

# COMMUNITY SPECIAL EVENTS

## Requirements for Event Organizers and Food and/or Beverage Vendors



### This package contains:

1. Special events information
2. Requirements for reducing food borne illness for event organizers and food and/or beverage vendors
3. Responsibilities for event organizers and food and/or beverage vendors under the *Smoke-Free Ontario Act, 2017*
4. COVID-19 prevention measures



**Lambton**  
**Public Health**

Phone: 519-383-8331  
Toll-Free: 1-800-667-1839  
[LambtonPublicHealth.ca](https://www.lambtonpublichealth.ca)

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# Introduction

This document will outline responsibilities for event organizers and food and/or beverage vendors to minimize the risk of food borne illness and to ensure compliance under the *Smoke-Free Ontario Act, 2017 (SFOA)*. Throughout this document there are requirements for both of these responsibilities. Information outlining your responsibilities to mitigate COVID-19 is also included.

This document contains:

- COVID-19 Prevention Measures
- Part 1: Special Events Information
- Part 2: Reducing Food Borne Illness
- Part 3: Responsibilities under the *SFOA*

# COVID-19 Prevention Measures

To support the success of your event and to ensure that you are including mandatory COVID-19 prevention measures, Lambton Public Health is responsible for providing guidance to limit transmission and exposure to COVID-19 based on [guidance](#) for our current COVID level designation and transmission within our community. As an event organizer, you have a responsibility to minimize the risk of COVID-19 transmission.

## COVID-19 Transmission:

COVID-19 is spread mainly from person-to-person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet when we cough, sneeze or talk. It is possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. However this method of transmission (i.e. by touching contaminated surfaces/ objects) is not considered a primary driver of COVID-19 transmission.

**Complying with Regulatory Requirements:** Please ensure you comply with the regulatory requirements outlined in the [Roadmap to Reopening Ontario](#) (e.g. capacity limits, seating limits, etc.):

## COVID-19 Event Checklist

- ☐ [Post signs](#) at all entrances for passive screening of patrons.
- ☐ Conduct [active screening](#) on all volunteers and staff. Anyone that is feeling ill must not enter.
- ☐ Prepare a [workplace safety plan](#). Post the plan in a conspicuous location.
- ☐ Arrange the event so as to direct the flow of patrons in one direction (e.g. directional signs), with one entrance and one exit.
- ☐ Ensure patrons maintain a physical distance of at least two metres from other groups of persons, including in lineups.
- ☐ For outdoor events, ensure patrons wear face coverings when physical distancing of two metres cannot be maintained.
- ☐ Any indoor events require all patrons, workers and volunteers to wear a face covering that covers the mouth, nose and chin; unless medically exempt.
- ☐ Staff and volunteers must wear a face covering that covers the mouth, nose and chin, as well as eye protection, when within 2 metres of a person that is not wearing a face covering.

- ☐ Maintain contact information for all staff and volunteers for a period of 30 days.
- ☐ Where patrons are seated at food tables, maintain contact tracing information for a period of 30 days. Contact tracing is not required for persons just passing through (e.g. picking up drive thru food).
- ☐ Where food tables are permitted:
  - The outdoor dining area must be configured so that patrons seated at different tables are separated by a distance of at least two metres or plexiglass or some other impermeable barrier.
  - Table seating limits per table must comply with regulatory capacity limits.
  - Clean and disinfect tables between patrons.
- ☐ Provide hand washing stations or alcohol based hand sanitizer (at least 70% alcohol) at every entrance, as well as at every vendor table.
- ☐ Regularly clean and disinfect amenities (e.g. washrooms), shared spaces and items available to staff, volunteers and patrons to maintain a sanitary condition.
- ☐ Ensure that music played is not at a decibel level that exceeds the level at which normal conversation is possible. Live music is not permitted until Step 2 (with restrictions).
- ☐ Adhere to capacity limits per Step 1, 2 and 3. Refer to the [Ontario Newsroom](#) for regulatory updates.

**For more information and support** refer to the [Workplaces and Municipalities Webpage](#) for further information and supports including signage.

The *Communities, Municipalities, and Events COVID-19 Liaison Team* can provide additional support if needed. Contact this team at: [workplacewellness@county-lambton.on.ca](mailto:workplacewellness@county-lambton.on.ca)

# **PART 1:**

# **Special Events**

# **Information**



**Lambton**  
**Public Health**

## PART 1: Special Events Information

Lambton Public Health hopes your special event is a great success. As an event organizer, you have a responsibility to minimize the possibility of food borne illness and ensure your event is compliant with the *Smoke-Free Ontario Act, 2017 (SFOA)*. You also have a responsibility to ensure all event staff/volunteers, vendors, and participants are following the measures put in place to reduce the transmission of COVID-19.

**Your First Step:** Please ensure you complete the form [Community Special Event Application for Event Organizers](#) (Appendix 1) and forward it along with all applications from your vendors serving foods and/or beverages (Appendix 4: [Community Special Event Application for Food and/or Beverage Vendors](#)) to Lambton Public Health.

Staff at Lambton Public Health will review this information and contact you regarding the requirements of your event. A Public Health Inspector will review this information and contact you regarding food safety at your event. An Enforcement Officer will follow-up regarding tobacco/ vapour product prohibitions.

