



*Special Event*  
Temporary Food  
Establishment

Grey Bruce Health Unit

101 17<sup>th</sup> Street East, Owen Sound, ON N4K 0A5

Telephone: 519-376-9420 or 1-800-263-3456

Fax: 519-376-6310

[publichealth@publichealthgreybruce.on.ca](mailto:publichealth@publichealthgreybruce.on.ca)



# Special Event Applications

Applications should be submitted at least 14 days prior to the event. If you require assistance, a public health inspector is available for consultation. You can access the application online: [www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Special-Event-Application](http://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Special-Event-Application)

For information on food safety courses, please refer to:

[www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Food-Safety-Certification-Courses](http://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Food-Safety-Certification-Courses)

## Organizer Responsibilities

- Provide a plan indicating the location of food vendors, washroom facilities, water spigots, power stations, food storage areas and waste disposal sites
- Notify the Grey Bruce Health Unit of any significant changes to the original application
- Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (e.g., provision of emergency generators, propane burners, potable ice, etc.)
- Arrange for proper disposal of liquid waste (e.g., grease, grey water, etc.)
- Provide adequate garbage disposal (e.g., dumpster(s))
- Consult with local municipality regarding washroom facilities
  - Ensure adequate hand washing stations
  - Ensure facilities are properly maintained (e.g., cleaned daily)

## Food Vendor Responsibilities

### GENERAL RESPONSIBILITIES

#### All food handlers must

- Practice good personal hygiene and hand washing
- Wear clean clothes and aprons
- Wear headgear (hair net or hat)
- Not use tobacco products within the booth or where food is stored, prepared and served

#### Food must be protected from contamination during storage, preparation and display

- Utensils must be used to handle food (including ice) wherever possible to minimize hand contact (napkins may be used for pastries)
- Food must be stored in their original containers or food grade containers

- Keep food covered with lid, foil, plastic wrap or other barriers to prevent contamination by pests, dust, dirt and other foreign material
- Food must be kept 15 cm (6”) off the ground (i.e. on pallets)

### Booths

- Must have an overhead cover with 3 sides where food is prepared (not required if food is prepared off-site)
- Only food handlers are allowed within the food preparation area

### Thermometers

- A probe thermometer is required to check all cold holding, hot holding and cooking temperatures
- Ensure you have alcohol swabs or a means to wash and sanitize probe thermometers between uses

### Water

- All water used in food preparation, hand washing and cleaning must be potable
- All events lasting 4 days or more must have running hot and cold water, and a sink with a minimum of 2 compartments

### Garbage and waste disposal

- All garbage and waste containers must be of a durable, leak proof and non-absorbent material
- All waste containers must have tight fitting lids
- All waste must be removed as often as necessary and disposed of in an approved manner

## HAND WASHING

- Required in all booths where food is being prepared or served
- Hand wash stations must be conveniently located for all food handlers
- Must consist of potable water under pressure\*, paper towels, and liquid soap in a pump dispenser
  - \* *A rental hand wash station or container with a spigot and waste water collection bucket*
- Hand sanitizer is not a replacement for hand washing
- Disposable gloves may be worn but are not a substitute for hand washing. They must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Washing gloves is not acceptable

## HAZARDOUS FOODS

These are generally foods which are moist, high in protein or carbohydrates, neutral or slightly acidic, and low in salt or sugar. These foods must be refrigerated (examples: milk and milk products, eggs, meat, poultry, fish, shellfish, cooked rice, cream and cheese pastries, meringue, mixed salads such as potato or tuna).

### Transporting and storage of hazardous foods

- During transportation, use thermally insulated containers with hot or cold packs or ice to maintain internal food temperatures
- Thermometers must be present in all containers, coolers and refrigeration units

### Cooking foods

- Foods must be cooked to the final internal temperature listed below:

Internal Cooking Temperatures (must be held for 15 seconds)		
Whole Poultry	82°C	180°F
Poultry pieces/ground poultry	74°C	165°F
Hazardous Food Mixtures	74°C	165°F
Pork/Ground Meat	71°C	160°F
Fish	70°C	158°F
Eggs	63°C	145°F

### Reheating hazardous foods

- Foods must be reheated to at least the original cooking temperature for at least 15 seconds (whole poultry can be reheated to 74°C) before placing in hot holding units (e.g. chafing dishes)

