

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 168 – 24-Hour Services Food Recalls

I. POLICY

It is Southern Highlands' intention to serve nutritionally balanced meals to all consumers who receive twenty-four (24) hour services and to do so in a manner that assists us in insuring that consumer health and safety needs are met.

II. DISCUSSION

- A. Southern Highlands Community Mental Health Center Twenty-four Hour Services Program operates group homes, a Crisis Residential Unit, a Community Psychiatric Supportive Treatment Unit and an Inpatient Substance Use Treatment Program. All these sites require staff to have a food handlers certification. Adults with mental illness, substance use and/or developmental delays are served at one or more of these sites. All staff working directly in one of the sites listed above are required to receive a food handlers certification. Dietitian approved meals are served family style and snacks are available at all times. Essential special dietary needs, such as diabetic diets, are identified by the consumer's physician or the program physician and addressed appropriately at each site. Staff purchasing groceries utilize the pre-planned menus as a shopping guide and food is stored and prepared in accordance with the Mercer County Health Department and OHFLAC regulations. Staff who teach food preparation skills and/or prepare food must obtain a Food Handlers Permit before the end of their new employee probationary period. This permit is obtained by successfully completing a Food Handlers Class which is offered online. It is the responsibility of the employee's immediate supervisor to schedule them for the online training for a certification..
- B. The Food and Drug Administration (FDA) is the regulatory body that alerts the public to food products that pose a significant health risk. Recalls are actions taken by a firm to remove a product from the market. According to the FDA web site, the typical food risks that generate FDA alerts to the public are food contaminated with dangerous microorganisms or allergens. Recalls may be conducted on a firm's own initiative, by FDA request, or by FDA order under statutory authority.

III. PROCEDURE

- A. In order to further minimize the risk of food related illness, SHCMHC 24-hour services will take additional steps to insure that there is timely awareness and disposal of food items that have been voluntarily recalled or recalled by the Food and Drug Administration (FDA). Instead of relying on the chance that someone will see or hear about these recalls via the broadcast media, the Directors and Coordinators of these sites will register to receive e-mails detailing the FDA recalls and safety alerts, via the intranet. The Coordinator/Director will insure that these products are removed from each site under his/her supervision immediately.
- B. Membership to this e-mail list can be accessed by going to the intranet and, following authentication and return to the SHCMHC home page, going to the following web address: <http://www.fda.gov>. This will take you to the U. S. Food and Drug Administration home page. Scrolling to “**FDA Recalls**” and click “**read more...**” at the bottom of the section. The last item under “**FDA News**” section is titled “**Subscribe to FDA’s Free E-Mail Newsletters**”. Click on “**Recalls**”. This will take you to “**NIH LISTSERV**”. Follow the instructions to obtain the FDA e-mail membership.
- C. Employees are restricted from food handling areas if they have a communicable disease or infected cut or lesion.
- D. All staff at licensed sites will obtain and keep their food handlers certification.
- E. Staff may access the online class at:
<https://mchd.statefoodsafety.com/food-handler/west-virginia/mercercounty-countywide#:~:text=This%20food%20handler%20card%20is%20approved%20for%20use,regulations%20of%20the%20workers%E2%80%99%20state%20or%20local%20government.>