

Algoma Public Health Event Guidelines



Operating Guidelines for Event Organizers and Food Vendors



Algoma
PUBLIC HEALTH
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Special Event Guidelines

If you are planning to operate a Community Event with multiple food vendors (for example, fairs, festivals, and charity barbecues) within the Algoma District you must notify Algoma Public Health (APH).

In order to operate, steps 1 to 4 must be followed. Failure to do so may result in the immediate closure of the individual food booth and/or event.

1. Read this guidebook so that you are aware of the requirements.
2. All persons and/or organizations planning to hold an event, where food will be sold or given away to the public, must submit an **Organizer Application Form** and Site Plan for the proposed activity, to the APH Environmental Health Program, **at least 4 weeks prior** to the scheduled date of the activity. A Public Health Inspector will review this information and contact you regarding food safety at your event.
3. The event organizer must distribute copies of these guidelines, and a **Vendor Application Form**, to each individual vendor planning to participate in the event.
4. Each individual food vendor must complete and submit a **Vendor Application Form** to APH at **least 14 days prior** to the event. A Public Health Inspector will review this information and may contact you and/or the vendors, regarding safe food handling practices.

All food must be approved by APH.

If an exemption applies to your event or food booth, you must meet the requirements outlined in **Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events**.

Compliance with the Food Premises Regulation 493/17 and Part 8 of the Ontario Building Code is required. Failure to comply in whole or in part may result in food booth closure and/or fines being issued.

FINES RANGE FROM \$60 TO \$460.

NOTE: Additional copies of these guidelines, application forms, and other information are available by contacting Algoma Public Health or visiting www.algomapublichealth.com

Tobacco

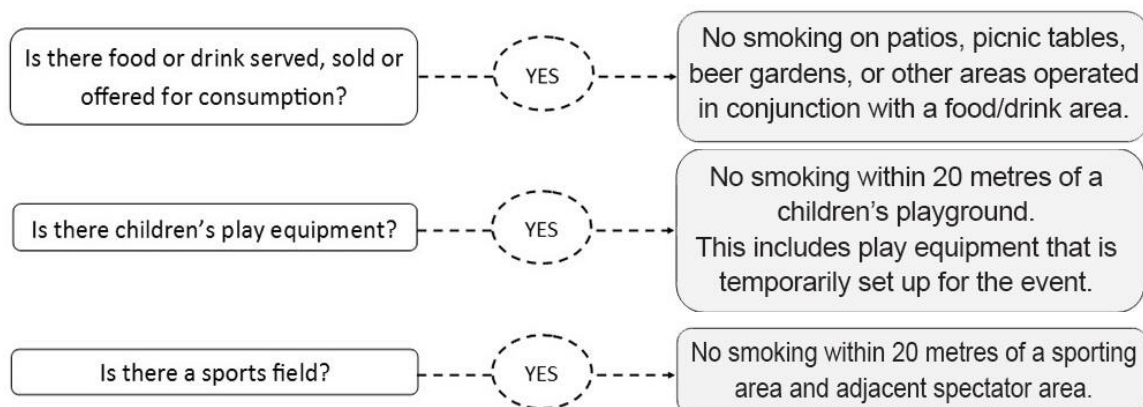
Municipalities may have specific by-laws in respect to smoking tobacco products in: public places, city buildings, and workplaces within the municipality. It is your responsibility to ensure your event complies with any by-laws that may exist in your municipality. Please contact APH to speak with a Tobacco Enforcement Officer if you have any questions.

Under the Smoke-Free Ontario Act, all indoor workplaces and public places must be smoke-free. Also, depending on the location and layout, all or certain areas of your outdoor event may need to be smoke-free.

As an event organizer, what am I responsible for?

- Tell your staff, volunteers, vendors, and sports team captains that smoking is not allowed in the smoke-free areas.
- Post No Smoking signs.
- Remove any ashtrays or similar equipment that is found in the smoke-free area.
- Tell people who are found smoking to move out of the smoke-free area.

