



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To provide guidelines and standards for maintaining a safe food service environment, safe food handling and serving practices.

DEFINITIONS:

PCU (Infection Prevention and Control Unit) - is a specialized healthcare team focused on preventing and controlling the spread of infections in healthcare settings, protecting patients, healthcare workers, and visitors.

IPC - Infection Prevention Control

HAIs (Healthcare-Associated Infections) - also known as nosocomial infections, are infections acquired in a healthcare setting, meaning they are not present or incubating at the time of admission and develop during or after receiving medical care.

Foodborne illness (also called food poisoning) - is an illness caused by eating foods that have harmful organisms such as bacteria, parasites, and viruses.

Inventory and Disposal of Equipment - inventory taking refers to the conduct of physical count of equipment and utensils. It verifies its presence, accuracy and value, disclose possibility of fraud theft or loss and reveals any weaknesses in the inventory control system. On the other hand, disposal proceedings should be immediately initiated to avoid continuing inventory cost, prevent further deterioration thereby obtaining the fair return in case of sale, and relieves employees of unnecessary accountability.

RESPONSIBILITY:

Nutrition Services in-charge and Staff (RMCI and Contractor), Food Handlers

POLICY:

1. The Nutrition Services personnel (RMCI & contractor) shall have a yearly Health Certificate issued by the City Health Office.
2. All food services and contractors shall comply with the applicable Infection Prevention & Control Unit's environment health and occupational health standards and regulation.
3. Routine food hygiene inspection shall be conducted regularly by trained personnel from the PCU on a random basis without prior notice.
4. Food services and contractor staff shall cooperate with environmental health inspectors and

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 2 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

immediately correct any related infraction to ensure safe food quality and services.

5. No food handler shall be allowed to engage in food services without obtaining a valid health certification and Food Handler identification card from the company.
6. Food service in-charge/supervisors shall be responsible for providing updated lists of food handlers to PCU when needed.
7. Water analysis shall be regularly sampled (preferably monthly) and analyzed by a reputable company to determine bacterial contamination.
8. PC site checking and monitoring shall be done on regular schedule (as set by PCU).





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 3 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

GUIDELINES:

I. Food Handlers

1. No food handler may be allowed to engage in food services without obtaining a valid health certification and Food Handler identification card from the City Health Office.
2. Food handlers shall complete the pre-employment screening process.
3. Food service supervisors are responsible for providing updated lists of food handlers.

II. Personal Hygiene

1. Trained personnel from PCU shall ensure that food service in-charge/supervisors train, monitor, and check their food handlers' personal hygiene including presence of infected cuts, boils, respiratory complications, or any other evidence of health associated infection (HAI).
2. Food services employees shall wash their hands thoroughly before starting work; after using the toilet; after touching their ears, nose, mouth, or hair; after handling food; after handling any food waste; before and after any cleaning procedures; after handling raw food; before moving from a raw food preparation area to cook foods; after eating, drinking, or smoking; after removing gloves; and, after handling soiled articles or trash.
3. Food handlers shall not eat, drink, or smoke in food preparation areas.
4. Nails shall be kept clean and trimmed to the tip of the finger.
5. Jewelries shall not be worn when at work.
6. Disposable protective gloves shall be worn when serving food and/or handling cooked and uncooked food. Change gloves between one area to the other. Perform hand hygiene every after removal of gloves.
7. Proper protective clothing shall be necessarily worn to include clean uniforms, aprons, hair nets, gloves, and closed shoes. Open sandals and bare feet are prohibited in the food handling areas.
8. Food shall not be tasted by hand or with the same utensils used in the food preparation.
9. Violation of hygienic practices shall be dealt with disciplinary sanctions.
10. Continuous education and training of all food handlers may include, but not limited to:
 - 10.1 Hand washing
 - 10.2 Sanitizing equipment
 - 10.3 Temperature and bacterial growth
 - 10.4 Personal hygiene





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 4 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

- 10.5 Preparation and storage of food item
- 10.6 Transportation and service of food items
- 10.7 Handling of refuse or waste disposal

III. Equipment Features

1. Shall be easily disassembled for cleaning.
2. Smooth surfaces shall be free of pits, crevices, ledges, bolts, and rivet heads.
3. Rounded edges and internal curves shall be covered with finished smooth surfaces.
4. Coating materials shall be resistant to cracking and chipping.
5. Non-toxic and non-absorbent materials shall not impart odor, color, or taste to food.
6. Preferably food contact surfaces shall be made of stainless steel material.
7. Cutting/chopping boards are frequently identified as source of cross contamination. Cutting boards shall be made of non-absorbent materials and resistant to knife cuts and cracks. Cutting boards shall be washed and sanitized properly after each use. Color-coded boards shall be provided for different food preparation activities.
8. Floor mounted equipment shall be either sealed directly to the floor or mounted at least 15 cm from the floor.
9. Any equipment or utensils including cutting boards with crack or chipped part shall be discarded and replaced.
10. Cleaning schedules and protocols shall be detailed and comprehensive to include every piece of equipment including mobile items, fixtures, floors, walls, and all other areas of the kitchen and food service area.
11. Refrigerators, dishwashing machines, and hot holding cabinets shall be monitored daily for correct temperatures and temperature logs shall be kept.
12. Refrigerators, hot holding cabinets, and ice chests shall be cleaned and sanitized weekly, or as needed.

