|  |  |
| --- | --- |
| **Administrative Policy and Procedure** | **Subject: Dining** |
| **Approved By:** |  |
| **Effective:** | **Revised:** |

**POLICY**

Food will be prepared and served in a manner that is sanitary and meets the individual needs of the resident, while at the same time, follow infection prevention and control practices to prevent the spread of infections.

**DEFINITIONS**

**Food Distribution**: the processes involved in getting food to the resident. This may include holding foods hot on the steam table or under refrigeration for cold temperature control, dispensing food portions for individual residents, family style and dining room service, or delivering meals to residents’ rooms or dining areas, etc. When meals are assembled in the kitchen and then delivered to residents’ rooms or dining areas to be distributed, covering foods is appropriate, either individually or in a mobile food cart.

**Food Service:** the processes involved in actively serving food to the resident. When actively serving residents in a dining room or outside a resident’s room where trained staff are serving food/beverage choices directly from a mobile food cart or steam table, there is no need for food to be covered. However, food should be covered when traveling a distance (i.e., down a hallway, to a different unit or floor).

**PROCEDURE**

**GENERAL**

1. Staff must perform hand hygiene before distributing and serving food to residents.
2. Employees may not use bare hand contact with any foods, ready to eat or otherwise.
3. Staff to utilize disposable, single use gloves, when directly touching ready-to-eat food items and should discard gloves after each use.
   * Hands must be washed before putting on gloves and after removing gloves.
4. Staff will utilize gloves when serving foods to residents on transmission-based precautions.
5. Facility will adhere to the core principles of infection prevention and control with all communal activities, including dining. This includes maintaining social distancing and use of face covering when applicable.
6. \*Staff refers to any person distributing and serving food to residents (e.g., nursing, occupational, speech, therapeutic recreation therapists, etc.).

**REISDENTS EATING IN ROOMS**

1. The dietary department is responsible for delivery of the food cart/truck to appropriate areas.
2. Nursing staff will prepare the resident to receive and eat their meal.
3. The nursing staff will be responsible for taking food trays into the residents’ room and assist resident as needed.
4. Nursing staff will ensure call bell is accessible to resident.
5. Nursing staff will monitor residents eating in their rooms throughout the meal service.
6. Nursing staff or designee will be responsible for picking up the resident’s food tray after each meal and returning to the food cart; dietary department will remove food cart/truck from nursing units.

**RESIDENTS EATING IN THE DINING ROOM**

1. All residents are encouraged to eat in the dining room, unless they prefer otherwise.
2. Nursing personnel will serve residents their trays, one table at a time.
3. Nursing staff will ensure that resident is assisted before leaving table (e.g., opening containers, unwrap silverware, butter bread, etc.).
4. Residents who require assistance with eating will be provided with assistive devices or provided help as needed.
5. Residents who are unable to feed themselves will be fed with attention to safety, comfort, and dignity. For example,
   1. Staff will sit when feeding residents.
   2. Keep interactions with other staff members at a minimum while assisting residents with meals.
   3. Avoid the use of labels when referring to residents (e.g., “feeders”)
   4. Avoid the use of bibs/clothing protectors unless requested by the resident.

**RESIDENTS WHO REQUIRE ASSISTANCE IN EATING**

1. Nursing staff is responsible for removing the food tray from the food cart and delivering the tray to the resident.
2. Nursing services will be responsible for feeding the resident while the food is hot (or cold, depending on food item).
3. Residents will be fed with attention to safety, comfort, and dignity. Staff will sit when feeding residents.

**RESIDENTS WHO RECEIVE ENTERAL FEEDING**

1. Licensed nursing staff is responsible for administering enteral feedings.
2. Commercially produced tube feeding formulas will be used.

**Reference**

CMS (Rev 211, 2/3/2023). State Operations Manual. Appendix PP – Guidance to Surveyors for LTCFs. F812 Food Safety Requirements, pp. 646 – 667.