



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS B-02.7 INFIRMARY FOOD SERVICE SANITATION
Effective Date:	11/01/2010 Page 1 of 3
Revision Date(s):	10/01/2020; 06/30/2026
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief
Medical Director Signature:	/s/ Dr. Paul Rees, MD
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I. PURPOSE

Contribute to a healthy inmate population by ensuring that proper and sanitary protocols are followed in food storage, handling, and preparation.

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Health and Cleanliness

1. Infirmary staff will not allow an inmate to work in the Infirmary if the inmate has been diagnosed within the last four weeks with any of the following illnesses and until the diagnosis is resolved:
 - a. Salmonella spp.
 - b. Shigella spp.
 - c. Pathogenic Escherichia coli
 - d. Campylobacter spp.
 - e. Cryptosporidium parvum
 - f. Giardia lamblia
 - g. Acute or chronic diarrhea, nausea, or vomiting
2. If an inmate Infirmary worker is diagnosed with one of the above illnesses, Infirmary staff will restrict the worker from working and make arrangements with housing unit staff to have the worker held in the worker's housing unit from work until the diagnosis is resolved.
 - a. If and when the diagnosis is resolved, the inmate will be allowed to return to work.
3. If an inmate Infirmary worker claims unavailability to work due to an illness or injury, Infirmary staff will make arrangements with housing unit staff to have the worker held in the worker's housing unit from work until:
 - a. the worker is medically assessed; and
 - b. the illness or injury is resolved.
4. Infirmary staff who observe an inmate Infirmary worker displaying any of the following symptoms will immediately send the inmate back to the inmate's housing unit and make arrangements with housing unit staff to have the worker held in the worker's housing unit from work until the symptoms are resolved and no danger of communication of the illness remains:
 - a. acute GI illness involving diarrhea, fever, or vomiting;

- b. symptoms specific to COVID (for example, shortness of breath, known exposure to someone who has COVID, loss of taste and/or smell);
 - c. jaundice;
 - d. respiratory symptoms causing sneezing or cough;
 - e. discharge from the eyes, nose or mouth;
 - f. sore throat with a fever;
 - g. a lesion containing pus such as a boil or infected wound that is open or draining and is on the hands, wrist, or arm, unless the lesion is protected by an impermeable cover; and
 - 1) The worker will not be allowed to return to work until the wound is healed or there is no drainage from the wound;
 - h. a lesion containing pus such as a boil or infected wound that is open and draining on any **other** part of the body unless the lesion is covered by a dry, durable, tight-fitting bandage.
 - 1) The worker will not be allowed to return to work until the wound is healed or there is no drainage from the wound.
5. When each inmate Infirmary worker is hired, the on-duty Correctional Health Services Technician (CHST) will obtain written confirmation from each worker that the worker:
- a. understands the need to report contraction of, or exposure to, a disease that is transmissible by food; and
 - b. agrees to follow the requirements on the *MSP HS B-02.7 (A) MSP Infirmary Inmate Worker Requirements* form.
6. The designated CHST will ensure that the inmate worker contracts are retained on-site for the duration of the employment period.

B. Safety and Sanitation

1. Infirmary staff will post signs in the kitchen area to remind staff and inmate workers of the need to maintain hygienic food service standards and practices.
2. Staff and inmate workers are not allowed to eat or drink in the kitchen area.
 - a. Meals will be eaten only in authorized areas.
3. The on-duty CHST must instruct and continually monitor all inmate Infirmary workers for compliance with standard personal hygiene requirements, including:
 - a. presenting a clean appearance when reporting for work;
 - b. frequent hand washing, especially after eating, drinking, using the restroom, touching chemicals, touching their face or hair, sneezing, coughing, or touching any un-sanitized inanimate object;
 - c. keeping fingernails neatly trimmed;
 - d. wearing freshly laundered clothing to work;
 - e. wearing the supplied disposable gloves, hairnets, caps, or beard guard (if **any** facial hair) when handling, preparing, or serving food.

C. Food Storage

1. Inmate workers under the direct supervision of a CHST will ensure food and dairy products are:
 - a. stored properly for no longer than the specified storage period; and
 - b. maintained at safe and appropriate temperatures:
 - 1) to ensure food is being stored at the proper temperatures, designated inmate Infirmary workers will be instructed by a CHST to maintain daily temperature logs for retherm, fridge, and food trays.
2. Staff and inmate Infirmary workers will not keep prepared food from one patient meal service to another.

D. Meals

1. Patient meals will be served under sanitary conditions as soon as possible after final preparation, at safe and appropriate temperatures.
 - a. To ensure food is being prepared at the proper temperatures, designated inmate workers will be instructed by a CHST to maintain daily temperature logs for:
 - 1) retherm;
 - 2) fridge; and
 - 3) food trays.
2. Once the patient meal service is complete, all trays, utensils, and unconsumed food must be collected from the patients and returned to the kitchen, where inmate Infirmary workers will reload the food carts and return them back to the low side kitchen.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.

V. FORM

- A. *MSP HS B-02.7 (A) MSP Infirmary Inmate Worker Requirements*