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Filed March 23, 1964
1: 3. P.M.

STATE OF WISCONSIN)
) SS.
BOARD OF HEALTH)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Carl N. Neupert, M.D., Executive Secretary of the Wisconsin State Board of Health and custodian of the official records of said Board, do hereby certify that the annexed rules relating to Institution Sanitation were duly approved and adopted by this Board on March 20, 1964.

I further certify that said copy has been compared by me with the original on file in this department, and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed the official seal
of the department at the State
Office Building in the city
of Madison, this 20th day of
March, 1964.

Seal

Carl N. Neupert, M.D.

Executive Secretary

ORDER OF THE STATE BOARD OF HEALTH

ADOPTING RULES

Pursuant to authority vested in the State Board of Health by Sections 140.05 (3) and 140.055 (1), Wisconsin Statutes, the State Board of Health hereby adopts Chapter H 56 of the WISCONSIN ADMINISTRATIVE CODE relative to Institution Sanitation, as follows:

Chapter H 56 is adopted to read:

Chapter H 56
Institution Sanitation

H 56.01 Applicability. These regulations governing sanitary conditions in institutions shall be applicable to any institution included in sections 140.055 (1), 58.01 (1), 49.14, 49.16 and 51.25, Wisconsin Statutes, and such other state institutions as the governing state agency shall designate.

H 56.02 Definitions. For the purpose of this chapter the following terms mean: (1) BOARD, the state board of health, (2) INSTITUTION, the site, buildings and facilities established for housing persons in places included by section H 56.01, (3) DWELLING UNIT, any building, apartment, cottage or dormitory used as a place of abode, (4) SLEEPING ROOM, a room used for sleeping purposes.

H 56.03 Location. Every institution shall be located on a well-drained area, and the premises shall be properly graded so as to prevent the accumulation of storm or other waters. No dwelling unit or institution shall be located in any area that is situated so that drainage from any source of filth can be deposited in its location.

H 56.04 Construction and operation. To effectively protect against hazards to health, the institution building or buildings and appurtenances therein or associated therewith shall be constructed, operated and maintained in complete accord with applicable statutes and regulations of the state.

H 56.05 Prevention of over-crowding. (1) EXISTING INSTITUTIONS. It is recommended that a minimum of 60 square feet of clear floor area shall be provided for each person in all sleeping rooms.

(2) NEW CONSTRUCTION. A minimum of 80 square feet of clear floor area shall be provided for each person in multiple sleeping rooms, and 100 square feet in single rooms.

(3) BED ARRANGEMENT. Arrangement shall be such that the heads of the beds shall be a minimum of 3 feet apart with a clear aisle space at least 3 feet wide.

H 56.06 Water supply and sewerage. (1) USE OF PUBLIC FACILITIES.

Where municipal water and sewerage systems are available they shall be used by the institutions.

(2) APPROVAL OF INDEPENDENT WATER AND SEWER SYSTEMS. The location, construction and operation of the independent system shall be subject to board approval. Plans and specifications bearing the seal and signature of an engineer or architect registered in Wisconsin shall be submitted to the board in duplicate for all new and modified systems. Construction shall not proceed until receipt by the owner of the board's written approval.

(3) WATER SAMPLING. An independent water supply shall be sampled at monthly intervals for bacteriological analysis in accord with directions received from the board.

(4) SEWAGE REPORTS. Reports of sewage treatment plant operation shall be submitted in accord with directions received from the board.

H 56.07 Toilets, lavatories, bathing, sinks. (1) GENERAL.

Separate toilet, lavatory and bathing facilities shall be provided for each sex.

(2) TOILETS AND LAVATORIES. (a) Male. One toilet and one lavatory shall be provided for every 8 males or major fraction thereof. One urinal may be substituted for one toilet for every 24 male residents.

(b) Female. One toilet and one lavatory shall be provided for every 8 females or major fraction thereof.

(3) BATHING. One bathtub or shower shall be provided for every 20 residents or major fraction thereof.

(4) UTILITY ROOM. In institutions that give moderate or maximum care to patients, a utility room with clinic sink designed for bedpan flushing and a work counter shall be provided on each floor housing 10 or more patients.