IV. Food Storage

1. Food items received shall be properly stored immediately by the storeroom keeper and production dietitian. Upon delivery, food items shall be properly stored. Perishable items shall be placed in a cold storage and non-perishable items in a dry storage.
2. Eligible administrative aide shall be in-charge of the store room under the supervision of a Nutritionist-Dietitian.



DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 5 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

3. All storage areas shall be kept locked for adequate control against loss and pilferage.
4. All openings to the outside environment shall be secured against rodent, pests and insect invasion.
5. Lighting, ventilation shall be controlled to prevent condensation, growth of microorganisms and molds. Floor drains in food preparation and storage areas that might permit contamination by sewage back flow shall be avoided.
6. Dry storage areas shall be clean and well ventilated. Windows shall be screened; walls and floors shall be rat-proofed.
7. Cold storage shall be equipped with thermostats or thermometers. There shall be a refrigerator or freezer temperature chart checked and recorded daily and properly maintained. Actions taken if the temperature exceeds allowable limits (0 °F or - 18 °C for freezers, and 44 °F or 5 °C for refrigerators) shall be documented. Overstocking of food items shall be avoided, to aid the circulation of cold air.
8. The storeroom shall be cleaned and sprayed with FDA-approved chemical spray. Special care shall be given to the cleaning and spraying of dark corners and spaces under the shelves. Shelves for storing containers of food shall be at least 6 inches above the floor or on wheels to permit proper cleaning of floors and to protect containers from splash and other contamination.
9. To prevent cross-contamination, wrap or cover food and store raw meat, poultry, and seafood separately from ready-to-eat food. If this is not possible, store ready-to-eat food above raw meat, poultry, and seafood. This will prevent juices from raw food from dripping onto ready-to-eat food.
10. Store food items in the following top-to-bottom order:
 - 10.1 Ready-to-eat food
 - 10.2 Seafood
 - 10.3 Whole cuts of beef and pork
 - 10.4 Ground meat and ground fish, and
 - 10.5 Whole and ground poultry. This storage order is based on the minimum internal cooking temperature of each food.
11. Suggested maximum storage temperature and time shall be maintained always; refer to Table 1.

V. Temperatures in Food Storage

1. Store TCS food (foods that need time and temperature control for safety) at an internal temperature of 41 °F (5 °C) lower or 135 °F (57 °C) or higher
2. Store frozen food at temperatures that keep it frozen.
3. Make sure storage units have at least one air temperature measuring device. It shall be accurate

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 6 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

to +/- 3 °F or +/- 1.5 °C

- Place the device in the warmest part of refrigerated units, and the coldest part of hot-holding units.
- Do not overload coolers or freezers. This prevents airflow and makes unit work harder.
- Frequent opening of the cooler lets warm air inside, which can affect food safety.
- Use open shelving. Lining shelving restricts circulation.
- Monitor food temperatures regularly by randomly sampling food temperatures.

Table 1

Guidelines for Storage of Specific Foods: Recommended Temperature and Maximum Period of Storage

Food	Temperature (°F)	Temperature (°C)	Maximum Storage
Canned Products	70	21	12 months
Cooked dishes with eggs, meat, milk, fish poultry	36	3	Served on day prepared
Dairy products	40	5	3 days, in original container tightly covered
Milk (fluid)			
Milk (dried)	70	21	3 months in original container
Butter	40	5	2 weeks in waxed carton
Cheese (hard)	40	5	6 months tightly wrapped
Cheese (soft)	40	5	7 days, in tightly covered container
Ice cream and Ices	10	-12	3 months, in original container, covered
Eggs	45	7	7 days unwashed, not in cardboard
Fish (fresh)	36	2	2 days loosely wrapped
Shellfish (fresh)	36	2	5 days in covered container
Frozen Products	0 (to -20)	-17 (to -29)	
Fruits*	50 (to 70)	10 (to 20)	2 weeks, in original container
Apples, Pears, Citrus			
Berries, Grapes	40-45	7.2	3 to 5 days; do not wash before refrigerating

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 7 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

Pineapples (ripen first)	40-45	4.4-7.2	3 to 5 days; refrigerate after ripening
Leftovers	36	2	2 days, in covered containers
Poultry	36	2	7 days properly wrapped
Meat Ground	38	3	2 days properly wrapped
Fresh meat cuts	38	3	6 days properly wrapped
Liver and variety meats	38	3	2 days properly wrapped
Cured Bacon, Ham	38	3	1-4 weeks, wrapped
Dried beef	38	3	6 weeks, wrapped
Leafy vegetables	45	7	7 days unwashed
Potatoes, onions, squash, root vegetables	70	21	7-30 days dry in ventilated container or bags

**Fruits that need ripening shall not be refrigerated. Leave at room temperature until ripe; then refrigerate as above. The peels of ripened bananas and avocados get dark in refrigeration, but the flesh or pulp is not affected, as long as they are not bruised or the skin is intact.*