### Hot and cold holding of hazardous foods

- Hot holding: *food must be held at an internal temperature of 60°C (140°F) or higher*
- Cold holding: *food must be held at an internal temperature of 4°C (40°F) or less*

### Cooling hazardous foods

- Cool from 60°C to 20°C within 2 hours and from 20°C to 4°C within 4 hours
- It is recommended that leftovers from the day be discarded

### Meat, poultry and fish products

- All meat, poultry and fish products must be pre-cooked, commercially prepared or prepared in an approved inspected food premise


## CLEANING AND SANITIZING

### Dishwashing

- Only single use disposable utensils (examples: plates, forks, knives, cups) are to be provided to customers. Utensils used in food preparation may be cleaned and sanitized or enough clean sets must be on hand to last the entire day.


**Events lasting 3 days or less**  
(with no running water in the booth)

**1-3**  
DAYS




The 3-step method of dishwashing is to be used to clean dishes and utensils:


**TUB #1**  
Wash using warm water



**TUB #2**  
Rinse with clean water




**TUB #3**  
Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer's directions. Test strips to check the sanitizer concentration must be on hand.




**Events lasting 4 days or more**  
(with running water in the booth)

**4+**  
DAYS




The 2 compartment sink method may be used to wash dishes and utensils:

**SINK #1**  
Wash and rinse using warm water



**SINK #2**  
Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer's directions. Test strips to check the sanitizer concentration must be on hand.



### Sanitizing

- Use spray bottles and paper towels or buckets with cloths with a 100ppm chlorine solution or another approved sanitizing solution mixed according to the manufacturer's directions to sanitize surfaces and clean in place
- Change buckets as often as necessary to maintain proper sanitizing solution
- All food contact and soiled surfaces must be washed before sanitizing
- Wiping cloths for cleaning and sanitizing must be stored in a sanitizing solution in between uses. Do not add detergent to the mixture.

# Exempt Events

(RELIGIOUS OR FRATERNAL ORGANIZATIONS OR SERVICE CLUBS)

Only religious organizations, fraternal organizations and service clubs are exempt from the Ontario Food Premises Regulation, but are not exempt from the Health Protection and Promotion Act (HPPA). Special events may still be inspected by a public health inspector under the HPPA to ensure no health hazards exist.

## Requirements for Exempt Events

- Notify the GBHU of all special events at least 14 days before the beginning of the event (complete the Special Event - Vendor Application form)
- Post “Notice to Patrons” signs stating that the food premises and food has not been inspected in accordance with the Food Premises Regulation.
  - ◆ Post at all entrances to the event or at the food booth in plain site where it can be easily seen
  - ◆ Signage must be 8.5” x 11” (see **Appendix**)
  - ◆ Keep a list of all foods donated to the event, including the name, address and phone number of the donor(s). This is important so a public health inspector can review it for any potentially hazardous foods in the case of an outbreak.

Have you received an exemption from treatment and sampling requirements of Ontario Regulation 319, *Small Drinking Water Systems*?

If yes, are the warning signs posted at every location that **instructs the users not to consume the water**? Signs may be required at a service connection, tap, or other water delivery device which might allow human consumption of the water. Prior to the special event, ensure warning signs are posted, in a good state of repair, and may be easily read.

Depending on your special event, you may be required to provide an alternative source of potable water for your special event. For more information, speak to a public health inspector.

***Note:** Exempt organizations have the option of adhering to the requirements of the Food Premises Regulation and being inspected as a regular event. In such cases the Notice to Patrons and a donated food list would not be required. Please submit an application and follow all of the guidelines in this document.*



# Smoking Tobacco and Cannabis and Vaping at Outdoor Special Events

Special event organizers are encouraged to contact Public Health in advance of the event to ensure compliance with all proprietor obligations. Contact the Grey Bruce Health Unit at **519-376-9420** or **1-800-263-3456** for more information about how the *Smoke-free Ontario Act, 2017* applies to your event.