### Lambton Public Health Contact Information:

#### Public Health Inspectors

519-383-8331 or toll free 1-800-667-1839

Fax: 519-383-7092

publichealth@county-lambton.on.ca

#### Tobacco/ Vapour Product Enforcement Officers

519-383-3810 or toll free 1-800-667-1839 ext. 3810

tobaccofree@county-lambton.on.ca

## Definitions

- a) **“Employee”** means any person who, is employed in a food premise, and handles or comes in contact with any utensil or with food during its preparation, processing, packaging, service, storage or transportation.
- b) **“Food”** is not limited to, but includes liquids and ice intended for human consumption
- c) **“Food and/or Beverage Premise”** is an area open to the public, whether or not a fee is charged for entry, an area that is worked in or frequented by employees or volunteers, an area where food or drink is served, sold or offered for consumption, an area that is not a private dwelling
- d) **“Food contact surface”** means any surface that food comes in contact with
- e) **“Fraternal Organization”** means 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.
- f) **“Hazardous food”** means any food that is capable of supporting the growth of pathogenic organisms (organisms that are capable of causing disease) or the production of the toxins of such organisms
- g) **“Mobile preparation premises”** means a vehicle or other itinerant food premise from which food prepared therein is offered for sale to the public
- h) **“multi-service article”** means any container or eating utensil that is intended for repeated use in the service or sale of food
- i) **“Playground”** is an area primarily used to the purpose of children's recreation, fitted with children's play equipment, open to the public, and not part of a residential location. Play equipment includes but is not limited to slides, swings, splash pads, wading pools, sand boxes and climbing apparatuses.
- j) **“Potable water”** means water that is safe for human consumption
- k) **“Pre-packaged foods”** means food that is packaged at a premise other than the premises at which it is offered for sale
- l) **“Religious Organization”** means 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”** means 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, and Community Sports Association.

- n) **“Single-service article”** means any container or eating utensil that is to be used only once in the service or sale of food
- o) **“Special Events”** for the purpose of these guidelines, special events are all **food service events or occurrences open to the public** that are held by religious organizations, service clubs, or fraternal organizations. These events are considered to be outside the normal scope of the organization's regular activities. A regular activity involves something in operation for approximately 2 weeks per year or less (i.e., 1 day per month or over 2 week duration for special fairs, celebrations, etc.).
- p) **“Sporting Area”** is an area that is provincially or municipally owner and includes a sporting areas on a post-secondary campus primarily used for the purposes of sports, and is open to the public. These include but are not limited to areas used for: soccer, baseball, tennis, skating, skateboarding, swimming, beach volleyball.
- q) **“Structure”** means something that is arranged in a pattern to form a surface appropriate to prepare, serve and store food products (i.e. tables, food vending cart, mobile food premises, kitchen facility)
- r) **“Utensil”** means any article or equipment used in the manufacture, processing, and preparation



## COMMUNITY SPECIAL EVENT APPLICATION FOR EVENT ORGANIZERS

THIS APPLICATION FORM **MUST** BE FILED WITH LAMBTON PUBLIC HEALTH **2 WEEKS PRIOR** TO ANY EVENT HELD IN LAMBTON COUNTY. **PLEASE PRINT.**

### EVENT INFORMATION

NAME OF EVENT:	EVENT LOCATION (ADDRESS):	
EVENT DATE(S):	TIME(S) OF OPERATION (a.m. - p.m.):	EXPECTED ATTENDANCE:

### CO-ORDINATOR / ORGANIZER INFORMATION

CONTACT PERSON:	PHONE #:	FAX #:
MAILING ADDRESS:	EMAIL:	

### IS THE FOOD BOOTH RUN BY ONE OF THE FOLLOWING GROUPS?

RELIGIOUS ORGANIZATION NAME:	SERVICES CLUB NAME:	FRATERNAL ORGANIZATION NAME:
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WILL YOU BE CLAIMING AN EXEMPTION FROM THE FOOD PREMISES REGULATION FOR THE ENTIRE EVENT? YES ☐ NO ☐

### THE SMOKE-FREE ONTARIO ACT, 2017 (SFOA)

#### PLEASE CHECK:

- ☐ I HAVE THE REQUIRED SFOA SIGNAGE
- ☐ I NEED THE REQUIRED SFOA SIGNAGE
- ☐ I WILL ENSURE STAFF AND VOLUNTEERS ARE TRAINED AND AWARE OF SFOA REGULATION
- ☐ I WOULD LIKE TO BORROW SMOKE-FREE EVENT SIGNAGE

### PROVIDE THE FOLLOWING INFORMATION - METHOD OF WATER SUPPLY

MUNICIPAL:	COMMERCIALLY BOTTLED:	WELL & LOCATION:	HAULED MUNICIPAL WATER (include name & phone #):
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#### HYDRO:

WILL ELECTRICITY BE PROVIDED TO VENDORS? YES ☐ NO ☐  
WILL BACKUP POWER BE AVAILABLE? YES ☐ NO ☐

### SEWAGE WASTE WATER AND GARBAGE DISPOSAL

METHOD OF SEWAGE DISPOSAL: <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE/SEPTIC
METHOD OF WASTE WATER DISPOSAL: <input type="checkbox"/> HOLDING TANK <input type="checkbox"/> GRAY WATER CONTAINERS <input type="checkbox"/> OTHER
NUMBER OF GARBAGE RECEPTACLES ON-SITE:                      NUMBER OF DUMPSTERS:

## PUBLIC WASHROOM FACILITIES AND HAND WASHING STATIONS

TYPE OF TOILETS AND HAND SINKS:   ☐ PERMANENT                      ☐ PORTABLE

NAME OF SUPPLIER FOR PORTABLE UNITS:

NUMBERS AVAILABLE	TOILETS	URINALS	HAND-WASHING STATIONS
MALE			
FEMALE			

## SITE PLAN FOR EVENT

**MUST INCLUDE:** ALL FOOD AND/OR BEVERAGE VENDORS, WASHROOM FACILITIES, PUBLIC HAND WASH STATIONS, GARBAGE DISPOSAL, ELECTRICAL SOURCES, WATER SOURCES, WASTE WATER DISPOSAL. COVID-19 precautions include: Entrance/exit locations, directional markings, 6 feet between patron and vendor tables, passive screening signs, face mask signage poster, workplace safety plan location, entrance lineup markings (2m), contact tracing book location, hand sanitizer stations, cleaning schedule, capacity limit posting at entrance, cleaning schedule.

