



## **Temporary Event Food Safety Guide (TEFS Guide)**

### **Temporary food service operation licensing requirements:**

- A temporary food operation license may only be obtained for a City of Cleveland approved event where foods are being prepared or served for a charge or required donation.
- When there are 4 or more Temporary Food licenses at an event, the Event's Coordinator must collect and submit the applications and payment for the permits.
- A temporary event is an event that operates over a period of 5 days or fewer. If an event spans a period longer than 5 days, a separate license must be obtained for each 5-day period.
- Only 10 temporary licenses are permitted to be taken out by one person or group per year.
- To obtain a temporary food operation/retail food establishment license, the application packet must be completed and submitted with the appropriate licensing fee listed below to Division of Assessments and Licenses at City Hall, 601 Lakeside Ave. Cleveland, Ohio 44114, **AT LEAST TEN DAYS** prior to the date of special event.  
2025 Temporary Food Service Operation/Retail Food Establishment Fees are:  
\$120 per event for commercial use.  
\$60 per event for non-commercial (IRS tax exemption letter is required).  
The fees are subject to change each licensing year.
- The TEFS outlines information that is necessary for obtaining license. Listed below is some of the information needed to complete license application form:
  - a. All foods to be served and where they will be purchased from.
  - b. Equipment used to keep foods hot and cold.
  - c. Setups for handwashing and dishwashing.
  - d. Water source and how waste water will be disposed.
  - e. How food will be protected from contamination.
  - f. A diagram of the layout of the temporary food booth.

Questions please contact: **Jerome Aburime, MPA, REHS/RS**  
**(216) 664-4897**  
jaburime@clevelandohio.gov

# Application for a License to Conduct a Temporary: (check only one)

## Instruction:

1. Complete the applicable section. (Make any corrections if necessary.)

2. Sign and date the application.

3. Make a check or money order payable to:

4. Return check and signed application to: Division of Assessments & Licenses

601 Lakeside Ave, Rm 122

Cleveland, OH. 44114

☐ Food Service Operation

☐ Retail Food Establishment

Before the license application can be processed the application must be completed and the indicated fee submitted.

Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:

Location of event:

Address of event

City

State

Zip

Email

Start date:

/ /

End date:

/ /

Operation time(s):

Name of license holder:

Phone number:

Address of License holder

City

State

Zip

Email

List all foods being served/sold

*I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature

Date

## Licenser to complete below

Valid date(s):

License fee:

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By

Date

Audit no.

License no.

As Per AGR 1271 (Rev. 11/00) CHC Software, Inc.

As Per HEA 5331 (Rev. 11/00) CHC Software, Inc.



## Temporary Food License Application and Required Information

Name of applicant or business: \_\_\_\_\_

Name of event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Event Coordinator's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Starting time (when food will be served): \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

### A. FOOD

1. **Menu:** What food and beverages will be prepared, served or sold? List all food and beverages.  
\_\_\_\_\_  
\_\_\_\_\_
2. **Food Preparation:** Is the food prepared \_\_\_\_\_ on site and/or \_\_\_\_\_ off site?
3. **Food source:** Where and/or from whom will the food be purchased? All food and food products must be purchased from approved sources such as licensed grocery stores and Retail Food Establishments. **All food must be prepared on site at the special event location.** If food will be prepared in a restaurant or grocery store and then delivered to the temporary special event, the facility **must be licensed by the Ohio Department of Agriculture as a wholesaler. A copy of the wholesale license must be sent in with this application.**  
\_\_\_\_\_  
\_\_\_\_\_
4. **Hot holding facilities:** How will hot foods will be cooked and held at 135°F or above?  
(No crock-pots allowed for cooking of food.)  
\_\_\_\_\_  
\_\_\_\_\_

5. **Cold holding facilities:** How will cold foods will be held at 41°F or below? *(Mechanical refrigeration and freezers must be used for overnight storage.)*

6. **Equipment and utensils:** What utensils will be used for cooking, dry storage area, prep area, cutting boards?

## B. SANITATION

1. **Hand washing:** Describe how and where food handlers will wash their hands. *(Hand sanitizer does not replace handwashing.)*

2. **Sanitizing equipment and utensils:** Describe how equipment and utensils will be washed, rinsed and sanitized. Test strips for the sanitizer used must be provided.

3. **Water source:** Describe where water is coming from.