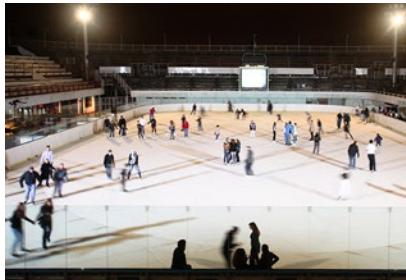


## Patios

- Smoking tobacco or cannabis and vaping any substance is prohibited on all restaurant and bar patios (covered or uncovered) and all public areas within 9 metres of any point on the perimeter of the patio during all seasons. This also applies to any picnic tables, folding tables and chairs set up by a food truck or concession stand for the use of patrons to consume food or drink.
- Signage indicating that smoking and vaping is banned must be placed at the seating area where it is free from obstruction and easily visible for customers to see.

## Playgrounds

- A playground is an area primarily for the purpose of children's recreation, contains play equipment, and is open to the public whether a fee is charged for entry.
- Smoking tobacco or cannabis and vaping any substance is prohibited at **all** outdoor children's playgrounds and all public areas within 20 metres of any point on the perimeter of the playground. The prohibition applies in all seasons and to playgrounds that are temporarily established for outdoor events. This would include vehicles parked in public parking lots within the 20 metre perimeter. It would not extend to vehicles parked in private parking spots, such as the driveway of a private residence.
- Signage indicating that smoking and vaping is banned must be posted at all times where they are free from obstruction and easily visible for users to see.



## Sporting Area including Spectator Area

- A sporting area may include soccer, baseball, skating, and skateboarding that is open to the public whether a fee is charged for entry. Golf is not considered a sporting area and this prohibition does not apply.
- Smoking tobacco or cannabis and vaping any substance is prohibited at all outdoor **provincial and municipal** sporting areas including spectator areas and within 20 metres of any point on the perimeter of the sporting area.
- A multi-purpose sporting area, used primarily for sports and occasionally for other activities such as outdoor markets and concerts, is considered a sports area where smoking is prohibited at all times. This means the market or concert would be a smoke and vape free event.
- Signage indicating that smoking and vaping is banned must be posted at all times where they are free from obstruction and easily visible for users to see.

## Community Recreation Facility

- A community recreational facility is an enclosed public place or enclosed workplace that offers athletic and recreational programs to the local community and is owned or operated by a not-for-profit corporation, an organization registered as a charity, the province or a municipality. Smoking tobacco or cannabis and vaping any substance is prohibited on the outdoor grounds of a community recreational facility and any public areas within 20 metres of its grounds. Special events operating on the grounds of these facilities would be a smoke and vape free event.
- Signage indicating that smoking and vaping is banned must be posted at all times where they are free from obstruction and easily visible for users to see.





## School Grounds

- Smoking tobacco or cannabis and vaping any substance is prohibited on the outdoor grounds and all public areas within 20 metres of the property perimeter at any public or private school.
- Signage indicating that smoking and vaping is banned must be posted at all times where they are free from obstruction and easily visible for users to see.

## Signs

No Smoking and No Vaping signs are available free of charge through Public Health. It is an offense under the *Smoke-Free Ontario Act, 2017* for failure to post required signage.



## DID YOU FORGET ANYTHING?

# Food Vendor Basic Event Checklist

### FOOD HANDLERS

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- Headgear
- Clean outer garments and aprons

### HAND WASH STATION(S)

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- Safe water supply
- Water container with spigot (dispensing valve) and wastewater collection container
- Liquid soap, paper towels, and waste container
- Rental hand wash station

### FOOD SAFETY

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- Food probe thermometers to check internal temperature of hot and cold hazardous foods
- Thermometers in each cooler/fridge/freezer
- Ice/ice packs
- Food storage containers and coverings - adequate protection to ensure food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards)

### WASTE DISPOSAL

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- Adequate supply of garbage bags and containers
- Waste water containers with leak proof lids
- Grease container

### UTENSILS AND EQUIPMENT

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- Tables/shelving/racks for preparation and to keep food off the ground
- Cooking utensils (e.g. serving spoons, tongs, spatulas) to minimize direct contact with food (adequate back-up supplies available if washing and sanitizing is not available)
- Disposable utensils for patrons
- Booth where food is prepared has overhead cover with 3 sides