# **PART 2:**

# **Reducing Food Borne Illness**



**Lambton  
Public Health**

# **PART 2: Reducing Food Borne Illness**

## **Special Events: Requirements for Event Organizers**

### **Exemptions**

Please note that *religious organizations, fraternal organizations and service groups* serving food at your event may be exempt from Ontario Regulation 562 (Food Premises). This does **not** mean that all individual food vendors serving food are.

To determine exemption criteria please review **Appendix 2 – Is Your Event Exempt from Food Premise Regulations?**

### **Organizer Responsibilities**

- Provide Lambton Public Health with a site map of the event including food vendors, garbage and wastewater disposal sites and sanitary facilities.
- Provide each vendor with a copy of the information package and application called **Special Events: Requirements for Food and/or Beverage Vendors**
- Collect completed vendor applications and forward them to Lambton Public Health at least 2 weeks prior to the event.
- Notify Lambton Public Health 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 (generators, propane burners, ice supplies).
- Arrange adequate disposal of garbage at a designated site.
- Provide sanitary facilities in sufficient numbers and maintain in a sanitary manner (see Appendix 3 for required numbers).
- Arrange for sanitary disposal of liquid waste if sanitary sewers are not available.

It is important that all special event forms are received within required time frames to allow ample time for the Public Health Inspector to review forms with individual vendors and discuss any questions or concerns.

If you have additional questions or require resources, signage and information, please contact the Public Health Inspectors at Lambton Public Health 519-383-8331 or toll free 1-800-667-1839.

## Appendix 2:

# Is Your Event Exempt from Food Premise Regulations?

The Province of Ontario amended the Health Protection and Promotion Act, R.R.O. 1990, Regulation 562 (Food Premises) for special event meals held by religious organizations, service clubs and fraternal organizations. These changes have affected the public health inspection process and will affect your responsibilities as a special events coordinator/vendor.

The previously named groups, which hold a special event meal that is open to the general public **AND** includes potentially hazardous food prepared in a food premises that is not inspected by public health inspectors, are not required to meet the Food Premises Regulation, as long as they abide by the following requirements:

- Post a notice that their food premise has **not** been inspected under the Food Premises Regulation. The notice **must** be posted in plain view at the entrance to the event. A sample notice sign is attached.
- Keep a list of names, addresses and telephone numbers of those who donate potentially hazardous food and provide the list to a public health inspector, if asked. A sample of the food donor list is attached.
- The food booth **must** be operated by one of the exempt groups. Persons preparing and serving food during a special event for the service club, religious or fraternal organization, must be members of that service club, or organization. Members include family members and other volunteers assisting the organization at these functions

Organizations that do not meet these requirements are not exempt from the Food Premise Regulation. Under the Health Protection and Promotion Act, all special event organizers, including exempt organizations, **must** continue to:

- Inform Public Health Units, in advance, whenever they plan to hold a special event.
- Provide any information, as requested by public health inspectors, about the source and preparation of foods served.
- Ensure all food served at special events originate from approved sources. The sale of ungraded eggs, unpasteurized milk and uninspected meat is prohibited and applies to **all** food premises – exempt or not.

As well, exempted special event food vendors will still be subject to an on-site assessment conducted by a Public Health Inspector, as required, for the following purposes:

- To determine exemption status and to confirm reasons for exemption under the Food Premises Regulation (signs, maintain donor list for hazardous foods, etc.).
- To provide food safety education and outreach.
- To assess the nature and complexity of the event.
- To identify possible health hazards or risks for food-borne illness and take steps to reduce risk

Please note not all special event food vendors are exempt from the Food Premises Regulation. The amendments apply **ONLY** to food premises owned, operated or leased by religious organizations, service clubs or fraternal organizations. Individual food vendors that are not part of one of the above mentioned organizations or groups are still required to follow the requirements of the regulation and will be subject to an inspection by the Public Health Inspector to confirm compliance.

Food safety is everyone's responsibility. Together, through food safety outreach and education programs, we can reduce potential risks of unsafe food to ensure a safe and successful experience.

## Appendix 3: Sanitary Facilities

Temporary, accessible washrooms shall be provided where washroom facilities are not available. Follow these calculations to determine the number required:

- **Less than 1,000 Persons** – use following chart to calculate:

<u>Number of Persons</u>	<u>Number of Toilets</u>
○ Under 100	○ 2
○ 100-200	○ 3
○ 201-400	○ 4
○ 401-600	○ 6
○ 601-1,000	○ 10

- **More than 1,000 Persons** – use following chart to calculate:

<u>Number of Persons</u>	<u>Number of Toilets</u>
○ 1,000	○ 10
○ 2,000	○ 20

- **For events of more than 2000 Persons** – use 20 toilets as your baseline and add 1.5 toilets for every 1000 persons thereafter.