EFFECTIVE DATES. H

(5)/The requirements of/56.07 shall apply to all new construction on the effective date of these rules and to existing facilities prior to July 1, 1969.

H 56.08 Laundry. (1) LIGHT AND VENTILATION. Where laundry service is provided by the institution, the building, room or area shall be well lighted and ventilated, the latter preferably by a duct-type system.

(2) FLOORS. Floors shall be of concrete, tile or similar material impervious to water and easily cleaned, and be pitched to a floor drain.

(3) WALLS AND CEILINGS. Walls and ceilings of all rooms where laundering is performed shall be smooth, non-absorbent, light-colored, washable surface.

H 56.09 Protection from back-siphonage. (1) NEW INSTALLATIONS.

In new installations, alterations, or replacement of water-connected or water-using fixtures or devices, no cross connection or installation subject to back siphonage, whether presenting remote, apparent, or positive water supply pollution possibilities, shall be made.

(2) EXISTING INSTALLATION. As soon as practicable all cross connections or arrangements permitting back siphonage shall be eliminated including:

- (a) Direct cross connections between potable and non-potable water supplies.
- (b) Any piping arrangement or fixture that may permit back siphonage.
- (c) Connections to kitchen and dining room equipment.
- (d) Fixtures and appliances in the institution having or forming cross connections.

H 56.10 Food service. (1) PERSONNEL. (a) Disease carrier.

Any person with a health history of typhoid, paratyphoid, dysentery or other diarrheal diseases shall not be employed for work in food service areas, unless it has been definitely determined by appropriate tests that such persons are not carriers of these diseases.

(b) Other health conditions. All persons working in food service areas shall be temporarily relieved of their duties when they show symptoms of illness, (cold, elevated temperatures, rash, or when they have open lesions) until such conditions are no longer present.

(c) Tobacco use. All persons shall refrain from using tobacco in food preparation areas.

(d) Individual cleanliness. All persons who work in food service areas shall wear clean garments and clean caps or hairnets, and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of fingernails.

(e) Handwashing. Adequate and convenient handwashing facilities shall be provided for use by persons working in food service areas, including hot and cold running water, soap and approved sanitary towels. Use of the common towel is prohibited. All food service employees and residents shall wash their hands before beginning work, and each time after use of toilets.

(f) Personal belongings. Facilities shall be provided for persons preparing or serving food to eliminate the necessity of keeping outdoor clothing, purses and other personal belongings in the work area. Dressing rooms and lockers should be provided.

(2) FOOD SUPPLY. (a) Grade A milk. All milk and milk products served shall be pasteurized and shall be from sources certified as Grade A by the board. Milk and cream shall be handled as follows:

1. All milk shall be kept in the original containers in which delivered and under refrigeration until served or used.
2. Dipping of milk or milk products is not permitted.
3. Bulk milk dispensers which have been approved by the board as to design and construction may be used provided that no surfaces with which milk comes in contact, other than the delivery orifice, shall be accessible to manual contact, droplets, dust or flies; and the milk dispensing device shall be cleaned, sanitized, filled and sealed at a milk plant which meets the Grade A milk requirements adopted by the state department of agriculture and the board.
4. Cream shall be kept in the original container in which delivered and under refrigeration until served or used. It should be served, whenever practical, from the original container.

(b) Spoiled foods. The use and storage of tainted or spoiled foods is prohibited.

(c) Vegetables and fruits. All foods, especially vegetables and fruits served raw shall be adequately cleansed in clean, safe water.

(d) Preserved foods. All foods, if canned, frozen, or otherwise preserved at the institution shall be processed under controlled conditions, using recommended processing and sanitary methods. All non-acid vegetables, meat and poultry shall be canned by pressure cooker methods. All donations of home-canned foods for general use shall not be accepted for reasons of sanitation and safety.