4. **Waste-water:** Describe how waste water will be discarded. *(Not on ground or storm drain.)*

## C. FOOD PROTECTION

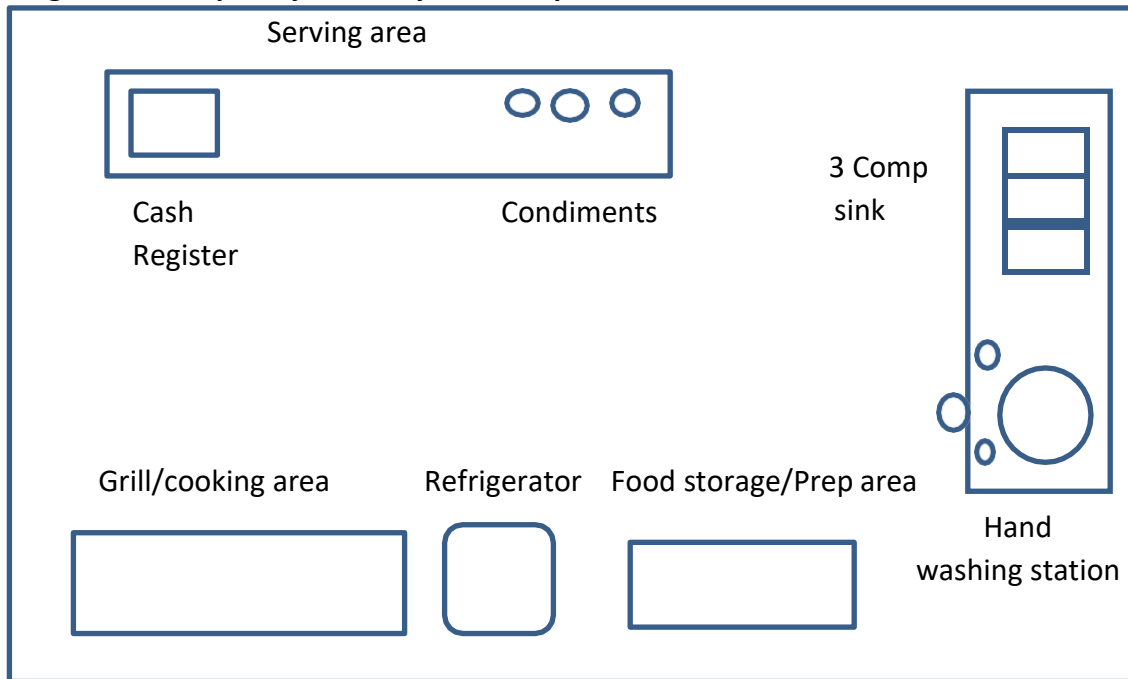
1. **Food protection:** List how food will be protected from customers, such as barriers, sneeze guards, covers, etc.

2. **Employee hygiene, hair restraints:** What kind of gloves will be used? Latex gloves are prohibited. List how food employees will restrain hair. Hats, hairnets, beard covers.

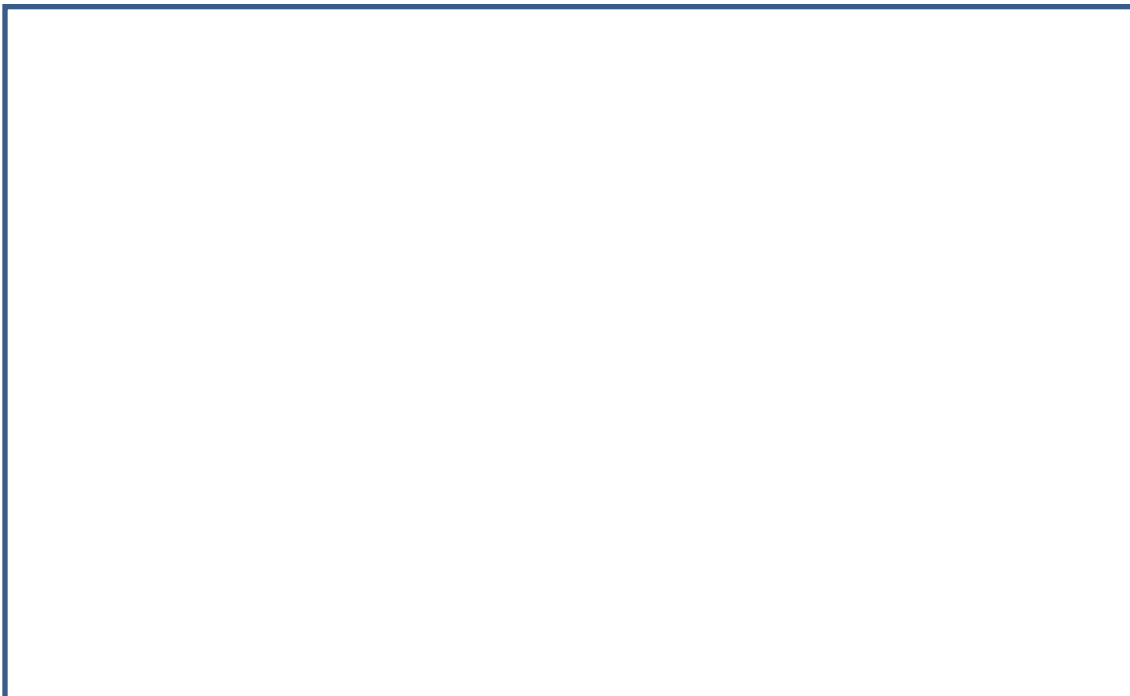
Food employees must have clean clothes, hands washed after changing tasks, hair restraints and/or beard guards. No person with a communicable disease, nausea, vomiting, fever with sore throat, diarrhea, jaundice, infected cuts or sores is to sell, prepare or may be in contact with food or food handling. Smoking is not permitted in the food preparation area.