**For example:**

- 8,000 Persons in attendance:  $20 + (6 \times 1.5) = 29$  toilets
- 40,000 Persons in attendance:  $20 + (38 \times 1.5) = 77$  toilets

$$\text{Formula} = \frac{20 + (\# \text{ of persons} - 2,000) \times 1.5}{1000}$$

**Note:** For male patrons, urinals may be substituted for 25% of the total number of toilets.

## PART 2: Reducing Food Borne Illness

### **Special Events: Requirements for Food and/or Beverage Vendors**

Lambton Public Health hopes that your special event is a great success. A food borne illness, however, can turn any special event into a nightmare. To assist you in organizing a safe event, this information package has been developed to provide you with the food safety knowledge you need in order to ensure the food you are serving is safe.

#### **Your First Step**

Please ensure the **Community Special Event Application for Food and/or Beverage Vendors** (Appendix 4) is completed and forwarded to your event organizer or to Lambton Public Health at least 14 days before the event starts.

A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the foods you are planning to serve.

The types of food you are serving will determine the measures you need to take in order to prevent food borne illness.

#### **Exemptions**

Please note: exemptions for the Food Premises Regulation does not result in an exemption to the *SFOA*. The *SFOA* requirements must still be met.

##### ***Religious organizations, Service Clubs and Fraternal Organizations:***

The Ontario Food Premises Regulation was recently amended to exempt food premises operated by religious organizations, service clubs and fraternal organizations (please refer to the definitions page for explanation of these groups). This exemption has also been applied to the aforementioned groups at community based events. These organizations may now sell foods from un-inspected sources (i.e. Home kitchens, uninspected church facilities) provided they meet the following requirements as per the amendments to the Ontario Food Premises Regulation.

Groups exempted from the regulation must still meet the following requirements as per the amendments to the Ontario Food Premise Regulation:

1. If potentially hazardous food is from an uninspected source, the operator must keep a contact list of the suppliers and provide a copy of the list to Lambton Public Health if requested. (see *Appendix 5*)
2. If potentially hazardous food is from an uninspected source, the operator must also post a sign indicating this to customers (see *Appendix 6*)

Although these groups are exempt from the Food Premises Regulation, notification and submission of a site plan of the event to Lambton Public Health is still required for approval.

**Please Note:** Food premises must still follow the basic safe food handling practices required of all food vendors at special events. This includes restrictions in place for certain potentially hazardous foods described next.



## What kinds of food are you serving?

Certain potentially hazardous foods such as cream filled pies, pastries, custards, salads, or sandwiches will not be permitted for sale unless adequate mechanical refrigeration is provided for the duration of the event. **Due to the hazardous nature of the following foods and the potential for cross contamination, Lambton Public Health does not permit raw chicken, shell fish or raw ground meats at special events. Frozen preformed meat products may be used as an alternative.**

### Potentially Hazardous Food:

This is defined as food that contains milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that support the growth of disease causing microorganisms. Examples include hamburgers, hot dogs, gyros, pogos, chicken, potatoes, cooked rice, and cream filled pastries and ice cream.

### Non-Hazardous Food:

This is defined as food that does not support the growth of disease causing microorganisms. Examples include dry goods and cereals, baked goods, cookies, breads, potato chips, popcorn and candy.

Potentially hazardous foods require proper storage temperatures to slow the growth of microorganisms. No matter what kind of food you are serving it is important that we follow the steps of food safety to ensure a safe, successful event. In order to do this you will need the following:

### Food Supplies and Water

When foods are served to the public there are important things you need to consider:

- All foods must be obtained from an inspected commercial source
- All foods served at special events must be prepared in a licensed and inspected kitchen\*
- Only final cooking is permitted at the site of the event
- No foods prepared or canned at home can be used, offered for sale or given away at the event.\*
- All water must be from an approved potable supply

**\*Exception:** If you are a religious organization, fraternal organization or service club, (*please refer to definitions of these organizations*) you may accept food from an un-inspected facility (e.g. home). A list of **Donors of Potentially Hazardous Food** must be provided (*see Appendix 5*) and a public notification sign must be posted at your booth (*see Appendix 6*) in order to remain exempt.

## Food Handling and Protection

- All food preparation areas must be separated from the serving area. These areas must have smooth, non-absorbent surfaces and be easy to clean.
- Food must be handled with utensils (e.g. tongs, spoons, ladles, etc.) to prevent direct hand contact with food. Napkins or disposable bakery papers can be used to handle dry goods.
- Aprons or uniforms and head gear that confines the hair, **must** be worn by those directly handling non-pre-packaged foods.
- Tobacco cannot be used by anyone handling, preparing or serving food.
- Only single service (disposable) utensils and dishes must be used to serve food to customers. Use separate utensils/equipment to prepare/serve raw and ready to eat foods.
- Condiment containers must be pump type, squeeze containers, or self-closing covers and lids. Single service packets are also acceptable.
- All food being prepared, stored, displayed, or transported must be protected from contamination (e.g. dust, dirt, insects, chemicals and other sources of contamination). Foods must be covered by food grade plastic wrap, foil, sneeze guards or food grade containers with tight fitting lids.
- All food and supplies including dishes and utensils must be stored at least 15 cm or 6 inches off the floor/ground
- Customer samples must be protected from contamination (provide individual containers, toothpicks or serving spoon).

## **Equipment Needed**

To prepare food safely, you **must** have the following tools:

1. Cooking or “stem” probe thermometers
2. Accurate indicating thermometers (for fridge, etc.)
3. Bleach or other sanitizing agent
4. Clean wiping cloths
5. Clean tongs and utensils
6. Separate hand washing sink supplied with running warm water, soap and paper towels.

