

## **Guidance for Home Delivered Meals -**

### **Prepared in the ADHC Center's Kitchen and Delivered by ADHC Personnel or Volunteers**

The purpose of home delivered meals is to assist participants in meeting their nutritional needs to support and maintain self-sufficiency and enhance their quality of life.

Due to the COVID-19 emergency, if you are preparing meals in the ADHC center's kitchen for your participants and delivering or plan to deliver meals to their homes, please contact the Sanitarian in your parish for assistance and to advise them that you are providing a service for which you may not currently be permitted. Include in your discussion:

1. The length of your planned route.
2. Disposal of undelivered food.

Additional resources may be found at [www.eatsafe.la.gov](http://www.eatsafe.la.gov) .

#### **Requirements:**

1. Providers must have met all Louisiana Office of Public Health's (OPH's) certification permits and inspection requirements for retail food preparation, processing, storage and distribution.
2. Prepare food in accordance with sanitarian guidelines for kitchen as per the usual requirements.
3. Use OPH recommended PPE for kitchen workers.
4. Mark the date of preparation on all food packages and indicate the date by which they should be discarded.
5. Include instructions for the consumer for preparation and safe handling.
6. Provide a copy of the USDA's *Food Safety for Older Adults*. It can be downloaded from the LDH OPH site at:  
[https://www.fda.gov/media/83744/download?utm\\_source=Food+Poisoning+Affects+Older+Adults+&utm\\_campaign=Ecard+5.7&utm\\_medium=email](https://www.fda.gov/media/83744/download?utm_source=Food+Poisoning+Affects+Older+Adults+&utm_campaign=Ecard+5.7&utm_medium=email)
7. Before transporting the food, ensure that the food is:
  - a. Loaded in a manner that prevents excessive shifting within the vehicle.
  - b. Strategically loaded to minimize heat exchange between hot and cold food.
  - c. Properly stored and segregated to protect it from any source of contamination.
  - d. Transported in equipment that maintains the food in safe temperature ranges as follows:

- 1) All cold holding equipment shall maintain required food temperatures at  $41^{\circ}\text{F}\pm 2^{\circ}$  or below while the food is in the VEHICLE awaiting transport and during transportation to the final destination.
  - 2) All hot holding equipment shall maintain required food temperatures at  $135^{\circ}\text{F}\pm 2^{\circ}$  or above while the food is in the vehicle awaiting transport and during transportation to the final destination.
8. Upon delivery:
- a. Do not leave food without being sure someone is home to receive it.
  - b. Maintain a distance of no less than six feet from individuals to whom the food is delivered.
  - c. Ensure that any frozen items remain frozen.
9. Maintain a record of the number and contents of meals delivered each day and the participant's name and address of delivery.
10. For fresh foods, maintain a temperate log of food at the time of preparation and at the time of delivery.
11. The ADHC Provider is responsible for being able to contact the participants that received meals. In the event of a need to trace distribution due to a food borne illness outbreak or recall, it may be required to provide the information to LDH.
12. If you are using volunteers to assist with meal delivery, have them complete the on-line food safety course referenced below. The course is 22 minutes long, is free of charge and has been recommended by the LDH Sanitarian Services.
- <https://www.statefoodsafety.com/CustomPortal/DisasterRelief#/>