

**TITLE: PACIFIC UNIVERSITY OCCUPATIONAL THERAPY KITCHEN (ADL Lab)**

**POLICY:** Measures shall be taken in the interest of protecting students, staff and patients from the spread of infection and to maintain a clean, safe environment, in the Occupational Therapy Kitchen.

**PROCEDURE:**

- I. Food prepared in the Occupational Therapy Kitchen that is not consumed is to be discarded.
- II. Cooking utensils shall be of a type which are easily cleaned and do not have crevices which might collect food residue.
- III. Cutting boards used during therapeutic cooking sessions will be cleaned between each type of food used on the board and following use. The cleanser used is generally approved for medial facilities and accounted for in MDS manual.
- IV. Pots and pans shall be in good repair and able to be easily cleaned.
- V. Disposable eating utensils and plates will be discarded after used.
- VI. Dishes and utensils shall be put into the dishwasher and washed at the end of the session or end of the day.
- VII. Items which are too large or not dishwasher safe shall be cleansed in the following process:
  - A. Items are thoroughly washed in soap, hot water and rinsed in a bleach solution of 1 tbs. Bleach to 1 gal. water.
  - B. Dishes and pans will then be rinsed air dry before being stored.
- VIII. Students and staff involved in cooking sessions shall use appropriate hand washing techniques before and after sessions.
- IX. Surface areas used will be thoroughly cleansed following treatment session. The cleanser is approved and provided by housekeeping.
- X. Any person with cuts, infection or diarrhea will not be involved in food preparation.
- XI. Temperature in the refrigerator will be kept between 38° and 42° F.
- XII. If the method of mixing food requires the use of hands, the participants will then wear disposable gloves.

- XIII. Food shall be dated to prevent spoilage and clearly labeled. Outdated items shall be removed.
- XIV. Food staples shall be kept in tightly closed and clearly labeled containers.
- XV. Patients shall be supervised in the kitchen.
- XVI. The kitchen shall be locked after hours.
- XVII. Any safety hazards such as food spillage or water on the floor will be cleaned up immediately by students or faculty.
- XVIII. Drawers and cabinets will be kept clean and orderly and will be monitored by the OT staff.
- XIX. Students shall be responsible for personal safety and protecting the kitchen from damage. Therefore, caution should especially be exercised when using sharp instruments and heat, and appropriate food handling.
  - A. All students require training of First Aid Procedures for choking upon admission into the Occupational Therapy Program.
  - B. A First Aid Kit is maintained and stored in the Kitchen area for minor injuries.
- XX. Electrical appliances shall be checked by the University facilities Department and maintained per their established procedures.

The ADL apartment is intended to be a teaching and learning resource with the expectation that it is always ready to be used for educational purposes. Therefore, except for teaching and learning activities, the following restrictions apply:

- No use of refrigerator for food storage
- No cooking on the range
- No use of utensils, pots, pans, or equipment provided for lab use
- No storage of personal cups, utensils, or other items in the ADL apartment
- Exception: SOTA may use the ADL lab facilities for official activities, assuming all materials and equipment used will be thoroughly cleaned and put away.

FORMULATED:	August 2006
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