## **Temperature Control**

- All potentially hazardous foods must be kept out of the temperature danger zone. This is between **4°C (40°F) and 60°C (140°F)**. An important rule to help you remember this is to keep all **Hot Foods Hot** and **Cold Foods Cold**.
- All potentially hazardous foods must be transported, stored and maintained at required temperatures. Indicating thermometers must be provided in all cold holding units.
- Transport hot and cold foods quickly from place to place. Use thermal insulated containers with cold or hot packs or refrigerated trucks to maintain hazardous foods at the required temperatures. Steam tables can be used to keep foods hot.

### **Safe Food Storage Temperatures:**

- Cold Holding: 4°C (40°F)
- Hot Holding: 60°C (140°F)
- Freezing: below -18°C (0°F)
- Thawing of frozen foods is not to be done at room temperature. Only thaw food in the refrigerator or under cold running water.
- All hazardous foods that require cooking must be fully cooked to the minimum internal cooking temperatures. Probe thermometers must be available to test internal food temperatures.

### **Cooking Temperatures:**

- Whole Poultry: 82°C (180°F)
- Poultry/ Ground Poultry: 74°C (165°F)
- Pork/ Pork Products: 71°C (160°F)
- Ground Meat: 71°C (160°F)
- Fish: 70°C (158°F)
- Hazardous Food Mixtures: 74°C (165°F)
- All hazardous foods must be cooled as quickly as possible (from 60°C to 4°C) within 4 hours. You may use ice baths, freezers and shallow pans to do this.
- Reheat all hazardous foods quickly to an internal temperature of 74°C (165°F). **Do not** use steam tables to reheat foods.

## **Dishwashing**

- Utensils and equipment may be washed on-site or in a commercial kitchen. A two or three compartment sink with hot and cold running water must be used to wash, rinse and sanitize utensils and equipment.
- Sanitizing Solution:
  - Chlorine: 100 ppm (2 ml or ½ tsp. of household bleach in 4 cups or 1 L of water)
  - Quaternary Ammonium at 200 ppm
  - Iodine at 25 ppm
- Vendors must provide a sufficient number of clean utensils for back-up. Store utensils and equipment in a clean, washable container. Four sets of utensils are recommended for each day of the event.

## Manual Dishwashing - Correct Dishwashing Procedures

### Dishes and Wares

All dishes, cutlery, glasses, etc. that are used for the public must be washed in three (3) sinks or a 3-compartment sink.

SCRAPE & PRE-RINSE	FIRST SINK	SECOND SINK	THIRD SINK	AIR DRY & STORAGE
	<b>WASH</b> <ul style="list-style-type: none"> <li>• USE WARM WATER AND DETERGENT</li> </ul>	<b>RINSE</b> <ul style="list-style-type: none"> <li>• CLEAN WATER</li> <li>• TEMPERATURE OF WATER NOT LOWER THAN 43° C (110° F)</li> </ul>	<b>SANITIZE</b> <b>FOR 45 SECONDS USING</b> <ul style="list-style-type: none"> <li>• HOT WATER AT LEAST 77° C (170° F)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• A SOLUTION NOT LESS THAN 24° C (75° F) OF ONE OF THE FOLLOWING:               <ul style="list-style-type: none"> <li>• 100 PPM CHLORINE</li> <li>• 200 PPM QUARternary AMMONIUM</li> <li>• 25 PPM IODINE</li> </ul> </li> </ul> <div>               1 ounce chlorine (5.25%) bleach                +                1 gallon water             </div>	

### Two (2) Compartment Sink Method:

SCRAPE & PRE-RINSE	FIRST SINK	SECOND SINK	AIR DRY & STORAGE
	<b>WASH &amp; RINSE</b> <ul style="list-style-type: none"> <li>• USE WARM WATER AND DETERGENT</li> <li>• CLEAN WATER</li> <li>• TEMPERATURE OF WATER NOT LOWER THAN 43° C (110° F)</li> </ul>	<b>SANITIZE</b> <b>FOR 45 SECONDS USING</b> <ul style="list-style-type: none"> <li>• HOT WATER AT LEAST 77° C (170° F)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• A SOLUTION NOT LESS THAN 24° C (75° F) OF ONE OF THE FOLLOWING:               <ul style="list-style-type: none"> <li>• 100 PPM CHLORINE</li> <li>• 200 PPM QUARternary AMMONIUM</li> <li>• 25 PPM IODINE</li> </ul> </li> </ul> <div>               1 ounce chlorine (5.25%) bleach                +                1 gallon water             </div>	

**Sanitizing** (refer to Appendix 7 – How to Mix Bleach Solution for Sanitizing)

- A sanitizing solution (bucket or spray bottle) must be available to sanitize food contact surfaces.
- A bleach and water solution of 100 ppm is made by mixing 1 tsp. (5 ml) of bleach with 4 cups (1 L) of water.
- If a bucket is used, wiping cloths must be stored in the solution. Supply an adequate number of cloths
- If a spray bottle is used, a clean wiping cloth or disposable paper towels must be used.
- Sanitizing solutions must be prepared daily and changed frequently throughout the event day.

**Waste Disposal**

- An appropriate sized garbage container made of durable, waterproof and rodent proof material with a tight fitting lid must be provided. Keep it clean and empty it frequently.
- Final garbage disposal must be made at a designated garbage bin or approved waste disposal site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and should be disposed of by approved methods.

**Garbage and Pest Control**

- Garbage receptacles with lids must be provided in each vendor location. Provide covers to keep vermin and insects away from the food preparation areas.

**Wastewater Disposal**

- Wastewater must be stored in covered, durable container and disposed of in an approved sanitary sewer, bathroom facility or holding tank. It must not be disposed of by pouring over the surface of the ground.

