

Infection Control Regional Tool Kit

#4 Food Services & Meal Distribution Audit Tool

Name of Site		Date of Audit	
FS Supervisor	Employed: _____ Contracted: _____	Name of Contractor	_____
FS Personnel	Employed Staff: _____ Contracted Staff: _____	Name of Auditor(s)	_____
<input type="checkbox"/> Acute <input type="checkbox"/> LTC/AL <input type="checkbox"/> Ambulatory <input type="checkbox"/> MHSU <input type="checkbox"/> Community			

This document is intended to assist facilities in the ongoing assessment of best practices for Food Service & meal distribution to the site and care areas.

	Food Services & Meal Distribution	Status				Comments <small>Required for "Partial" and "No" selections</small>
		Yes	Partial	No	N/A	
1.0	General					
1.1	Affected Units: All communal dining has been converted to "in-room" meal tray service					
1.2	Meals are plated & tray components fully assembled off unit by Food Service staff					
1.2	Dietary staff delivering to affected units will have minimal contact with staff & surfaces					
1.3	All communal fridges have been cleaned and are off limits to residents and staff					
1.4	All use of communal microwave ovens and other appliances has been suspended					
1.5	All snacks and beverages are single serving portions & residents receive them wrapped					
1.6	Any beverages or foods needed for administering meds are "single serving" packaged					
1.7	ABHR or Sanitizing wipes are available for resident hand hygiene					
1.8	Staff ensure all residents requiring help are assisted in performing hand hygiene					
1.9						
1.10						
1.11						
1.12						
1.13						

	Food Services – Cleaning and Disinfection	Status				Comments <i>Required for "Partial" and "No" selections</i>
		Yes	Partial	No	N/A	
2.0	Meal Delivery Systems, Processes, and Supplies					
2.1	Fully washable food service equipment used to transport meal trays – closed preferred					Closed system in use: (Y/N) __
2.2	A documented process for meal tray delivery & pick up by <u>Unit Staff</u> is in place					
2.3	A documented process for return of <u>reusable dishes</u> is clearly understood by all					
2.4	Return process includes cleaning/disinfection of <u>return elevator contact points</u> each use					
2.5	Return process includes full PPE for management of soiled tray return & waste removal					
2.6	A plan is in place for converting to a completely <u>disposable meal tray service</u> (Y/N) __					has been initiated: (Y/N) __
2.7	When using disposable trays disposal bins in rooms are of adequate size to meet need					
2.7						
2.8						
2.9						
2.10						
2.11						

Total "Yes"		Total "Partial"		Total "No"	
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Immediate Action Recommended *(Add to Outbreak Management Action List with timeline for completion)*

Additional Comments