

20. Dish handling and storage practices must comply with Health Department and ServSafe requirements and ensure sanitary food contact surfaces. These include:
 - a. Where possible, there is a physical separation between dirty and clean dish areas, with a hand washing sink located near the entrance to the clean dish area.
 - b. Dirty dishes do not pass through the area where food is being prepared or served.
 - c. Foodservice employees shall not handle silverware by the food contact end, nor handle glasses by the rim.
 - d. Dishes are allowed to air dry.
 - e. Wash methods and temperatures meet Health Department regulations and ServSafe recommendations.
21. Congregate meals are to be consumed at the meal site. Congregate meals shall not be sent home with participants as a second meal, nor as a sack lunch for days when the center is closed. (Does not include shelf stable emergency meals.)
22. At the discretion of the Area Agency on Aging, participants should not may carry home leftovers from their own plate. unless the food is unlikely to become spoiled before consumption, such as whole, uncut fruits and breads. Clients taking home leftovers must sign a liability waiver holding the food program harmless concerning food-borne pathogens once the food leaves the dining room. All clients who take home leftovers must provide their own containers. The food program is required to include proper food handling in the quarterly education.
23. If participants are allowed to take potentially hazardous leftovers, they should be informed of proper food handling to prevent spoilage and risks of improper leftover handling, written instructions are recommended. The instructions should include the date the meal was prepared, the discard date (two days following), refrigeration instructions, a statement about proper hand washing, instructions to reheat to 165°F, and a disclaimer that states: For your safety: food removed from this site must be kept hot or

- b. Carriers must be completely enclosed, with a tight fitting lid.
 - c. Carrier size shall be such that there is little “dead space” when the carrier is packed.
 - d. Carriers must be in good condition, easily cleaned, and be sanitized after each use.
3. Routes cannot exceed 1½ hours from the center to the last delivery and may not leave the center before 10:00 a.m. Exception: It can be demonstrated that temperature and quality can be maintained for slightly longer routes, as with vehicles with specially designed heated and cooled compartments.
4. Carriers should be opened as little as possible during deliveries.
5. Temperatures of the last meal delivered on each route must be taken and recorded at least weekly. For short, volunteer delivered routes, temperature checks may be rotated, but must be checked at least monthly. Corrective action must be taken when temperatures are within the temperature danger zone (between 41°F and 135°F). Temperature records must be kept on file for review.
6. Delivery personnel must actually see the participant, or their caregiver, when the meal is delivered. Meals may never be left at the door or with a neighbor unless specific arrangements have been made with program staff, and the arrangements are documented for each occurrence.
7. Delivery persons must receive an orientation which includes food safety, emergency procedures, and procedures for handling contributions.
8. More than one meal per day, or meals for more than one day, may be delivered if proper storage and heating facilities are available in the home. The participant must be able to re-heat and consume the second meal by him or herself or with available assistance.
9. Meals requiring heating must be packed in oven safe containers, with instructions attached.

G. Frozen Home-Delivered Meal Requirements