Quick Reference – Required Outdoor No-Smoking Areas



The following areas must be smoke-free during your outdoor event:

1. Food or drink patios. A patio is an area:
 - Operated in conjunction with an area where food or drink is served, sold or offered for consumption, whether covered or not. For example, picnic tables, beer gardens, folding tables and chairs set-up by the event organizer or food vendor near food trucks or concession stands.

- Open to the public or to employees, whether or not a fee is charged for entry.
 - Not a private home.
2. Within 20 metres of a playground. A playground is an area:
- Primarily used for the purpose of children's recreation.
 - Fitted with children's play equipment including swings, slides, climbing apparatuses, sand boxes, splash pads, wading pools, and bouncy castles. This includes equipment that is temporarily set-up for the event.
 - Open to the public, whether or not a fee is charged for entry.
 - Not part of a residential location such as a condominium, apartment or campground.
3. Within 20 metres of a sporting area and adjacent spectator area. A sporting area is an area:
- Provincially or municipally-owned or on a post-secondary campus.
 - Primarily used for the purpose of sports such as soccer, baseball, tennis, skating, swimming, and skateboarding. Golf courses are exempt.
 - Open to the public, whether or not a fee is charged for entry.

Fire Prevention

To ensure the Ontario Fire Code is met, please contact Fire Services at 705-949-3377. For events outside of Sault Ste. Marie, contact your local fire department directly.

Responsibilities of Event Organizer

The event organizer will be responsible for the site, the water supply and the waste and garbage disposal. The organizer must ensure that the following requirements have been met:

A. SITE

1. The site plan submitted to APH should include food booth locations, waste disposal sites, washroom facilities, potable water spigot locations and water outlets (if applicable).
2. An umbrella or other roof covering is strongly recommended where food is being prepared outdoors.

3. The land on which the event is to take place must be dry and well drained. The event organizer must ensure that all loose sediment is swept off the grounds to prevent dust or muddy conditions.
4. Adequate pest control measures must be taken to control rodents, insects and other pests.
5. If there will be a petting zoo or other animal event (e.g. pony rides) on-site, handwashing stations are required in the area. Signage informing visitors to use these methods of hand hygiene must be posted. Signs are available from APH. No food booths can be in close proximity to this set-up. Contact APH for further information on recommendations to prevent disease and injury associated with petting zoos.

B. WATER SUPPLY

If the event organizer is providing water for the event see **Appendix 3 – Water Supply Requirements.**

C. WASTE AND GARBAGE DISPOSAL

1. Garbage containers with self-closing lids must be provided for use by both the public and food vendors and must be placed in convenient locations.
2. Garbage and refuse is to be collected as often as necessary, but not less than once daily.



1. **GREY WATER/SEWAGE DISPOSAL**
2. All *grey water* must be disposed of in an approved sanitary manner, i.e. poured into a sink which drains into an approved sewage system. Where this cannot be done, the grey water must be channeled into an approved holding tank. Grey water must not be dumped on the ground or down a storm sewer.
3. Where temporary living accommodations are permitted on the grounds (i.e. mobile trailers) during the event, an approved sewage system must be provided for the disposal of all waste water from these vehicles. The system must be pre-approved by Algoma Public Health.
4. Adequate sanitary facilities must be provided, properly equipped and maintained for use of the public and workers.

Sanitary Facilities

Temporary, accessible washrooms (i.e. portable privies) must be provided where an adequate number of permanent washroom facilities are not available. Follow these calculations to determine how many toilets should be provided:

For events with less than 1000 persons:	
Number of Persons	Number of Toilets
Under 100	2
100 - 200	3
201 - 400	4
401 - 600	6
601 - 1000	10

For events with more than 1000 persons:	
Number of Persons	Number of Toilets
1000	10
2000	20

For events with more than 2000 Persons: use 20 toilets as your baseline and add 1.5 Toilets for every 1000 persons thereafter.

$$\text{Formula} = 20 + \left[\frac{(\text{\#of persons} - 2000) \times 1.5}{1\,000} \right]$$

Example: 8000 Persons in attendance:

$$20 + \left[\frac{(8000 - 2000) \times 1.5}{1\,000} \right]$$

$$= 29$$

Note: For male patrons, urinals may be substituted for 25% of the total number of toilets where permanent washroom facilities are available.