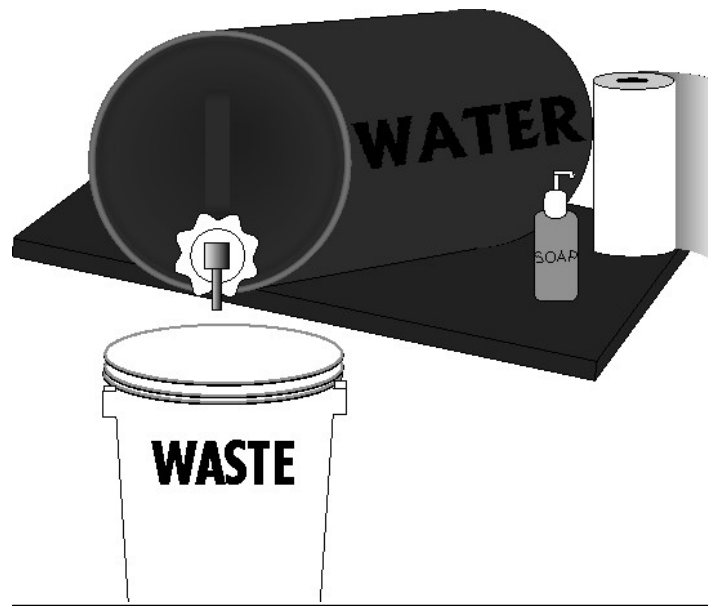
# Hand Washing Facilities

- Each vendor must provide warm running water, liquid soap in a dispenser and individual paper towels in each food preparation/handling/serving areas.
- If running water under pressure is not serviced to your site an acceptable method is to have a container with a turn valve that will allow water to flow freely by gravity to allow both hands to be washed at the same time. A bucket must be available below to collect waste water. (see *diagram below for example*)

Hands must be washed:

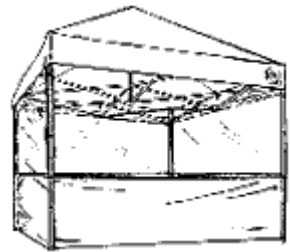
- before handling or preparing food;
  - after handling money;
  - after cleaning;
  - before handling ready to eat food;
  - after handling raw foods;
  - after using the washroom;
  - before changing gloves; and
  - any time they look or feel dirty or become contaminated.
- Glove use is not a substitute for hand washing. Gloves can be used but must be changed frequently and hands must be washed in between changing into a fresh pair.

## Hand Washing Station - Temporary Set Up



## **Booth Construction**

1. Booths must be constructed in a manner which prevents entry of wind, dust and rain.
2. Work surfaces must be constructed of smooth, non-absorbent, non-toxic material that can easily be cleaned.
3. Hand wash stations must be located in a convenient location for food handlers.



## **Personal Hygiene Tips**

All food handlers should obey the following rules:

- Wash hands thoroughly using soap and water.
- Smoking or the use of tobacco is not permitted in the booth. Clean garments must be worn.
- Hair must be confined while handling or preparing food.
- Food handlers that are coughing, sneezing, have a fever, diarrhea, vomiting or have infected sores or cuts should not be handling food.
- Gloves must be worn if a food handler has a Band-Aid over a minor cut or burn.
- Gloves are not a substitute for hand washing and hands must be washed before putting gloves on and after taking dirty gloves off.

## **Exempt Premises**

**Only** the following food premises are not required under Ontario Regulation 562 R.R.O. 1990, to provide hot and cold running water, utensil washing sinks and hand wash basins:

- Where only cold drinks are sold in or from the original container.
- Where only frozen confections are sold in the original package or wrapper.
- Where only hot beverages are prepared and sold.
- Selling farm products in the form of honey, maple syrup, or unprocessed fruits, vegetables or grains.
- Preparing and selling only popped corn, roasted nuts and french fried potatoes.  
Selling pre-packed food that is not hazardous food.

The above premises must use single service utensils and supply and use single-use commercially packaged, moist hand towelettes and/or hand sanitizer of at least 62% alcohol for personal hygiene of its employees and provide access to a potable water supply.

Lambton Public Health hopes that your event runs smoothly, successfully and safely. If you require further information, please contact a Public Health Inspector at the numbers listed below.

Point Edward: 519-383-8331

Forest: 519-786-2148 (Due to COVID-19, this office is temporarily closed)

Toll Free: 1-800-667-1839

# Did You Forget Anything?



## Special Event Check List

### **Food Borne Illness Prevention:**

- ☐ Probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- ☐ Alcohol swabs to sanitize probe in between uses
- ☐ Cold hazardous foods 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 and paper goods 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
- ☐ 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, bleach solution
- ☐ Liquid soap in a dispenser and paper towels for hand washing
- ☐ Clean water containers with spigot for hand washing
- ☐ 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, smoking or vaping allowed in any food preparation area
- ☐ Adequate supply of large plastic garbage containers and garbage bags



# COMMUNITY SPECIAL EVENT APPLICATION FOR FOOD AND/OR BEVERAGE VENDORS

**EACH FOOD VENDOR** MUST SUBMIT A COMPLETED APPLICATION FORM TO LAMBTON PUBLIC HEALTH AT LEAST **2 WEEKS** PRIOR TO THE EVENT. ALL APPLICATIONS MUST BE APPROVED PRIOR TO ATTENDANCE AT EVENTS. **PLEASE PRINT.**