Sources: Perdigon, Claudio & Chavez (2006) and NRAEF (2012) ServSafe® Coursebook

I. Storage of Specific Foods

1. Staples and Canned Goods

- 1.1 Groceries and canned goods shall be stored in shelves and by groups.
- 1.2 Item shall be stored in alphabetical sequence in their respective groups.
- 1.3 Cereals / cereal products and dry vegetables shall be placed in containers with tight-fitting lids. Containers shall be properly labeled. The product shall be inspected frequently for insect infestations.
- 1.4 Cereals and cereal products, dry vegetables, spices, condiments, and canned goods shall be kept in dry storage.
- 1.5 Shelves or platforms shall be raised at least six inches (6") above the floor.
- 1.6 For shelves placed against the walls, a two-inch (2") leeway shall be allowed.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 8 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

- 1.7 Canned goods shall be marked with the date of delivery and shall be used according to a first-in-first-out (FIFO) and first-expired-first-out (FEFO) policy. It shall be inspected frequently for swells and leaks.
- 1.8 Evaporated milk shall be placed in the coolest part of the storeroom.
- 1.9 Food packed in glass containers shall be kept in closed boxes as light tends to injure the color and flavor of these items.
- 1.10 Items in big boxes shall be unpacked.
- 1.11 Rice and flour sacks shall be crossed stacked on a raised platform (6 inches [6"] from the floor) to facilitate proper ventilation and cleaning.
- 1.12 Maintain standard temperature and humidity at maximum of 20 °C - 25 °C for dry storage.
2. Fruits and Vegetables
 - 2.1 Fruits and vegetables shall be examined carefully before storage. Items that are overripe and are about to wilt or rot shall be stored separately for immediate use.
 - 2.2 Green crates of fruits and vegetables shall not be stacked on the "bulge" sides. These shall be cross-stacked whenever possible to allow the circulation of air.
 - 2.3 Thoroughly ripened fruits and vegetables shall be used as soon as they are delivered. Ripe fruits and vegetables such as avocado, melon, mangoes, bananas, and tomatoes shall be kept in the coolest part of the storeroom.
 - 2.4 During storage, fruits shall be frequently sorted and decaying pieces removed. Bananas shall be kept in dry storage, never in the refrigerator. Root crops shall be stored away from the light in a moderately well ventilated room with a temperature of 40 °F - 60 °F).
3. Dairy Products
 - 3.1 Milk and cream containers shall always be tightly covered.
 - 3.2 Butter shall always be refrigerated.
 - 3.3 Cheese shall be wrapped tightly to prevent drying. Freezing cheese shall be avoided to prevent breaks of grain that causes crumbling. Storage temperature is 41 °F - 45 °F.
4. Eggs
 - 4.1 Egg crates shall always be set in an upright position and cross-stacked whenever possible to allow for good air circulation.
 - 4.2 Eggs shall not be stored for more than 3 days at room temperature from the time of delivery, if they are to be stored for more than three days, temperature shall be at 5 °C - 6.1 °C (41 - 43 °F).





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 9 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

5. Meat and Meat Products

- 5.1 The proper temperature of a meat freezer is 31 °F - 42 °F or 0° - 20 °C.
- 5.2 Fresh meat shall be stored on the shelves, fat side up except for large pieces of beef or hog carcasses that shall be hung on hooks.
- 5.3 Meat shall be stored separately from other foods.
- 5.4 The meat shall be segregated, beef next to beef, etc. with enough space in between for better circulation.
- 5.5 Cured meat shall be stored under refrigeration and wrapped or covered to prevent odor from spreading throughout the refrigerator.
- 5.6 Ground meat shall be used within 24 hours; otherwise, it shall be precooked or frozen.
- 5.7 Processed meats shall be placed on shelves with visible labels. Issue shall be on a first-in-first-out basis.
- 5.8 Frozen foods shall be thawed at refrigeration temperatures of 4 °C (40 °F) or below or quick thawed as part of the cooking process. Frozen foods, such as meat that had been thawed shall not be re-frozen but shall be used immediately afterwards. Microorganisms can multiply very quickly if food is stored at room temperature.
- 5.9 Cooked meat shall be well covered when stored.

6. Fish and Seafood

- 6.1 Fish shall be kept refrigerated at all times at a temperature below 4 °C (40 °F).
- 6.2 Fish shall be properly arranged when stored to hold their natural shape better and longer.
- 6.3 Fish that has been thawed shall not be refrozen.
- 6.4 Maximum storage life can be obtained by maintaining a temperature of 0 °F or below.

I. Guidelines in Storing Chemicals and Cleaning Supplies

1. Chemicals and cleaning supplies shall be stored in the designated storage area to prevent food contamination. Dirty cleaning tools, such as a mop, can also be a hazard to food. Mind these guidelines: Always store chemicals and cleaning supplies in the designated storage area.
2. Ask your manager where these items shall be stored.
3. Store chemicals in their original containers. If chemicals are transferred to a new container, the label on the container shall list the common name of the chemical.
4. NEVER store chemicals and cleaning supplies near food. The chemicals might get on the food.
5. NEVER store cleaning equipment near food. Dirty equipment might contaminate the food.
6. Dispose of chemicals according to their labels.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 10 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

7. Always dump mop water and other dirty liquids into a designated service sink with a floor drain.
8. NEVER dump mop water or dirty liquids into a toilet or urinal. It might contaminate the cleaning equipment and spread pathogens.