Unauthorized people and animals are not permitted in the booth area.

### Diagram of Temporary Food Layout Example



Provide a detailed drawing of your floor plan. Show all equipment, utensils, support facilities, and serving areas. All food must be stored, prepared and cooked under cover.



## 2025 LICENSE FEE

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- \$120 for 1 to 5 consecutive days
- \$60 for 1 to 5 consecutive days (non-profit organization with IRS tax exemption letter)

Make checks or money orders payable to the **City of Cleveland**

License will be delivered to you on the day of the event

Appropriate license fee, information form and application must be submitted or sent at least 10 days before event to:

**Division of Assessments and Licenses**

**601 Lakeside Ave., Room 122**

**Cleveland, Ohio 44114**

**Hours of Operation:**

**9:00 am - 4:00 pm**

Questions please contact:

**Jerome Aburime, MPA, REHS/RS**

**(216) 664-4897**

[jaburime@clevelandohio.gov](mailto:jaburime@clevelandohio.gov)

**This is the end of the application.  
Turn this information in to the Division of Assessments  
and Licenses.**

# Keep this section, bring it to the event

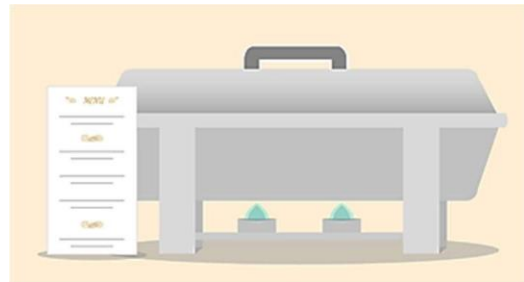
## **APPROVED FOOD SOURCES:**

All foods and food products must be purchased from approved sources such as licensed grocery stores and Retail Food Establishments. All food must be prepared on site at the special event location. If food will be prepared in a restaurant or grocery store and then delivered to the temporary special event, Ohio Department of Agriculture must license the establishment as a wholesaler. A copy of the wholesale license must be sent in with the application.



## **FOOD PREPARATION:**

All foods must be prepared at the licensed temporary location under cover. Foods may not be prepared at a residential property/home.



## **TCS FOOD, COOKING AND HOT AND COLD HOLDING EQUIPMENT:**

TCS food (Temperature/Time Controlled for Safety) food must be kept at 41°F or below or 135°F or above to minimize pathogen growth. When cold holding food, it must be kept at 41°F or below. Cooking food must be done on equipment that is clean to sight and touch. Whole pork, whole beef, and seafood must be cooked to 145°F, hamburgers and ground beef cooked to 155°F, and poultry to 165°F. After food is cooked, it must be kept at 135°F or above, or served immediately. The temporary food booth may use a steam table, sternos or a warming cabinet to keep food at 135°F. Heat precooked food to 165°F within 2 hours. Do not heat food in crock pots, steam tables, or over sternos.



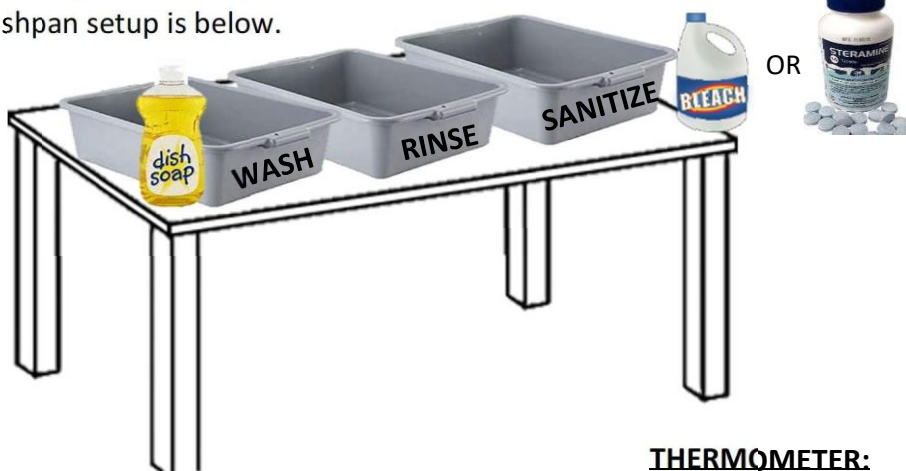
# Keep this section, bring it to the event

