

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Corinda Crossdale, Acting Director

An Equal Opportunity Employer

INFORMATION MEMORANDUM

Number 15 - IM -01

Supersedes

Expiration Date

DATE: June 11, 2015

TO: Area Agencies on Aging Directors
Nutrition Coordinators
Registered Dietitians
Meal site and Kitchen Managers

SUBJECT: Food Safety and Sanitation Training 2015

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PURPOSE: The purpose of this IM is to provide additional information about the training, confirm the training schedule and transmit registration instructions.

BACKGROUND: The New York State Office for the Aging (NYSOFA) and the New York State Department of Health (NYSDOH) Bureau of Community Environmental Health and Food Protection will offer regional Food Safety and Sanitation training at six locations this year.

Necessary Action: Please complete the enclosed registration form and FAX it to the Nutrition Unit at NYSOFA (518) 473-5177 no later than **Friday, June 26, 2015**

Training Schedule: Training sessions are scheduled to begin at 9:00 AM and end by 4:00 PM. Training locations are listed below. Please note that due to budget constraints, morning coffee/tea will not be available at these trainings. If you desire it, please bring it with you. Also, lunch is NOT included; however, NYSOFA staff will direct you to nearby eateries for lunch. Dress attire is business casual. Expenses incurred by staff to attend these workshops are allowable under Title III-C or WIN.

Training Locations:

Wednesday, July 8, 2015 Lake George (Warren County)

Thursday, July 23, 2015 Henrietta (Monroe County)

Wednesday, July 29, 2015 Carmel (Putnam County)

Friday, August 7, 2015 Ithaca (Tompkins County)

Tuesday, August 11, 2015 Manhattan (New York City/County)

Wednesday August 12, 2015 Manhattan (New York City/County)

Who Should Attend: The training sessions are designed for program cooks, those who train food preparers and handlers, nutrition coordinators, registered dietitians and area agency on aging Directors. We are especially urging participation of area agency on aging directors and nutrition services staffs that have been in their jobs for a year or less. If your agency was unable to attend training offered previously, you are urged to attend this year's program. Doing so will assure that appropriate staff have essential up-to-date information and techniques related to food safety.

Training Content: Training will be conducted by NYSDOH Principal Sanitarian, Amy Mears, MS, RD. The training will be both informative and fun and will focus on the following topics listed in the agenda below:

- 9:00 Welcome and Introductions
 - Pre-test
 - Foodborne Illness Update
 - Recent Foodborne Illness Outbreaks in New York State: Preventative Strategies and Lessons Learned
 - Food Recall Notices
 - Food Safety (Part 1)
- 12:00 Lunch on your own
- 1:00 Q & A on specific NYSOFA Food Safety Issues
 - Food Safety (Part 2)
 - Food Safety Bingo
 - Reduced Oxygen Packaging (ROP)
 - Hand washing with Glo-Germ Kits Challenge
 - What's in the Bag Exercise
 - Thermometer Calibration Station
- 3:30 Post-test and Evaluation
- 4:00 Adjourn

Training Locations and Parking:

1. Wednesday, July 8, 2015 Lake George (Warren County)

Warren County Human Services Building
1340 State Route # 9, (Recert Room on the first floor)
Lake George, New York 12845
(518) 761- 6347

Contact person: RoseAnn O'Rourke, AAA's Nutrition Coordinator
(518) 761-6347

Parking: Free parking is available in front of the Warren County Human Services Building. We will meet in the Recert Room on the first floor. There is a metal detector at the entrance. The guards will have notice that a group will be meeting there. They will direct you to the room.

2. Thursday, July 23, 2015 Henrietta (Monroe County)

Town of Henrietta Senior Center
515 Calkins Rd,
Henrietta NY 14467
(585) 334-4030

Contact Person: Steve Newcomb – Aging Services Administrator
(585) 753-6523

Parking: Is available free of charge in the front and the back of the Henrietta Senior Center.

3. Wednesday, July 29, 2015 Carmel (Putnam County)

Putnam County Bureau of Emergency Services
112 Old Rte. 6
Carmel, NY 10512
(845) 808-4000

Contact Person: Brittany Alvarez – AAA's Nutrition Coordinator
(845) 808-1700 Ext. 47116

Parking: Free parking is available in front of the Putnam County Bureau of Emergency Services.

4. Friday, August 7, 2015 – Ithaca (Tompkins County)

Tompkins County Public Library
101 East Green Street
Ithaca, NY 14850
(607) 272- 4557

Contact person: Lisa Holmes, AAA Director
(607) 274-5482

Parking: Paid parking available in Green Street garage on left side, directly across from the library; also parking available in Cayuga Street garage, directly behind library. The training entrance is to the left of the main entrance in the back of the building, look for a green canopy.

5. Tuesday, August 11, 2015 — Manhattan (New York City/County)

New York State Department of Health
90 Church Street, 4th floor room 4 CR-A/B
New York, NY 10007
Contact person: Susan Stanford (212) 417- 4114

A photo ID is required to enter the building. Please remember to bring work ID.

6. Wednesday August 12, 2015 – Manhattan (New York City/County)

New York State Department of Health
90 Church Street, 4th floor room 4 CR-A/B
New York, NY 10007
Contact person: Susan Stanford (212) 417- 4114

A photo ID is required to enter the building. Please remember to bring work ID.

- PROGRAMS AFFECTED:**
- | | | |
|---|---|---|
| <input type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> CSE |
| <input checked="" type="checkbox"/> WIN | <input type="checkbox"/> Energy | |
| <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP | <input type="checkbox"/> Title V |
| | <input type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP |
| <input type="checkbox"/> Other: | | |

CONTACT PERSON: Jenifer O’Keefe, MS RD TELEPHONE (518) 408-1197
Email: Jenifer.Okeefe@aqing.ny.gov

**2015 REGIONAL FOOD SAFETY WORKSHOP
Registration Form**

Please complete and FAX the registration form to the NYSOFA Nutrition Unit (518) 473-5177, by **Friday, June 26, 2015.**

AREA AGENCY: _____

Check which location you will be attending:

___ **Wednesday, July 8, 2015 Lake George (Warren County)**

___ **Thursday, July 23, 2015 Henrietta (Monroe County)**

___ **Wednesday, July 29, 2015 Carmel (Putnam County)**

___ **Friday, August 7, 2015 Ithaca (Tompkins County)**

___ **Tuesday, August 11, 2015 Manhattan (New York City/County)**

___ **Wednesday August 12, 2015 Manhattan (New York City/County)**

Total attending (from your agency): _____

Persons Attending:

Name: _____ Title: _____ Email: _____

(Email addresses will be shared with participants that attend this training for future networking)

Area Agency Contact Person*: _____

Telephone: _____

*person NYSOFA should contact if there are questions about the registration or if there's any last minute information to be shared