I. SANITATION, SAFETY and MAINTENANCE

Keep food safe throughout the flow of food.

A sanitation plan is important in any food service preparation area. It ensures that all surfaces are cleaned on a regular basis and reduces the risks of transferring bacteria or other pathogens from an unclean surface to clean equipment such as cutting boards or tools.

1. Five risk factors for foodborne illness includes

- 1.1 Purchasing food from unsafe sources,
- 1.2 Failing to cook food correctly,
- 1.3 Holding food at incorrect temperatures,
- 1.4 Using contaminated equipment and
- 1.5 Practicing poor personal hygiene.

2. The standards for maintaining a safe food service environment shall include the following:

- Keeping food safe from food-borne illness
- Time and temperature controls
- Proper hygiene techniques
- Cross-contamination, sanitation and cleaning
- Proper work flow of the food flow (HACCP)
- Pest control and other hazards of the operation

Food

Refer to minimum internal temperature chart for meat, fish, poultry and seafood.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 11 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

Table 2

Minimum internal temperature chart

Food	Temperature
Poultry (includes ground poultry)	165 °F* (74 °C*)
Stuffing, sauces, gravies, soups	165 °F (74 °C)
Reheated or microwaved foods, leftovers, casseroles, hot dogs	165 °F (74 °C)
Ground meats: beef, pork, veal, lamb	USDA: 160 °F (71 °C) FDA: 155 °F (68 °C)
Precooked ham	USDA-inspected: 140 °F (60 °C) All others: 165 °F (63 °C)
Eggs	USDA: 160 °F (71 °C) FDA: 145 °F (63 °C)
Beef, veal, lamb, pork, fish	145 °F** + 3 minute rest 63 °C** + 3 minute rest
Vegetable and fruits	135 °F (57 °C)
Commercially processed ready-to-eat foods	135 °F (57 °C)

NOTES: *In 2006, the USDA selected 165 F (74 C) to be the single safe minimum end-point temperature. However, consumers can choose to cook poultry to higher temperatures. It is recommended to check the temperature in whole birds at three locations – thigh (deep crevice), wing joint, and breast.

**145 °F (63 °C) for medium rare, 160 °F (71 °C) for medium and 170 °F (78 °C) for well done.

- Employees shall be given their own thermometers, times to check certain foods or equipment (refrigerators, freezers, fryers, serving areas), methods to log the temperature and time, and an established set of corrective action procedures.
- This information shall then be filed in the organization's records. An active monitoring program is essential for the prevention of foodborne illnesses.
- When using thermometers, wash, rinse, sanitize, and air-dry thermometers before and after using them.
- Calibrate them before each shift to ensure accuracy.
- Make sure thermometers used to measure the temperature of food are accurate to +/- 2 °F or +/- 1 °C.



DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 12 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

- Only use glass thermometers if they are enclosed in a shatterproof casing. Insert the thermometer stem or probe into thickest part of the product (usually the center).
- Take more than one reading in different spots and wait for the thermometer reading to steady before recording the temperature.

Holding Foods

1. Hot foods FDA: at least 140 °F (60 °C) Cold foods FDA: under 40 °F (4 °C).
2. Hold TCS food at the correct temperature; Hot food: 135 °F (57 °C) or higher; and Cold food: 41 °F (5 °C) or lower. Check temperatures at least every four hours. Throw out food not at 41 °F (5 °C) or lower. Check temperatures every two hours to leave time for corrective action. Never use hot-holding equipment to reheat food unless it's designed for it. Reheat food correctly, and then move it into a holding unit.
3. Cold food can be held without temperature control for up to six hours if: it was held at 41 °F (5 °C) or lower before removing it from refrigeration; it does not exceed 70 °F (21 °C) during service. Throw out food that exceeds this temperature; it has a label specifying the time it was removed from refrigeration and time it shall be thrown out; and if it is sold, served, or thrown out within six hours.
4. Hot food can be held without temperature control for up to four hours if: it was held at 135 °F (57 °C) or higher before removing it from temperature control; it has a label specifying when the item shall be thrown out; and if it is sold, served, or thrown out within four hours.
5. It is recommended that after 2 hours, the food has to be discarded if it falls outside these minimal internal temperatures.

Cooling Foods

1. According to the USDA, foods shall be cooled to below 40 °F (4 °C) within 4 hours of removal from cooking or they pose a danger to consumers. The FDA Food Code suggests that the cooling of hot foods occur in two stages: 135 to 70 °F (57 to 21°C) in the first 2 hours, and then 135 to 41 °F (57 to 5 °C) within 6 hours or less. Food not reaching these temperatures within 6 hours shall be discarded.
2. Before cooling food, start by reducing its size by cutting larger items into smaller pieces and dividing large containers of food into smaller containers or shallow pans.
3. To cool food safely and quickly, place food in an ice-water bath, stir it with an ice paddle and place it in a blast chiller.



DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 13 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

4. When storing food for further cooling, loosely cover food containers before storing them. Food can be left uncovered if protected from contamination. Storing uncovered containers above other food, especially raw seafood, meat, and poultry, will help prevent cross-contamination.

Reheating Foods

1. Within 2 hours before being served, all hot foods shall be reheated to at least 165 °F (74 °C) for 15 seconds. Reheat commercially processed and packaged ready-to-eat food to an internal temperature of at least 135 °F (57 °C).

Serving Foods

1. When serving, recommendation is 140°F (60°C) and 40°F (4°C) boundaries continue to be observed.
2. Factors which promote growth of microorganisms once food is contaminated include:
 - 2.1 Failure to use food within appropriate time interval after preparation.
 - 2.2 Failure to cook food within the required internal and or external temperatures.
 - 2.3 Failure to maintain or store food at appropriate temperatures.
 - 2.4 Unsanitary methods of displaying and or serving of food.
3. Precautions shall be taken to make sure that the food served is free from contamination and spoilage, and therefore, safe to eat.
 - 3.1 All supplies shall come from reliable and reputable sources and shall be inspected thoroughly for expiration, spoilage, misbranding and adulteration.
 - 3.2 All meat products shall be inspected by the national or local regulatory authority, i.e., the National Meat Inspection Service (NMIS).
 - 3.3 Certain foods may be contaminated at the time of purchase such as:
 - 3.3.1 Eggs and their by-products to include dry and frozen egg products. Whole eggs shall be fresh and free from cracks and fecal matter. Because of the possibility of salmonella contamination. Eggs shall not be eaten raw.
 - 3.3.2 Dairy products
 - 3.3.3 Cream-filled pastries and poultry
 - 3.3.4 Fresh meats, fish and poultry
 - 3.4 Food shall be protected from contamination while being stored, prepared, displayed, served and moved from the receiving area up to the cooking area until it reaches the



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 14 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

3.5 Food shall be thrown out in the following situations:

- 3.5.1 when it is handled by staff who have been restricted or excluded from the operation due to illness;
- 3.5.2 when it is contaminated by hands or bodily fluids from the nose or mouth; and when it has exceeded the time and temperature requirements designed to keep food safe.

Safe Storage Methods

1. Only food items that need refrigeration shall be refrigerated.
 - 1.1 Overloading of the refrigerator shall be avoided to allow free circulation of air.
 - 1.2 All perishable food items shall be stored at regulated temperatures to protect them from spoilage.
 - 1.3 Hot food shall be kept at 140 °F or above until they are served. Hot foods shall be chilled in shallow containers and shall reach an internal temperature of 5 °C or less within 2 to 4 hours of preparation.
2. Leftovers shall be refrigerated immediately in covered containers, labeled properly and shall be consumed as soon as possible.
 - 2.1 Contents of opened canned goods shall be transferred in stable containers made of glass or stainless steel then stored in the refrigerator and shall be covered.
 - 2.2 Bottled food, like mayonnaise and salad dressing, shall be refrigerated once opened.
 - 2.3 Food and food containers shall be properly labeled when stored.
3. All the food on shelves, tables, racks or other clean surfaces shall be stored in such a way as to allow free circulation of air and to protect them from contamination, insects and vermin.
 - 3.1 Fruits, vegetables, dairy products, meat, fish and poultry shall be stored at refrigerated temperatures of less than or equal to 5°C (44°F). A temperature of less than or equal to 7 °C (45 °F) is allowed for old refrigerated equipment, if equipment is capable of maintaining temperature and shall be replaced or upgraded within 5 years, per Regulatory Authority. Meat, fish, vegetables, and fruits shall be washed in sinks intended only for food preparation. Raw fruits and vegetables shall be washed thoroughly before use.
 - 3.2 Insecticides and pesticide shall be properly marked and stored away from food and food preparation areas.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 15 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

4. Water tanks shall be regularly cleaned.

Handling Left-Overs

1. Wrap leftovers well. Cover leftovers, wrap them in airtight packaging, or seal them in storage containers. These practices help keep bacteria out, retain moisture, and prevent leftovers from picking up odors from other food in the refrigerator. Immediately refrigerate or freeze the wrapped leftovers for rapid cooling.
2. Store leftovers safely. Leftovers can be kept in the refrigerator for 3 to 4 days or frozen for 3 to 4 months. Although safe indefinitely, frozen leftovers can lose moisture and flavor when stored for longer times in the freezer.
3. Thaw frozen leftovers safely. Safe ways to thaw leftovers include the refrigerator, cold water and the microwave oven. Refrigerator thawing takes the longest but the leftovers stay safe the entire time. After thawing, the food shall be used within 3 to 4 days or can be refrozen.
4. Cold water thawing is faster than refrigerator thawing but requires more attention. The frozen leftovers shall be in a leak-proof package or plastic bag. If the bag leaks, water can get into the food and bacteria from the air or surrounding environment could enter it. Foods thawed by the cold water method shall be cooked before refreezing.
5. Microwave thawing is the fastest method. When thawing leftovers in a microwave, continue to heat it until it reaches 165°F as measured with a food thermometer. Foods thawed in the microwave can be refrozen after heating it to this safe temperature.