(e) Meat. All purchased meats and poultry shall be from sources under federal inspection or equivalent city inspection. All animals used for meat should be slaughtered in a licensed slaughter house, or under the antemortem and postmortem inspection of a licensed veterinarian. Slaughterhouses shall be kept clean. Materials of construction, operation methods, equipment and water and sewerage facilities shall be such as to assure the maintenance of a sanitary level of operation.

(f) Ice. All ice shall be from an approved source, stored and handled in such a manner as to prevent contamination.

(g) Heating with steam. The direct heating of foods with steam is prohibited if in the production of the steam compounds hazardous to health are used.

(h) Serving of food. Where applicable, the following procedures shall be adhered to:

1. All unwrapped or unenclosed food and drink on display shall be protected by glass or other approved manner from public handling or other contamination, except that approved arrangements for self-service shall be permitted on counter fronts.
2. When using spoons, spatulas, dippers, scoops, etc. for dispensing frozen desserts, they shall not be placed on the countertop when not in active use, but rather, they shall be kept in water maintained at 170 degrees Fahrenheit or in running water.
3. Tongs, spoons, forks, or spatulas shall be used for serving foods. When a food is offered for self-service, tongs or a fork or other equipment shall be provided so that a person may serve himself in a sanitary manner.
4. When meals are served family type, the tableware shall be kept in storage places provided for them until time to set the table for the meal. Until served, hot foods shall be kept above 150 degrees Fahrenheit, and cold foods kept below 40 degrees Fahrenheit.

5. All foods on trays or in bulk for a ward or room service shall be either transported in covered carts or have the food protected in transit with covers designated for that purpose. If a cloth is used, it shall be used only once before laundering.

(3) STORAGE OF FOOD AND EQUIPMENT. (a) General. Food and drink shall be stored in a clean, well ventilated place protected from flies, dust, vermin, overhead leakage, sewage backflow and other contamination. Areas below sewer lines shall not be used unless a noncorrosive metal or plastic trough is properly installed below the sewer piping. Water lines in such areas shall be insulated to prevent condensation.

(b) Staple foods. Staple foods and bulk supplies of flour, sugar and similar ingredients shall be stored in metal or plastic containers with tight-fitting covers once the original container is opened.

(c) Elevated above floor. Food shall be stored above the floor on shelving, racks, dollies or other clean surfaces at an elevation sufficient to permit cleaning thereunder and to protect from splash and other contamination.

(d) Equipment. Dishes, glassware, utensils and other food use or service equipment shall be stored in an area protected from contamination. Cups and glassware shall not be stored upright or nested but shall be inverted. Pyramiding of cups and glasses is permitted. Storage of cutlery in holders that

do not allow easy removal of the knife contact surfaces shall not be acceptable.

(4) EQUIPMENT CONSTRUCTION. (a) Food contact surfaces. Food contact surfaces of equipment including multi-use utensils, dishes and glassware shall be smooth, free of breaks, open seams, cracks, chips, pits and similar imperfections, shall be easily cleanable and be in good repair.

(b) Cutting boards. Working surfaces required by bakers or butchers may be of smooth hardwood material if maintained in a clean condition, good repair, free of open seams, cracks and chipped places.

(c) Steam tables. Work boards, rails, or other surfaces attached to steam tables shall be easily removable for cleaning.

(5) CLEANLINESS OF EQUIPMENT AND AREAS. (a) Food equipment. Tables, cooking and working surfaces and food contact surfaces of equipment including multi-use utensils shall be thoroughly cleaned to sight and touch after each usage.

(b) Areas. The walls, floors and ceilings of all rooms in which food or drink is stored, prepared or served, or which utensils are washed shall be kept clean and in good repair. Dustless methods of cleaning shall be used. All except emergency cleaning shall be done during the period when the least amounts of food and drink are exposed.

(c) Fans, hoods, ducts. Ventilation fans, oven hoods and ducts shall be kept clean and free of grease.

(6) REFRIGERATION. (a) Temperature and foods to be refrigerated. All readily perishable foods and drink, except when being prepared or served, shall be kept in the refrigerator which shall have a temperature maintained at or below 40 degrees Fahrenheit. This shall include all custard-filled, cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry, stuffings, sauces, dressings, salads and sandwich fillings containing meat, fish, eggs, milk and milk products. No custards (pastries, puddings, etc.) over 24 hours old shall be served.