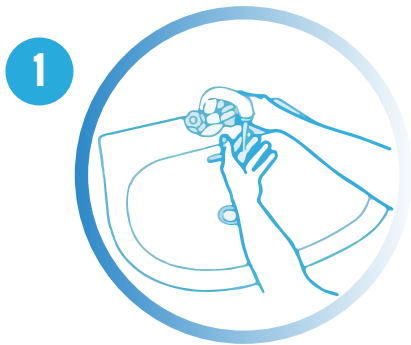
### WASHING AND SANITIZING

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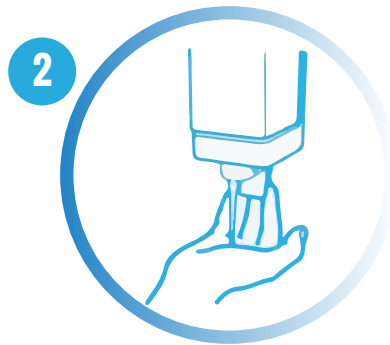
- Safe water supply
- Appropriate number of wash tubs/sinks
- Dishwashing soap
- Sanitizer (e.g. bleach) and test strips
- Spray bottle or buckets for sanitizer
- Adequate supply of cloths or paper towels for cleaning and sanitizing

# DON'T LET GERMS MOVE IN.

Clean your hands.



Wet hands with water.



Apply enough soap to cover all hand surfaces.

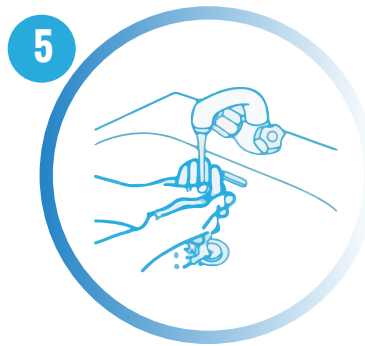


Rub hands palm to palm.

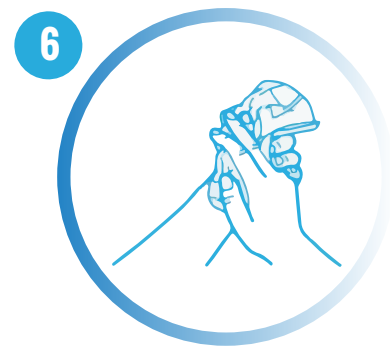


duration of entire procedure:  
**10-20 seconds**

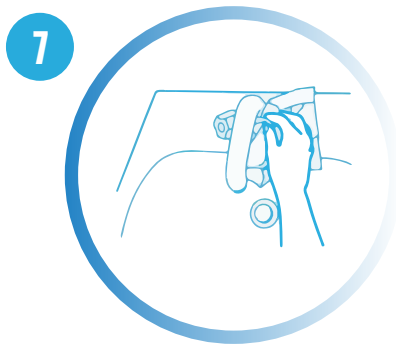
Scrub in between and around fingers and the backs of your palms.



Rinse thoroughly under running water.



Pat hands dry with paper towel.



Turn off water using same paper towel.



Your hands are now safe.



## HAND HYGIENE

101 17th Street E., Owen Sound, ON  
519-376-9420 or 1-800-263-3456  
[publichealthgreybruce.on.ca](http://publichealthgreybruce.on.ca)

## Two Compartment Method of Dishwashing

### SINK # 1

#### WASH & RINSE



with a detergent that removes grease



in clean running water  
43°C / 109°F or more

### SINK # 2

#### SANITIZE



Mix **one** of the following with water 24°C or 75°F:

- 100 ppm chlorine bleach
- 200 ppm “quats”
- 25 ppm iodine

**OR** hot water at 77°C / 171°F

#### AIR DRY



Cutlery should be placed handles pointing up.

Glasses are placed upside down.

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)



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www.publichealthgreybruce.on.ca

## Three Compartment Method of Dishwashing

### SINK # 1

#### WASH



with a detergent that removes grease

### SINK # 2

#### RINSE



in clean running water  
43°C / 109°F or more

### SINK # 3

#### SANITIZE



Mix **one** of the following with water 24°C or 75°F:

- 100 ppm chlorine bleach
- 200 ppm “quats”
- 25 ppm iodine

**OR** hot water at 77°C / 171°F

#### AIR DRY



Cutlery should be placed handles pointing up.

Glasses are placed upside down.

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)



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# **NOTICE TO PATRONS**

**This premises and/or all or a portion of the food for this special event have not been inspected by the Grey Bruce Health Unit in accordance with Ontario Regulation 562 made under the Health Protection and Promotion Act.**

Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)