ADDITIONAL INFORMATION

- 1) Vendors that operate more than 14 days within a calendar year are no longer considered "temporary vendor". Ontario Regulation 493/17 will fully apply.
- 2) All food vendors, including food premises that hold a certificate of inspection, are required to submit a special event application.
- 3) Private events (invited guests i.e., weddings) do not require a special event permit.
- 4) Local service clubs, religious, or fraternal organizations may be exempt from the food premise regulations. They will be required to post a sign indicating they are not inspected by the Simcoe Muskoka District Health Unit.
- 5) It is recommended that you submit your application no more than 3 months of event.

ALCOHOL SERVICE

- ✓ Protect yourself by following the Alcohol and Gaming Commission of Ontario regulations. Plan safe transportation options and consider potential areas of risk (i.e., alcohol service and sports).
- ✓ Promote responsible drinking by offering low-cost non-alcoholic drinks, access to free water, and serving standard size alcohol beverages.

SMOKE-FREE ONTARIO ACT, 2017 COMPLIANCE

This event will be operated in accordance with the Smoke-Free Ontario Act, 2017 (SFOA). Violators may be charged with fines as set out under the SFOA and/or be removed from the event.

- ✓ PATIOS/FOOD SERVICE AREAS – Smoking of tobacco and cannabis and vaping of any substance is prohibited on patios and prohibited within nine (9) metres of a patio where food and drink is served including outdoor areas where seating tables are provided for patrons to consume their meal or beverage.
- ✓ SIGNS – Event organizers are required to post SFOA, 2017 dual no-smoking/no-vaping signs as required by law throughout the venue at: entrances and exits to all buildings and their washroom facilities including outdoor washrooms; smoke-free outdoor patios serving food and/or beverages; and work vehicles. Signs are available at no cost from the health unit.
- ✓ BUILDINGS, WORK VEHICLES, AND TOILETS – Smoking of tobacco and cannabis and vaping of any substance is prohibited inside buildings, temporary structures that are covered, work vehicles, and washrooms (including portable toilets) at the event.
- ✓ TOBACCO SALES – Cigarettes and other tobacco products cannot be sold at the event without regulatory compliance with the SFOA, 2017 and the Tobacco Tax Act as enforced by health unit tobacco enforcement and the Ministry of Finance. The sale of cigarettes and tobacco products is prohibited to persons under the age of 19. Two or more convictions for selling tobacco to a minor can result in an automatic prohibition preventing the future sale of tobacco at the event and venue.
- ✓ VAPOUR PRODUCT SALES – Vapour products cannot be sold at the event without regulatory compliance with the SFOA, 2017 as enforced by health unit tobacco enforcement. The sale of vapour products is prohibited to persons under the age of 19.
- ✓ TOBACCO PROMOTION – Tobacco brands and products cannot be promoted or displayed at the event as per section 5. of the SFOA, 2017.
- ✓ VAPOUR PRODUCT PROMOTION – Vapour product brands and products cannot be promoted or displayed at the event as per section 5. of the SFOA, 2017.
- ✓ WATERPIPE & HOOKAH USE – The SFOA, 2017 prohibits the use of tobacco in waterpipes and hookahs inside public places.
- ✓ CANNABIS SALES, PROMOTION, POSSESSION, AND TRANSPORTATION – Cannabis sales and promotion, possession, and transportation are enforced by the regulatory compliance branch of the Alcohol and Gaming Commission of Ontario (AGCO toll-free number in Ontario: 1-800-522-2876) and local police services.

For more information contact Health Connection at 705-721-7520 (1-877-721-7520) ext. 8811 to speak with a public health inspector.