Reheating Leftovers without Thawing

1. It is safe to reheat frozen leftovers without thawing, either in a saucepan or microwave (in the case of a soup or stew) or in the oven or microwave (for example, casseroles and combination meals). Reheating will take longer than if the food is thawed first, but it is safe to do when time is short.
2. Reheat leftovers safely. When reheating leftovers, be sure they reach 165 °F as measured with a food thermometer. Reheat sauces, soups and gravies by bringing them to a rolling boil. Cover





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 16 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

leftovers to reheat. This retains moisture and ensures that food will heat all the way through.

3. When reheating in the microwave, cover and rotate the food for even heating. Arrange food items evenly in a covered microwave safe glass or ceramic dish, and add some liquid if needed. Be sure the covering is microwave safe, and vent the lid or wrap to let the steam escape. The moist heat that is created will help destroy harmful bacteria and will ensure uniform cooking. Also, because microwaves have cold spots, check the temperature of the food in several places with a food thermometer and allow a resting time before checking the internal temperature of the food with a food thermometer. Cooking continues for a longer time in dense foods such as a whole turkey or beef roast than in less dense foods like breads, small vegetables and fruits.

Refreezing Previously Frozen Leftovers

1. Sometimes there are leftover "leftovers." It is safe to refreeze any food remaining after reheating previously frozen leftovers to the safe temperature of 165 °F as measured with a food thermometer.
2. If a large container of leftovers was frozen and only a portion of it is needed, it is safe to thaw the leftovers in the refrigerator, remove the needed portion and refreeze the remainder of the thawed leftovers without reheating it.

Personnel

Only healthy people are suitable food handlers because disease is transmitted by an infected food handler and food service employees with poor personal habits. Thus, the following rules shall be followed:

1. Each member of the Nutrition and Dietetics Service shall be subjected to physical and medical examinations upon acceptance and at least once a year thereafter.
2. Nutrition and Dietetics Service personnel shall observe good personal hygiene, proper habits, safe food handling and serving practices. The following shall be practiced for personal hygiene:
 - 2.1 A daily bath.
 - 2.2 Hair shall be kept clean and neat with the use of hair net and cap.
 - 2.3 Practice proper hand washing.
 - 2.4 Food handlers shall wash their hands before they start work and after using the restroom, handling raw meat, poultry, and seafood (before and after), touching the hair, face, or





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 17 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

body, sneezing, coughing, or using a tissue, eating, drinking, smoking, or chewing gum or tobacco, and handling chemicals that might affect food safety.

- 2.5 Food handlers shall wash their hands after taking out garbage, clearing tables or bussing dirty dishes, touching clothing or aprons, handling money, leaving and returning to the kitchen/prep area, handling service animals or aquatic animals and touching anything else that may contaminate hands. Refer to Policy DPOTMH-HW-P12-Hand Hygiene and RCMI's Hand Hygiene Poster-HW QP-08
3. Male employees shall be properly trimmed appropriately and shall have short hair; female employees shall adopt a simple well-combed hairstyle.
4. Hands shall be washed with soap and water for 20 seconds in hand sinks conveniently located in the unit, before and after handling food. An infection control approved waterless hand rinse (alcohol-based hand sanitizer) as a handwashing agent can be used.
5. Fingernails shall be kept clean and cut short without nail polish.
6. Clean and washable aprons and uniforms shall be worn at all times.
7. Pieces of jewelry and curlers shall not be worn when on duty.
8. Clean face towel and handkerchiefs shall be used to wipe face and arms.
9. Smoking is strictly prohibited.
10. Shall wear proper Personnel Protection Equipment.
11. Cover wounds on:
 - 11.1 the hand or wrist with an impermeable cover, (e.g. bandage or finger cot) and then a single-use glove;
 - 11.2 the arm with an impermeable cover, such as a bandage; and
 - 11.3 on other parts of the body with a dry, tight-fitting bandage.
12. Unless special precautions are taken, Nutrition and Dietetics Service personnel shall not be allowed to work when he has a cold or has an open sore, infected cuts or boil. NDS personnel shall be trained on good personal hygiene practices and proper handling, storing, and serving of food through a continuous in-service educational program.

Guidelines on Safe Food Handling and Serving Practices

1. Only clean utensils shall be used in preparing, cooking, and serving food.
2. Food shall never be handled with bare hands. Use disposable plastic hand gloves. Spoons, forks, tongs or other appropriate utensils shall be used each time food is tasted.
3. Cups, knives, forks, spoons, spatulas and tongs shall always be picked up by the handle.
4. Glasses shall always be handled by the base and plates by the rim, to avoid contamination of the

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 18 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

serving surface.

5. Clean dishes, glasses and cups shall be stored in enclosed cabinets with glasses and cups bottoms-up, preferably in baskets or trays
6. Broken, cracked or chipped dishes or other utensils shall be discarded.
7. Glasses shall not be tacked when carried.
8. Cups and glasses shall not be filled to the brim.
9. A fallen piece of silverware shall always be replaced with a clean one while serving.
10. Milk shall be poured at the table from the original container or an approved dispenser.
11. Dish-out trays with food shall not be stocked one on top of another.
12. Refrigerated storage areas shall be closed after using.
13. Minimize manual food handling.
14. Leftover foods from patient's tray shall be discarded appropriately.