(b) Thawing of frozen food. Thawing of frozen meat, fish or poultry at room temperature is prohibited. Unless quick-thawed as part of the cooking process, frozen food shall be thawed in clean, potable running water or in a refrigerator.

(7) KITCHENS. (a) Location. The kitchen shall be located on the premises or a satisfactory sanitary method of transportation shall be used so that the food can be stored hot or cold, as the case may be. Kitchen or food preparation areas shall not open into a sleeping room, toilet room or laundry.

(b) Animal harborage. Cats, dogs, birds in cages as well as perching birds shall be kept out of the kitchen, pantry or places where food is handled or prepared.

(8) GARBAGE AND REFUSE. All garbage while in the kitchen shall be kept in watertight containers and removed daily. All garbage and kitchen refuse which is not disposed of through a garbage disposal unit connected with the sewerage system must be kept in separate watertight metal or plastic cans, provided with close fitting metal or plastic covers unless otherwise protected from flies and insects, and the contents must be removed as often as necessary to prevent decomposition and overflow. Garbage cans shall be reasonably clean and show no evidence of accumulated grease of long standing. Separate fly-tight cans must be provided for cans, bottles and similar rubbish.

H 56.11 Washing and sanitizing of dishes. (1) PRE-WASH. The process of sorting and water scraping of multi-use eating and drinking utensils shall be made an integral part of both manual and mechanical washing operations.

(2) MANUAL WASHING. (a) Sinks. A two-compartment sink shall be provided in existing installations. A three-compartment sink shall be provided in all new installations.

(b) Hand dishwashing. The utensils shall be washed in hot water at a temperature of 110 degrees to 120 degrees Fahrenheit, containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently.

(c) Sanitizing. Sanitizing all utensils following hand washing may be done by either of the following two methods:

1. Submerge all utensils for 30 seconds in clean water maintained at a temperature of 170 degrees Fahrenheit or more.

2. Submerge all utensils for rinsing in hot water at a minimum temperature of 110 degrees Fahrenheit to remove soap or detergent, then submerge for at least two minutes in a hypochlorite solution.

This solution shall be made up with a chlorine solution concentration of at least 100 parts per million and shall be discarded when the chlorine concentration goes below 50 parts per million.

All hypochlorite solutions shall be prepared at least three times each day prior to its use in sanitizing the dishes used at each main meal.

Soaps, water softeners, washing compounds and detergents shall not be added to hypochlorite solutions. Utensils should be racked in baskets so that all surfaces will be reached by the chemical solution while submerged. Other chemical sanitizing solutions may be approved for use by the state health officer, in which case the concentration will be specified.

(d) Thermometer. A suitable thermometer shall be provided for frequent determination of the temperature of the water used for sanitizing, washing and rinsing the utensils.

(e) Handaids. Brushes, dishmops, dishcloths and drying cloths and other handaids used in dishwashing operations shall be sanitized after each period of use.

(3) MECHANICAL WASHING. (a) Racking. Utensils shall be stacked in racks or trays so as to avoid overcrowding, and in such a manner as to assure complete washing contact with all surfaces of each article.

(b) Wash water. The wash water temperature of utensil washing machines shall be held at from 130 degrees to 150 degrees Fahrenheit. Utensils shall be in the washing section for at least 20 seconds.

(c) Detergent. A detergent shall be used in all utensil washing machines, unless manual washing with a detergent precedes the machine operation. Mechanical dishwashers should be equipped with automatic detergent dispensers.

(d) Sanitizing. For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature in the line of at least 180 degrees Fahrenheit. For sanitizing in an immersion-type machine, dishes shall be submerged for 30 seconds or more with the water at the temperature of 170 degrees Fahrenheit or more. There shall be a constant change of water through the inlet and overflow.

(e) Thermometers. Thermometers shall be located in both the wash and rinse water line, and in such a location as to be readily visible. Thermostatic control of the temperature of the rinse water shall be provided in new equipment.