The event organizer must provide some form of hand hygiene for use by patrons attending the event. In permanent washrooms, liquid soap and paper towel in a dispenser are required at all times.

If providing portable privies, one of the following is acceptable:

- Sanitizing moist hand towelettes.
- Alcohol-based hand sanitizer.
- Central handwashing station equipped with adequate supplies of liquid soap and paper towel. Ensure a garbage can is located near the hand wash station.



Responsibilities of Food Vendors

The following are minimum requirements. Public Health Inspectors available for consultation prior to the event to ensure the food booth meets the requirements.

NOTE: Food and water samples may be taken at the discretion of the Public Health Inspector.



APH requires at least ONE certified food handler on-site at the time of the event. Proof of certification for food handler must be provided.

1. Every operator and employee must:

- Not use tobacco within the food premises.
- Practice good personal hygiene and proper handwashing.
- Wear clean outer garments.
- Wear head gear (hat, elastics, hair net) that confines the hair.

Food handlers with cuts or burns must wear disposable, non-latex gloves that are changed often.

Should a food handler arrive or become sick during the event (e.g. diarrhea, vomiting, coughing, etc.) the worker must not be allowed to work in the food service area.

“Go-fer”

Designate a person to be the support worker who does not handle food.

They are responsible for such things as:

- Handling money and tickets.
 - Emptying garbage and dirty waste water containers.
 - Refilling fuel and clean water supplies.
 - Replenishing supplies such as soap, paper towels, food stocks, and utensils.
2. Food must be protected from potential contamination and adulteration at all times. This means that foods must be covered and stored appropriately.



3. Probe thermometers must be provided and used to check internal temperatures of *hazardous foods* during preparation and storage.
- Provide a supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer between uses.
 - Foods must be cooked to the final internal cooking temperatures in the table below.

Final Internal Cooking Temperatures (Using a Probe Thermometer) Temperatures must be maintained for a minimum of 15 seconds		
Poultry Whole poultry Individual pieces	82°C 74°C	180°F 165°F
Mixtures Containing poultry, egg, meat, fish or other hazardous food	74°C	165°F
Beef & Veal Hamburger, deboned and rolled roasts	71°C	160°F
Pork All products	71°C	160°F
Lamb Ground, deboned and rolled roasts	71°C	160°F
Fish All products	70°C	158°F
Eggs	63°C	145°F

4. Hazardous foods that are reheated must be reheated to at least the original cooking temperature for that food for 15 seconds. However, whole poultry must be reheated to 74°C (165°F) for 15 seconds. Foods can only be reheated once.

5. The internal temperature of stored or displayed hazardous food must be:

Cold Holding (Refrigerators & Coolers):

Temperature must be maintained at or below 4°C (40°F).

Hot Holding (BBQ, chafing dishes, crock pots):

Temperature must be maintained at or above 60°C (140°F).

6. Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers. Mechanical refrigeration is the preferred method where possible. Loose ice is not permitted except for use in pop coolers. Use commercial freezer packs or make frozen water bottles (e.g. in 2 litre pop containers several days in advance). Ensure you have enough freezer packs to keep food at or below 4°C (40°F).



7. When transporting hazardous food use thermal insulated containers provided with:

- Hot packs to maintain hot foods at an internal temperature of 60°C (140°F) or higher.
- Freeze packs to maintain cold foods at an internal temperature of 4°C (40°F) or lower.

8. Where there is not a permanent hand wash station available a portable hand wash station is required in each food preparation area. Required equipment includes:

- Water in a jug, with a spout.
- A bucket for grey water collection located under the water jug.
- Liquid soap in a pump dispenser.
- Paper towels.



9. All water used in preparing food, handwashing and cleaning must be potable. If the event organizer is providing water, all potable and grey water are to be clearly identified. All hoses used for potable water must be food grade and must be disinfected prior to use and at the beginning of each day. See **Appendix 3 – Water Supply Requirements**

10. Dishwashing requirements (see **Appendix 5 – Dishwashing**)

Where a 2-compartment sink is not available on-site for washing and sanitizing utensils used in food preparation and service (pots, pans, bowls, spoons, tongs, ladles, etc.) a sufficient number of clean, back-up utensils must be available to replace any contaminated utensils (at least four sets are recommended per day of the event). These utensils must be cleaned and sanitized in a 2-compartment sink or commercial dishwasher off-site.