## **FOOD PROTECTED:**

Food must be stored 6 inches off the ground. While food is being cooked, prepared and on display it must be protected. A sneeze guard or protective shielding may be required.

## **DISHWASHING:**

Proper dishwashing utilizing a three-compartment sink set up is required. This can be accomplished using a three-compartment sink or the use of three buckets. The first compartment/bucket is used to wash dishes with soap and water, second compartment is used to rinse the dishes with just water, and the third compartment will sanitize them. After sanitizing the dishes, they must be allowed to air dry to allow the sanitizing process to be completed. Example of a three-bucket or dishpan setup is below.



## **SANITIZER:**

An approved sanitizer is required in the third sink of the 3-compartment sink setup and the corresponding test kit must be available and used to test the concentration of sanitizer solution. QUAT or chlorine (bleach) are approved sanitizers that can be used. Only use 1 sanitizer. Scented bleaches are not approved to be used as a sanitizer.

Please read the manufacturer's label for the correct level of sanitizer needed to properly sanitize food contact surfaces. Examples of chlorine (bleach) and QUAT sanitizer test kits below.



## **THERMOMETER:**

A probe type thermometer that goes from 0°F to 220°F or a digital thermometer is required. There must be a method to clean and sanitize the probe tip prior to inserting it into food. All refrigeration and hot holding equipment must also have a thermometer.

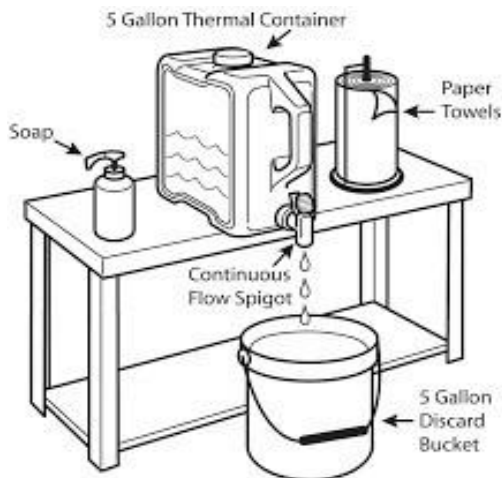




# Keep this section, bring it to the event

## **HANDWASHING:**

Handwashing facilities must be provided to ensure all persons working at the temporary location have the ability to wash hands frequently. Hands must be washed for 20 seconds. Hand sanitizer is not an alternative to hand washing. Example of an acceptable temporary hand washing station is below.



## **HAIR/BEARD RESTRAINTS:**

All food employees/operators must wear a hat or hair net, if they have facial hair they must wear a beard guard while preparing, cooking and handling food.



## **FOOD HANDLING:**

Food employees/operators must not touch ready-to-eat food with bare hands. If a food employee handles ready to eat food with bare hands, the food must be discarded. Use disposable gloves, tongs, waxed papers, napkins or other tools during food handling/preparation. **The use of latex gloves is prohibited.**



## **INSECT CONTROL AND TRASH:**

Food must be properly covered at all times in order to prevent potential cross-contamination from insects and other contaminants. Place food waste/garbage inside trash container with a tight fitting lid in order to prevent the attraction of flies and other insects.

# Keep this section, bring it to the event

## Temporary Event Checklist:

- ☐ Assigned Person in Charge
- ☐ Hand washing station and supplies
- ☐ Cold holding equipment
- ☐ Hot holding equipment
- ☐ Gloves – No latex
- ☐ Extra Utensils
- ☐ Sanitizer and test kit
- ☐ 3 Compartment sink set up
- ☐ Probe type thermometer
- ☐ Bucket for wiping cloths
- ☐ Mechanical refrigeration for overnight storage
- ☐ Garbage can
- ☐ Broom and dust pan
- ☐ Hats/hairnet/beard guard
- ☐ Employee health forms
- ☐ Vomit/diarrhea policy and kit
- ☐ Food shields: sneeze guards, food grade plastic covers, mesh or plastic domes, and other food grade coverings/containers.