(f) Water pressure. The pressure of the water used in the spray washing and rinsing should be 15 to 25 pounds per square inch at the machine nozzles.

(g) Home-type dishwasher. Where the home-type washer is used, the unit shall be limited in use to either 140 degrees Fahrenheit for dishwashing, or 180 degrees Fahrenheit for rinsing and sanitizing dishes, but not for both unless the dishwasher is equipped to provide both wash water at 140 degrees Fahrenheit and rinse water at 180 degrees Fahrenheit.

(4) DRYING OF UTENSILS. Utensils should be allowed to drain and air-dry in racks or baskets. Drying cloths, if used, shall be clean and shall be used for no other purpose.

H 56.12 Insect and rodent control. (1) SCREENS. All outside openings shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained. Screens for windows shall cover at least one-third of the window area. Screen doors shall be self-closing. Screens shall be completely installed prior to June 1 of each year.

(2) ERADICATION. All means necessary for the elimination of rodents, flies, roaches, bedbugs, fleas, lice and other

household pests shall be used. All poison shall be used with extreme care to prevent accidental poisoning of domestic animals and people.

(3) LABELING AND STORAGE OF POISONOUS COMPOUNDS. All poisonous compounds used in the extermination of rodents or insects shall be so labeled as to be easily identified. Poisonous compounds shall be stored independently and separately from food and kitchenware.

H 56.13 Solid waste disposal. (1) SOILED DRESSINGS. Institutions that house persons requiring nursing or medical care shall have facilities for the incineration of soiled dressings. The incinerator should preferably be gas fired and shall be located in a boiler or furnace room having fire resistive requirements established by the Wisconsin Administrative Code, Chapter Ind. 57.

(2) FREQUENCY AND MANNER OF DISPOSAL. The contents of garbage and refuse containers shall be removed and disposed of in a sanitary manner at least twice weekly between May 1 and October 15 and otherwise weekly.

H 56.14 Fire safety. (1) FIRE RESISTIVE ENCLOSURE. The furnace, boiler, fuel tanks and breaching shall be properly enclosed and separated from the rest of the building by fire resistive construction which will meet the requirements of the Wisconsin Administrative Code, Chapter Ind. 57.

(2) REQUIRED CONTROLS. Fire escapes, fire exits, fire extinguishers, fire alarm systems, exit lights and directions for escape shall be provided which will meet the requirements of the Wisconsin Administrative Code, Chapters Ind. 57.

(3) FLAMMABLE MATERIAL. Flammable material and supplies, such as paint, varnish, oil-soaked rags, etc., shall be stored in metal containers or metal cabinets.

(4) GREASE FIRES. An additional fire extinguisher suitable for grease fires shall be provided in the kitchen.

(5) ELECTRICAL. Electrical apparatus and cords shall be examined periodically and repaired if necessary. Multiple extension cords from single outlets should be avoided.

H 56.15 Ventilation. (1) SLEEPING ROOM. No room shall be used as a sleeping room which does not have an outside window or a window opening on a well-ventilated light well, air shaft or court which can be opened for ventilation.

(2) OBJECTIONABLE ODOR. Kitchens, bathrooms, utility and soiled linen rooms shall be ventilated to prevent objectionable odors from permeating through the building.

H 56.16 Housekeeping. (1) CLEANLINESS OF ROOMS. The floors, walls, windows and ceilings shall be kept free from dirt.

(2) CLEANLINESS OF FURNISHINGS. All rugs, carpets, blinds, drapes, curtains and upholstered furniture and other equipment shall be kept clean and free from odor and in good repair.

(3) COMMON TOILET ARTICLES. Common toilet articles including towels, hairbrushes, combs, etc., shall not be permitted.

(4) COMMON DRINKING VESSELS. Common drinking vessels shall not be used.

The rules contained herein shall take effect on May 1, 1964
as provided in Section 227.026 (1), Wisconsin Statutes, subject to
approval under the provisions of Section 14.225, Wisconsin Statutes.

STATE BOARD OF HEALTH

Dated March 20, 1964

Carl M. Kempert, M.D.
Executive Secretary

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