- **Option:** A set of 3 tubs or basins can be used to wash-rinse-sanitize on-site when preparing hazardous foods. Tubs or basins must be large enough for the biggest piece of equipment used on-site.



11. Only *single-service* (disposable) knives, forks, cups, glasses, bowls and plates are to be used for customer use.
12. Store and handle raw foods separate from ready-to-eat foods to prevent cross-contamination.
13. All milk and milk products must be pasteurized and for sale in or served from the original container.
14. An adequate supply of cleaning and sanitizing products is required.
15. Food contact surfaces must be washed with soap and water, rinsed and then sanitized.
16. Cloths used for sanitizing food contact surfaces must be stored in a container of sanitizing solution, (i.e. 1 teaspoon of bleach with 1 litre of water), and must be changed when they become visibly dirty. If the sanitizing solution is kept in a spray bottle, single-use cloths must be used.



See **Appendix 6** for how to sanitize using a bleach solution.

Appendix 1 – Definitions

- A) Alcohol-based hand sanitizer - sanitizer with alcohol concentrations from 60% to 90%.
- B) Food - food or drink (including ice) for human consumption, and includes an ingredient of food or drink for human consumption.
- C) Food contact surface - any surface that comes in contact with food.
- D) Food grade - corrosion-resistant, non-toxic, non-absorbent containers safe for storing food in (i.e. plastic, stainless steel, glass).
- E) Food handler - any person who handles or comes in contact with any utensil or with food during preparation, processing, packaging, service, storage or transportation.
- F) Food premises - premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale.
- G) Fraternal organization - any organized body of men or women or both, who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples include Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.
- H) Grey water - sanitary waste water from sinks, showers or laundry machines (does not include toilet waste).
- I) Hazardous food - any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms.
- J) Health hazard -
 - (a) a condition of a premises,
 - (b) a substance, thing, plant or animal other than man, or
 - (c) a solid, liquid, gas or combination of any of them,that has or that is likely to have an adverse effect on the health of any person.
- K) Potable - water that is safe for human use and consumption.
- L) Religious organization - an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.
- M) Service club - any of several organizations dedicated to the growth and general welfare of its members and the community. Examples include the Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball), etc.

- N) Single-service utensil - any container or eating utensil that is to be used only once in the service or sale of food.
- O) Utensil - any article used in the preparation or handling of food.

Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events

There is an exemption in the Food Premises Regulation that affects food safety and the public health inspection process for special events.

This exemption applies to the following groups:

- *fraternal organizations*
- *religious organizations*
- *service clubs*

Exempt groups have 2 options:

Option 1: Groups DO NOT have to follow Algoma Public Health's Events Guidelines (see "Please be Advised"), but **MUST** follow **requirements #1, #2, and #3** below in order to receive the Health Unit's approval to operate.

Option 2: Follow Events Guidelines and be inspected like all other vendors, avoiding **requirements #2 & #3**.

Requirement #1

Notify Algoma Public Health when the group plans to hold or take part in a special event.

- This can be done by completing and submitting Algoma Public Health's **Vendor Application Form** [at least 14 days prior](#) to the event.

Requirement #2

Post a notice stating that the food premise has not been inspected in accordance with the Food Premises Regulation.

- The notice must be posted at the entrance to the event or at every food booth where it can easily be seen.
- Signage should measure 8.5" x 11" or larger.
- Signage should contain the following message:




- Copies of the "Notice to Patrons" sign are available from Algoma Public Health.

Requirement #3

Keep a list of foods donated to the event and include the name, address and phone number of the donor.

- Keep this list at the event. A Public Health Inspector can then determine if any “potentially” hazardous foods had been donated. This is important in the event of a foodborne illness outbreak.
- Copies of the following form are available at algomapublichealth.com or by calling APH. You may also use a piece of paper to create a donors food list.



