

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 12.02 DATE: July 31, 2024 SUBJECT: Food Service TITLE: Food Service Hygiene FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .03D, .03E; ACA ALDF 4C-11
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines to ensure strict adherence to personal hygiene standards for all inmates and food service employees involved in food preparation and handling.
- IV. Policy:
 - A. The Criminal Justice Program Supervisor (CJPS) responsible for Food Service shall ensure that all inmates and food service employees comply with the applicable standards concerning personal hygiene and food service.
 - B. Pre-Employment and Annual Physicals
 - 1. Each food service employee and inmate working in the food service area shall receive a health assessment examination prior to the individual beginning their employment in the Food Service Department. This assessment shall include screening for infectious diseases and other illnesses or conditions that would warrant exclusion from working in this area.
 - a. Inmates shall receive their assessment through the AACDDF's Medical Unit. This assessment shall be documented on a Medical Clearance Form with a copy filed in the inmate's electronic medical record and Programs file.
 - b. Contractor employees shall receive their assessment through a private physician. This assessment shall be documented on a Medical Clearance Form and forwarded to the CJPS responsible for food service prior to the individual beginning their employment. The Compliance Officer shall maintain copies of the assessment forms in the appropriate Standards File.
 - 2. In January of each year, each food service contractor employee shall receive an annual health assessment examination to include screening for infectious diseases and other illnesses that would warrant exclusion from working in this area. These assessments shall be documented and maintained in accordance with Section IV.B.1. of this directive. Each assessment shall be labeled as Annual Health Assessment.

3. During the first week of each month, the CJPS responsible for food service shall:
 - a. Review the Inmate Worker List to determine if any Inmate Worker has been assigned to the kitchen for a year and should receive an annual health assessment.
 - b. Forward the name of any inmate worker requiring a health assessment, in writing, to the Health Service Administrator (HSA) to schedule same.
 - c. Document and maintain the assessments in accordance with section IV.B.1. of this directive.
 - d. Ensure each assessment is labeled as an Annual Health Assessment.
 - e. Forward a copy of the Inmate Worker List and a memorandum to the Assistant Correctional Facility Administrator (ACFA) Compliance, for each month, indicating whether any inmate worker is required to have an Annual Health Assessment.
4. When it is found that an inmate or food service employee has a communicable or contagious disease, is identified as a carrier of a communicable or contagious disease or is exhibiting symptoms such as boils or infected wounds, that individual shall be prohibited from working in food service or in any role that poses a risk of disease transmission.

C. Personal Hygiene

1. Hand Washing – All employees and inmates handling exposed food or food-contact surfaces shall wash their hands prior to starting work and as often as necessary during work hours, especially after using toilet facilities.

NOTE: TO ENSURE PROPER HAND WASHING TECHNIQUES ARE FOLLOWED, APPROPRIATE INFORMATIONAL SIGNS SHALL BE POSTED ABOVE SINKS IN THE FOOD SERVICE AREA.

2. Showers – All employees shall be expected to bathe daily.
3. Haircuts – All employees and inmates shall keep their hair neat and at a length that shall allow the hair to be covered by a hair net or approved hat.


4. Facial Hair – All employees and inmates shall keep facial hair neatly trimmed at all times.

D. Clothing

1. Inmates shall wear clean uniforms daily.
2. Inmates are issued three (3) sets of blue uniforms to wear in the kitchen prior to reporting for work. Laundry is collected each Monday, Wednesday and Friday for Kitchen Workers.
3. Employees and inmates shall wear plastic gloves during the preparation and service of all food. The only exception shall be when preparing or carrying hot food.
4. All staff and inmates shall wear hair nets or approved caps whenever they are in the food service area.

- E. Inmate workers and Officers distributing trays/serving food to inmates shall be required to wear hats and food service gloves.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: DCR 100-4 dated December 16, 1991
AD 12.02 dated September 13, 1999
AD 12.02 dated July 16, 2018