Utensils and Equipment

1. Equipment and utensils shall be made of non-toxic, smooth, durable, non-corrosive and easily cleaned materials.
2. Proper instructions shall be given to employees on how to use and care available equipment and utensils. Equipment shall be frequently checked for needed repairs that shall be made as soon as possible. All equipment and utensils in food preparation, service and storage shall be cleaned and sanitized regularly.
3. The following are suggested cleaning schedules:
 - 3.1 Daily or after use – counter tops, dining tables, chopping boards and tables, ranges, can openers, "kawas" (vats), pots and pans, garbage cans, kitchen utensils, floors.
 - 3.2 Weekly – refrigerators, storage shelves chairs, table's legs and fans.
 - 3.3 Monthly – freezers, hoods, walls, ceiling, lighting fixtures, window screen, industrial exhaust fans, air conditioners and grease trap.
4. Equipment and utensils shall be thoroughly cleaned after each use. Use disposable wares and utensils for patients with infectious and communicable disease. Cleaning schedule of areas and equipment shall be posted in the board.
5. In order to kill pathogens, dishwashing temperatures shall be between 140 °F and 160 °F (60 °C and 71 °C), and rinse temperatures shall be at least 180 °F (82 °C) for 10 seconds or 170 °F (77 °C) for 30 seconds. Despite concerns that dishwashing failures result in foodborne illness, only 5 % of sanitation failures can be traced to faulty equipment; the remaining 95 % are a result of human

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 19 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

error.

Washing, Sanitizing and Disposal of Garbage

Illness-causing bacteria can survive and spread across your kitchen, so it is important to clean properly to prevent bacteria from spreading to food. Here are the right ways to wash up:

1. Wash hands for at least 20 seconds with soap and running water. Wash hands before preparing or eating food.
2. Wash surfaces, cutting boards, dishes and cooking utensils with hot soapy water after each use to prevent bacteria from spreading throughout the kitchen.
3. Rinse product under running tap water, no soap required. Avoid washing seafood, meat, poultry or eggs as this can actually cause more bacteria to spread.
4. Sanitize sponges daily and replace frequently. Don't forget to wash dishcloths and towels on a regular basis, too.
5. Use appropriate washing detergents. Emphasize to staff that chemicals and detergents shall be used properly and correctly.

Food Sanitation Checklist

1. Checklists on Food Sanitation in compliance with P.D. No. 856, or the Code on Sanitation, as well as applied food service sanitation. DPOTMH-PCU-F036 (01)-Nutrition Care Services – IPC Checklist.

Pest Control

1. Food naturally draws living creatures; even the cleanest facility can be put at risk of transmitting foodborne illness by the presence of insects, rodents, birds, turtles, or other animals. Rodents such as mice and rats can carry Salmonella, typhus, and the bubonic plague. Insects such as cockroaches transfer microorganisms by landing, walking, and regurgitating their stomach contents on foods when feeding. To discourage pests from taking up residence, it's best to:
 - 1.1 block pests from entering the establishment,
 - 1.2 block pests from all food, and
 - 1.3 maintain a pest control program





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 20 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

Accident Prevention

The following suggestions are to be observed to prevent accident among Nutrition and Dietetics personnel:

1. Floors shall be cleaned and dried daily. Drippings of oil grease and water shall be removed, spills of food shall be cleaned immediately to prevent accident.
2. Preparation, cooking, serving area and corridors shall be adequately lighted and ventilated.
3. Broken, cracked, chipped dishes or utensils and worn out equipment shall be discarded.
4. Remove immediately broken dishes or glasswares that have dropped on the floor. Place a chair over broken dishes on the floor if they cannot be removed immediately.
5. Equipment shall be checked and inspected regularly.
6. Do not use the top of refrigerators or other equipment as storage place of supplies.
7. Unplug electrical equipment before cleaning.
8. Electrical wiring shall be checked regularly by the maintenance section and shall secure a safety service report.
9. Availability of functional and not expired fire extinguisher shall be placed in accessible areas for emergency use.
10. Cleaning tools and materials shall be properly stored in place to avoid accidents or fall. Use proper warning device while cleaning the floor.
11. Orientation and training of kitchen personnel on the use, handling and operation of kitchen equipment, utensils and other gadgets is a shall.
12. First aid kit shall be made available in the Nutrition and Dietetics Service at all times. (It shall include burn ointment, cotton, gauze, bandage, micropore tape, alcohol, povidone iodine, distilled water)

Different Work Areas and Suggested Equipment

Receiving Area:

1. The area shall be large enough for examining all food supplies with sanitation features to prevent contamination of foodstuff, shall be accessible from the main roads, provided with a parking space for trucks and shall have equipment such as: weighing scale, counter table, garbage can, hand washing sink and food trolley.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 21 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

Storage Area:

The area shall be near the receiving area and shall provide a dry storage section for staples and cold storage for perishables.