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Special Event(Exempt)
Donors of Food List*

Event: _____

Date: _____

Location: _____

Contact PersonName: _____

Contact PersonPhone: _____

Name of Donor	Food Donated	Address	Phone #

*List is required to determine if potentially hazardous food has been donated to the event this information is important in the event of a food borne illness outbreak. Potentially hazardous food refers to any food that is capable of supporting the growth of pathogenic organisms or the production of toxins by these organisms.

Please Be Advised:

The exemption **ONLY** applies to food premises owned, operated or leased by religious organizations, service clubs or fraternal organizations at special events.

Under the Health Protection and Promotion Act, on-site visits will be done to verify that these requirements have been met and to ensure that there are no *health hazards* present.

Other event organizers and food vendors must still meet the requirements of the Food Premises Regulation and follow the Algoma Public Health’s Event Guidelines.

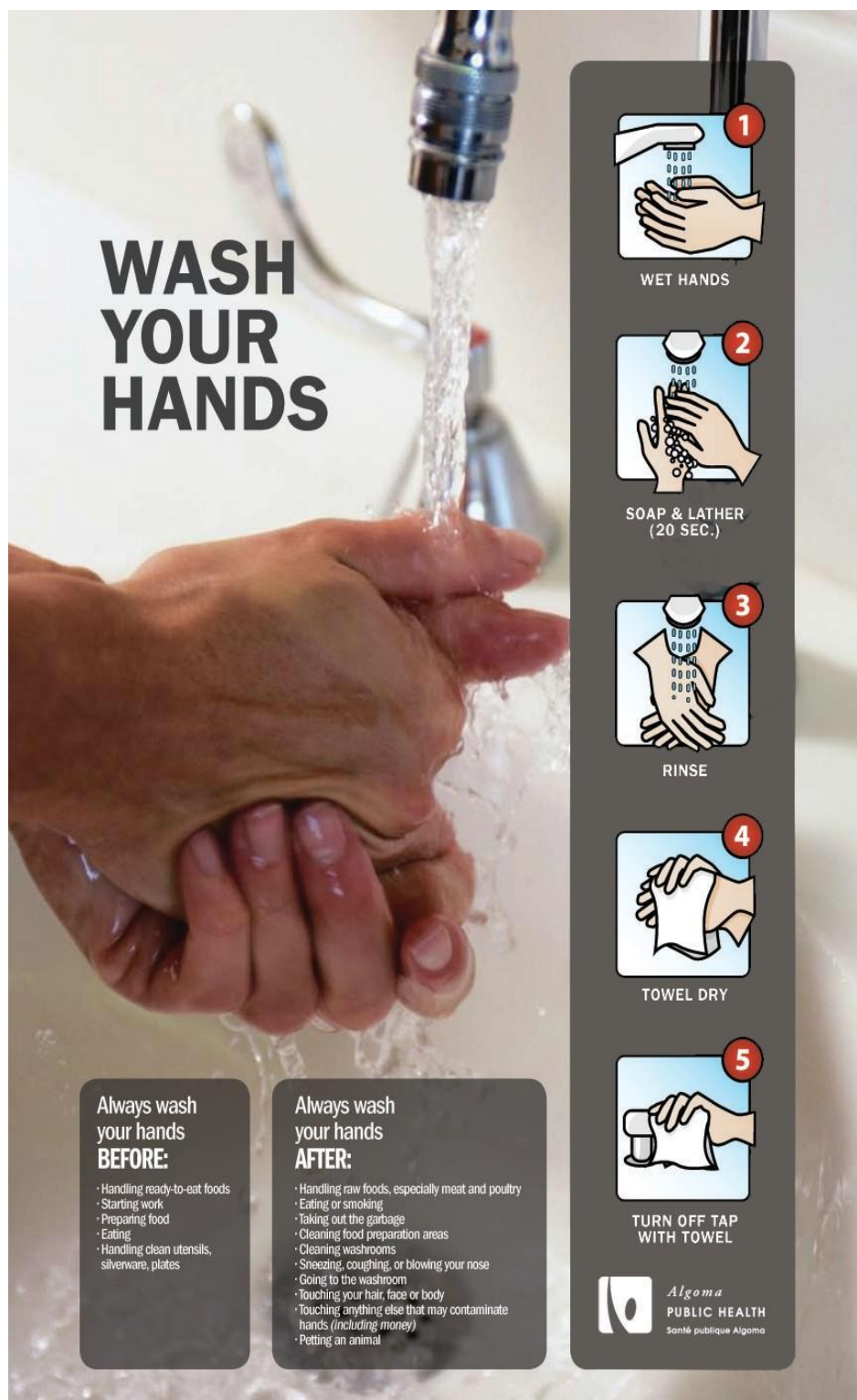
Appendix 3 - Water Supply Requirements

1. The water supply shall be provided with connectors for the use of the food vendors.
2. The water supply lines shall be protected against breakage and the water maintained under pressure with backflow preventers.
3. All water spigots must be tagged with a number which corresponds with a food booth's number.
4. No food booths are allowed to share a water spigot.