## EVENT INFORMATION

NAME OF EVENT:	EVENT LOCATION (ADDRESS):	
EVENT DATE(S):	TIME(S) OF OPERATION (a.m.-p.m.):	EXPECTED ATTENDANCE:

## VENDOR INFORMATION

NAME OF TEMPORARY FOOD PREMISE:	OPERATOR NAME(S):	PHONE #:	FAX #:
MAILING ADDRESS:		EMAIL:	

## VENDOR SET UP

<input type="checkbox"/> FOOD BOOTH / TENT	<input type="checkbox"/> HOT DOG CART	<input type="checkbox"/> INDOOR FACILITY
<input type="checkbox"/> MOBILE CATERING TRUCK OR TRAILER	<input type="checkbox"/> OTHER	

## TYPE OF ORGANIZATION

<input type="checkbox"/> RELIGIOUS ORGANIZATION	<input type="checkbox"/> SERVICE CLUB	<input type="checkbox"/> FRATERNAL ORGANIZATION	<input type="checkbox"/> FOOD BUSINESS	<input type="checkbox"/> OTHER
---	---------------------------------------	---	--	--------------------------------

WILL YOU BE CLAIMING AN EXEMPTION AT THIS EVENT? YES ☐ NO ☐

**★ NOTE:** IF YOU ARE A RELIGIOUS ORGANIZATION, FRATERNAL ORGANIZATION OR SERVICE CLUB AND ARE ACCEPTING FOODS FROM AN UN-INSPECTED FACILITY (e.g. HOME), YOU MUST ALSO COMPLETE THE *DONORS OF POTENTIALLY HAZARDOUS FOOD LIST*

## PLEASE PROVIDE THE FOLLOWING INFORMATION:

WHERE WILL THE FOODS BE PREPARED? <input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE	
IF FOODS ARE BEING PREPARED OFF-SITE PLEASE PROVIDE THE FOLLOWING:	
NAME OF FOOD PREMISE:	
LOCATION:	
PHONE # :	CELL # :



## FOOD MENU

**PLEASE LIST ALL TYPES OF FOODS THAT WILL BE OFFERED FOR SALE AND HOW THEY WILL BE PREPARED**

Note: please attach a separate sheet of paper if more space is required

MENU ITEM	TYPE OF FOOD PREPARATION (GRILLING, FRYING, BBQ, ETC.)	IS FOOD PRECOOKED?	FOOD COOKED ON-SITE?	FOOD STORAGE ON-SITE?	HOT HOLDING?	COLD HOLDING?

### FOOD STORAGE AND TRANSPORTATION

#### HOW WILL FOOD BE TRANSPORTED TO THE EVENT?

☐ REFRIGERATED TRUCK
 ☐ COOLERS WITH ICE
 ☐ THERMAL UNIT
 ☐ OTHER:

#### HOW WILL TEMPERATURE BE MAINTAINED ON-SITE?

☐ REFRIGERATED TRUCK
 ☐ MECHANICAL REFRIGERATION
 ☐ THERMAL UNIT
 ☐ COOLERS WITH ICE
 ☐ CHAFING DISH
 ☐ OTHER

#### HOW WILL FOODS BE PROTECTED FROM CONTAMINATION ON-SITE?

☐ FOOD GRADE WRAP
 ☐ LIDS
 ☐ PRE-PACKAGED FOODS
 ☐ ENCLOSED CABINET/CONTAINER
 ☐ SNEEZE GUARD/SHIELD
 ☐ OTHER

### HANDWASHING

\* NOTE: LIQUID SOAP IN A DISPENSER AND PAPER TOWELS ARE ALSO REQUIRED

#### DESCRIBE YOUR HAND WASHING STATION:

☐ FIXED SINK WITH HOT AND COLD RUNNING WATER
 ☐ PORTABLE SINK WITH HOT AND COLD RUNNING WATER  
☐ TEMPORARY CONTAINER WITH A TURN SPOUT AND WARM WATER
 ☐ OTHER

### UTENSIL WASHING

#### WHAT TYPE OF SINK IS PROVIDED FOR UTENSIL WASHING?

☐ 2 COMPARTMENT SINK
 ☐ 3 COMPARTMENT SINK  
☐ NONE, EXPLAIN:

#### WHAT TYPE OF SANITIZER WILL YOU BE USING?

☐ BLEACH
 ☐ OTHER, EXPLAIN:

TEST STRIPS FOR SANITIZER?      YES   ☐   NO   ☐

#### PORTABLE WATER SOURCE

☐ MUNICIPAL
 ☐ COMMERCIAL BOTTLED  
☐ HAULED MUNICIPAL WATER (PROVIDE NAME AND PHONE / CELL # )
 ☐ OTHER:

## WASTE WATER AND GARBAGE DISPOSAL

METHOD OF WASTE WATER / SEWER DISPOSAL:

NUMBER OF GARBAGE RECEPTACLES IN FOOD PREPARATION AREA:

## THE SMOKE-FREE ONTARIO ACT, 2017 (SFOA)

PLEASE CHECK:

- ☐ I HAVE THE REQUIRED SFOA SIGNAGE FOR MY BOOTH AND TABLES
- ☐ I NEED THE REQUIRED SFOA SIGNAGE FOR MY BOOTH AND TABLES
- ☐ I WILL ENSURE STAFF AND VOLUNTEERS ARE TRAINED AND AWARE OF THE SFOA

## PLEASE SKETCH A LAYOUT OF THE FOOD PREPARATION AREA

**MUST INCLUDE:** HAND WASHING STATION, REFRIGERATION UNITS, FOOD STORAGE AREAS, SINKS, FOOD PREPARATION SURFACES, GARBAGE RECEPTACLES, WASTE WATER CONTAINER, etc. COVID-19 precautions include: Entrance/exit locations, directional markings, 6 feet between patron and vendor tables, passive screening signs, face mask signage poster, workplace safety plan location, entrance lineup markings (2m), contact tracing book location, hand sanitizer stations, cleaning schedule, capacity limit posting at entrance, cleaning schedule.