1. **Dry Storage area:** shall be dry, shall have good lighting and ventilation, located near and in front of the nutritionist dietitian's office and equipped with a weighing scale, bin with covers, ladder, shelves, locked and open cabinets.
2. **Cold Storage area** - shall be equipped with freezer, chiller and refrigerator.
3. **Pre-Preparation Area:** it shall have an efficient arrangement of space with a minimum traffic, permitting the best possible workflow. The size of the preparation room shall be carefully estimated to accommodate meat, vegetable, fish, and poultry with the corresponding equipment needed. It shall preferably be located as separate area, often at the side or back of the cooking units. It shall be equipped with a sink (standard sink size 20"x20"x14"), two compartments or single with drain board, a counter table, a chopping board or meat block, and garbage can with cover.
4. **Cooking Area** (regular and therapeutic preparation area): the area derives its supplies from the storerooms and preparation areas. It shall be near or adjacent to the pots and pans area. An island arrangement of the cooking equipment at the center of the room in large kitchens is usually favored over a wall setup to shorten the distance from the preparation area to the serving area. It shall be equipped with ranges, oven, broilers, hot plate, fryers, cook's table, a sink near the cook's table, rack for clean pots and pans, pot and pans sink, one large hood, ventilating fan, and portable garbage can with cover and casters.
5. **Enteral Formulary Room:** this is an integral part of the main kitchen where blenderized/commercial feedings are prepared. Preferably, the area shall be air conditioned to maintain its sterility. It shall be equipped with stainless working tables with shelves, blender, bottles, stainless measuring cup and spoon, sterilizer, dietetic scales, stainless washing sink, refrigerator and stove (optional).
6. **Pots and Pans Area:** Pots and pans washing area shall be in a separate area equipped with deep sinks (sink 24"x24"x14"), abundance of hot and cold water, and drying racks. The location of the area shall be near the cooking area but out of any main traffic lines.
7. **Dishwashing Area:** The dishwashing area shall be near the tray assembly area. It shall be well lighted and ventilated. It shall be located directly adjacent to the dining room and soundproofing is recommended to avoid undesirable sound. If the hand washing method is used, a 3-compartment sink shall be utilized. If a dishwashing machine is used, it shall not be washed in

MASTER COPY



DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 22 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

the same sink used for those of the personnel. There shall be separate doors for entrance and exit and these shall be of sufficient width to permit free entry of various types of carts.

Serving Area

1. **Personnel Dining Room:** shall be sanitary, well lighted, ventilated, and located away from contagious pavilions, morgue or any unsightly surrounding. It shall be equipped with dining tables, chairs, electric fans and blowers, facilities for drinking water, and a hand-washing sink. Additional amenities can be provided such as: audio-video system for relaxation.
2. **Patient's Food Service:** shall have either a centralized or decentralized food service. In a centralized food service, it shall be equipped with tray assembly, serving counter, bainmarie, storage cart, wares, trays and food conveyors.
3. In a decentralized food service, it shall be equipped with a floor pantry with adequate space for 3-compartment stainless sink, drain board, counter tables, garbage cans with covers and casters, open and closed cabinets, electric stove, refrigerator and food conveyors.
4. **Employee Facilities:** it shall include separate washrooms and toilets for male and female employees. Lockers shall be provided. Hand washing sinks shall also be available. On Call Room as sleeping quarters shall be provided as needed by the operational needs.
5. **Food Wastes and Trash Storage:** garbage containers shall not be too large to make handling difficult, or to favor accumulation of garbage. Use color-coded plastic garbage bags. It shall be emptied at least twice a day, preferably after lunch and before closing time. The garbage can shall be washed with detergents and hot water, and the storage area for garbage shall be located adjacent to the receiving area.
6. **Nutritionist-Dietitian's Office:** it shall be strategically located to oversee all areas of operation. It shall be equipped with office desks, chairs, filing cabinets with vaults, telephone, a computer with printer and internet, fax machine, photocopier, electric typewriter, an air conditioning unit or electric fan and a built-in shelves. A panel vision of glass wall may be used as part of the interior wall.
7. **Parking Area for Mobile Equipment:** space shall be allocated for parking mobile equipment such as trolleys, food conveyors and carts.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-IPCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 23 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: 1. DPOTMH-IPCU-F036 (01)-Nutrition Care Services – IPC Checklist
EQUIPMENT: N/A
REFERENCES: N/A





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-MPP-PCU-P019-(01)	
TITLE/DESCRIPTION: FOOD SAFETY AND SANITATION GUIDELINES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 24 of 24
APPLIES TO: Infection Prevention and Control Unit, Nutrition Care Services Department		POLICY TYPE: Multi Disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	GERLYN J. DE LA CRUZ Infection Prevention & Control Unit Supervisor		05/09/2025	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation and Documentation Manager		05/09/2025	
Approved by:	MA. PAMELA P. GARILAO Nutrition Care Services Manager		5/15/2025	
	DOLORES ROMMELA T. RUIZ, MD Infection Prevention & Control Unit Head		5/21/25	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		05/26/25	
	MA. ANTONIA S. GENSOLI, MD VP/Chief Medical Officer		5.27.25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		06/03/25	