5. Separate water spigots should be available to facilitate the washing of rides (if part of the event) without tampering with potable water lines.
6. All water spigots must be pre-tested by a Public Health Inspector to ensure that the water is potable. The entire system shall be flushed and water samples taken at least **one week prior** to the opening of the event.
7. No food booth is to be set up directly over a water spigot.
8. Disinfection and flushing of the system is to be done on a daily basis. Food vendors must do the same with their individual hoses.

Proper Method for the Disinfection of Water Supply Lines

1. Detach your booth's hose from the main supply line.
2. Pour approximately ½ cup of household chlorine bleach into the hose.
3. Turn the water on in the booth and allow it to run until the smell of bleach is detected.
4. Turn off the water and allow the bleach/water solution to sit for 20 minutes.
5. Drain bleach from system by running water until the smell of bleach is no longer detected.

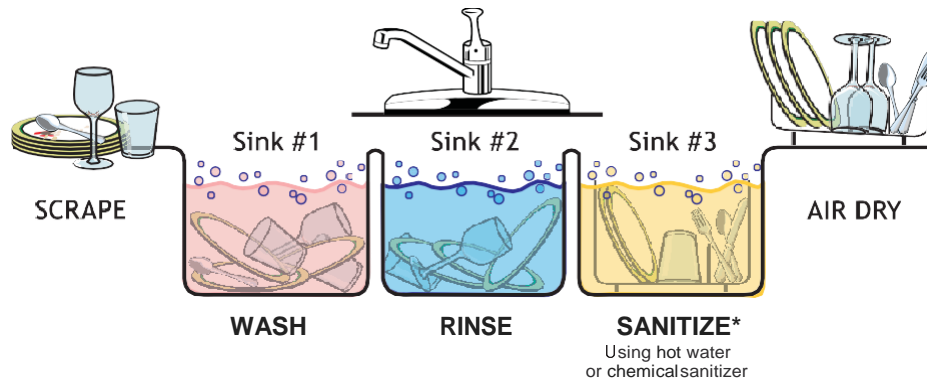
Appendix 4 – Handwashing



Appendix 5 – Dishwashing

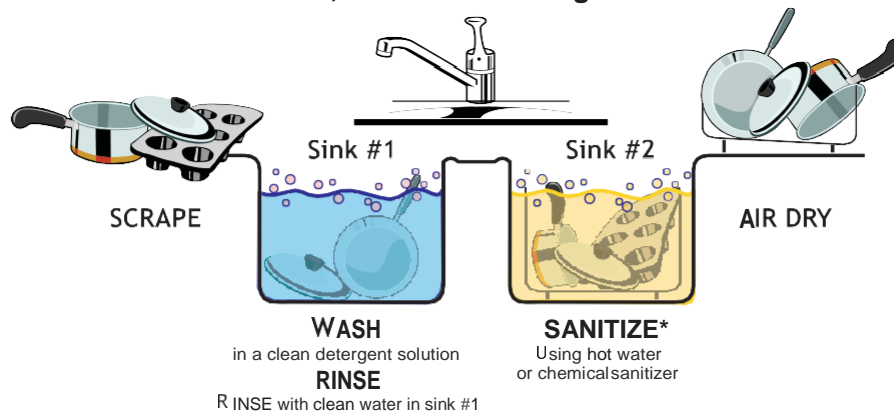
DISHWASHING

For Multiservice Articles



D

For Pots, Pans and Cooking Utensils



*Sanitize using hot water:

- Dishes must be immersed in hot water (77°C) for 45 seconds

OR

*Sanitize using chemical sanitizers:

- Water temperature for chemical sanitizing must be 24°C (75°F).
- Sanitize for 45 seconds.
- NEVER mix chemicals. Combining chemicals is toxic!