I HAVE RECEIVED AND READ THE COMMUNITY SPECIAL EVENTS INFORMATION PROVIDED. I UNDERSTAND THE REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS AND HAVE PROVIDED THE INFORMATION TO ALL FOOD HANDLERS.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix 5:

# Special Event Donors of Potential Hazardous Food\* List

(In Accordance with Ontario Regulation 562)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Name of Donor	Type of Food Donated	Address (in full)	Telephone #

# **NOTICE TO PATRONS**

**This premise has not been inspected by Lambton Public Health in accordance with the Food Premises Regulation made under the Health Protection and Promotion Act.**

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





# Sanitization Solution

## How to Mix Bleach (chlorine) Solution for Sanitizing

What you will need to start:



- Ordinary household bleach solution
- Teaspoon
- Measuring cup
- Spray bottle labeled “sanitizer”

Sanitizing	How to Mix	Solution Strength
<b>Utensils</b> Cutting boards, knives, cooking utensils 	Mix ½ teaspoon of household bleach with 1 liter of water	100 PPM chlorine solution 
<b>Equipment</b> Coolers, tables, BBQ 	Mix 1 teaspoon of household bleach with 1 liter of water	200 PPM chlorine solution 

### Tips to Remember:

- Make a new sanitizing solution at the start of your event
- Do not mix bleach with detergent
- Using chlorine test strips, check the strength of the solution.

# **PART 3:**

## ***The Smoke-Free Ontario Act, 2017***



**Lambton  
Public Health**

## PART 3: The *Smoke-Free Ontario Act, 2017*

The third part of this package is a guide to ensure compliance with provincial smoking and vaping laws at your event. Lambton Public Health is responsible for enforcing this law, the [Smoke-Free Ontario Act, 2017](#) (SFOA). The **SFOA prohibits smoking and vaping at various locations, including:**

- Enclosed public places, workplaces and vehicles (may include event tents)
- Bar and restaurant patios: On or within 9m (includes food premises at festivals and events)
- Playgrounds: On or within 20m
- Sporting areas and spectator areas: On or within 20m
- Recreation centre property: On or within 20m

The **SFOA applies at all times** (24 hours/ day, year-round) to the above areas:

Note: if your event takes place in a park, no smoking/ vaping can take place on or within 20m of the playground, regardless of whether it is being used by your event. As an event coordinator or organizer, it is your responsibility to be compliant with the **SFOA**. Enforcement Officers with Lambton Public Health will review the information you provided in Appendix 1: **Community Special Event Application for Event Organizers**

### COVID-19:

Smoking and vaping prohibitions may also help to reduce transmission of COVID-19. Key risk factors include close contact, closed spaces and forceful exhalation. Therefore abiding by the **SFOA** may help reduce transmission of COVID-19 by reducing possible exposure through gathering in close proximity, smoking or vaping in closed public spaces (against the law), and forceful exhalation of smoke or vapour product aerosol.

Many innovative event approaches have been used to help reduce the spread of COVID-19. Depending on the situation, these approaches may impact a prohibited area listed above and require that the space is smoke/vape-free:

- E.g. patio expansions into parking lots, and street closures that create a pedestrian zone to enable physical distancing. These may affect patio boundaries by expanding or creating a new patio space that did not exist before.

### More Information:

A general guidance resource is included in Appendix 8: **Where are Smoking and Vaping Prohibited at your Event?** You may also visit our [Smoking & Vaping Laws & Enforcement](#) web page for general information.

If you have questions about smoke/vape-free events or smoke/vape-free laws call Lambton's Tobacco Inquiry Line at 519-383-3810, toll free 1-800-667-1839 ext. 3810 or email [tobaccofree@county-lambton.on.ca](mailto:tobaccofree@county-lambton.on.ca).

## Special Event Organizer Checklist:

- ☐ Forms filled out and returned to Lambton Public Health
  - [Community Special Event Application for Event Organizers](#)
  - [Community Special Event Application for Food and/or Beverage Vendors](#)
- ☐ Vendors, staff and/or volunteers are trained and aware of *SFOA* regulations
- ☐ Proper *SFOA* signage is posted at the event so attendees are aware of smoking/vaping prohibitions

## Smoke/Vape-Free Event Signage:

Temporary ***Smoke-Free/ Vape Free Event*** signs to assist with your event can be borrowed at no charge from Lambton Public Health. Signs (pictured) come with stakes so they can be placed in the ground. Call the Inquiry Line number listed above to book.





## Appendix 8: Where are Smoking and Vaping Prohibited at your Event?

### What is prohibited?

1. Smoke or hold lighted tobacco.
2. Smoke or hold lighted cannabis.
3. Use an electronic cigarette.



**On or within 20 metres of a sporting area,  
spectator area or rec centre = PROHIBITED**



**On or within 20 metres of a playground =  
PROHIBITED**

### On or within 9m of patios = PROHIBITED

These areas include:

- a) Operated in conjunction where food or beverage is served, sold or offered for consumption.
- b) Where employees or volunteers frequent (e.g. employee break area).
- c) Open to the public.



**In an event tent or other enclosed public  
place, workplace or work vehicle =  
PROHIBITED**