- Use one of the following chemical sanitizers, and measure it correctly!

Chlorine ("bleach"): 100 ppm (1 oz per gallon of water)

Iodine: 25 ppm (0.25 oz per gallon of water)

Quaternary Ammonium ("Quats"): 200 ppm (2 oz per gallon of water)

Appendix 6 - How to Sanitize Using a Bleach (Chlorine) Solution



How To Sanitize Using A Bleach (Chlorine) Solution

To get started you will need:



1. Household Bleach



2. Teaspoon





3. Measuring Cup



4. Container for Mixing

Tips to Remember

- Start with a new sanitizing solution at the beginning of each day
- Do not mix bleach with anything other than water
- Using chlorine test strips, test the strength of the sanitizing solution
- Make new sanitizing solution every 3 hours or as needed. The sanitizing solution loses its strength during the day.

Surfaces	Measurements	Strength Needed
Utensils e.g. Cooking utensils, knives, cutting boards etc. 	Mix ½ teaspoon of household bleach with 1 litre of water	100 parts per million (ppm) chlorine solution
Equipment e.g. Tables, coolers, barbecues etc. 	Mix 1 teaspoon of household bleach with 1 litre of water	200 parts per million (ppm) chlorine solution

Appendix 7- Checklist



Did You Forget Anything?

Event Check List

- ☐ Probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- ☐ Alcohol swabs to sanitize probe thermometer
- ☐ Cold hazardous food must be transported, stored and displayed at a temperature of 4°C or less
- ☐ Thermometers for each cooler/refrigerator
- ☐ Hot hazardous foods must be transported, stored and displayed at a temperature of 60°C or higher
- ☐ Platforms for elevating food, paper goods and preparation/serving items 15 cm off the ground
- ☐ Clean containers for food storage
- ☐ Roll of plastic wrap or aluminum foil for protecting food
- ☐ Adequate supply of utensils for handling food
- ☐ Wiping cloths for cleaning and sanitizing preparation and equipment cleaning
- ☐ Spray bottle or bucket to hold sanitizer
- ☐ Adequate supply of potable water for hand washing, food preparation and equipment cleaning
- ☐ Leak proof containers/tanks for storage of water
- ☐ Ice container and ice scoop
- ☐ Detergent and sanitizing solution (i.e. bleach)
- ☐ Liquid soap in a dispenser and paper towels for hand washing
- ☐ Clean water containers with spigot for hand washing and container to catch grey water
- ☐ Clean clothes and aprons to be worn at all times in the food preparation area
- ☐ Hairnets and/or caps to be worn at all times while handling food
- ☐ No eating, drinking or smoking allowed in any food preparation area
- ☐ Adequate supply of large plastic garbage containers and garbage bags
- ☐ Copy of Safe Food Handling Certification



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Blind River

9 Lawton Street, P0R 1B0

tel: 705-356-2551

TF: 888-356-2551 (within the Algoma district only)

fax: 705-356-2494

Elliot Lake

302 - 31 Nova Scotia Walk
(ELNOS Building)

tel: (705) 848-2314

TF: 877-748-2314 (within the Algoma district only)

fax: (705) 848-1911

Sault Ste. Marie

294 Willow Avenue
Sault Ste. Marie, ON P6B 0A9

tel: 705-942-4646

TF: 866-892-0172

fax: 705-759-1534

Wawa

18 Ganley St., P0S 1K0

tel: 705-856-7208

TF: 888-211-8074 (within the Algoma district only)

fax: 705-856-1752

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