# EMPLOYEE ILLNESS POLICY

Facility Name: \_\_\_\_\_

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

## Ohio Law Requirements:

- **OAC §3717-1-02.4:** The person-in-charge should ensure that food employees and conditional employees are informed in a verifiable manner of their responsibility to report in accordance with this chapter, to the person in charge, information about their health as it relates to diseases that are transmissible through food as specified under paragraph (A) of rule 3717-1-02.1 of the OAC
- **OAC §3717-1-02.1:** All food employees are required by Ohio law to report to the person in charge before beginning their shift if they have any of the following symptoms or diseases:

## Symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever
- Lesions containing pus on the hands, wrists or exposed body parts

## Diseases:

- |                         |                   |                         |
|-------------------------|-------------------|-------------------------|
| - Salmonella typhi      | - Campylobacter   | - Giardia               |
| - Salmonella spp.       | - Shigella        | - Yersinia              |
| - E Coli O157:H7        | - Vibrio Cholerae | - Norovirus             |
| - Hepatitis A           | - Cryptosporidium | - Covid-19 (SARS-CoV-2) |
| - Entamoeba Histolytica | - Cyclospora      |                         |

## Exclusion or Restriction of Job Duties:

- Employees that are experiencing any of the above symptoms must be RESTRICTED until they are symptom free.
- Employees that are experiencing lesions containing pus on the hands, wrists or exposed body parts that cannot be kept clean and bandaged must be RESTRICTED until they can be kept clean and bandaged.
- Employees that have been diagnosed with any of the above diseases must be EXCLUDED from the facility. Exclusion due to being diagnosed with one of the above diseases will be lifted once employee has been cleared by a healthcare professional or the local health department.

## Exclusion vs. Restriction

- **Exclusion:** To prevent a person from working as a food employee or entering a food establishment, except for those areas open to the general public.
- **Restriction:** To limit the activities of the food employee by making sure that they do not work with exposed food, clean equipment, utensils, linens, and unwrapped single-service or single-use articles. Examples of work the employee is allowed to do include taking out the trash and bringing the dirty dishes back to the kitchen to be washed.

## Agreement

I understand that I must report when I have or have been exposed to any of the symptoms or illness listed above; and comply with work restrictions (allowed to come to work, but duties may be limited) and/or exclusions (not allowed to come to work) that are given to me. I understand that if I do not comply with this agreement, it may put the public at risk and can result in termination.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

## Clean-up Guidance for Vomit/Fecal Accidents in Food Service Operations

The 2016 Ohio Uniform Food Safety Code requires that all food service operations and retail food establishments have written procedures for employees to follow when responding to vomiting and diarrheal events. Information from this document can help develop written procedures for a facility.

**Note: Effective cleaning of vomitus and fecal matter in a food service operation or retail food establishment should be handled differently from routine cleaning procedures.**

It is recommended that written procedures for cleaning up vomiting and diarrheal accidents include the following steps:

1. Segregate the area. It is recommended that all surfaces within a twenty-five foot radius of the vomit or diarrhea accident be segregated and properly cleaned and disinfected.
2. Wear disposable gloves during cleaning. To help prevent the spread of disease, it is recommended that a disposable mask and/or cover gown (apron) be worn when cleaning liquid matter.
3. Wipe up the matter with towels and dispose into a plastic garbage bag.
4. Use a U.S. Environmental Protection Agency (EPA) registered disinfectant effective against *Norovirus* (Norwalk-like virus) following label directions or mix a chlorine bleach solution that is stronger than the chlorine solution used for general cleaning [CDC recommends 1000-5000 ppm or 2.5-12.5 fluid ounces of household bleach (5.25%) per gallon of water].
5. Apply the disinfectant or bleach solution and allow it to remain wet in the affected area for at least 10 minutes. Allow to air dry. Dispose of any remaining disinfection solution once the accident has been cleaned up.
6. Discard gloves, mask, and cover gown (or apron) in a plastic bag.
7. Take measures to dispose of and/or clean and disinfect the tools and equipment used to clean up vomit and fecal matter.
8. Properly wash hands.
9. Discard any food that may have been exposed.
10. *Food contact surfaces that have been disinfected must be **washed, rinsed, and sanitized prior to use** to remove disinfectant residue and prevent contamination of food.*
11. Discard all garbage bags in the dumpster or waste receptacle. If any of the waste appears to contain blood, refer to the Ohio EPA guidelines for disposal of infectious waste ([https://epa.ohio.gov/portals/34/document/guidance/gd\\_75.pdf](https://epa.ohio.gov/portals/34/document/guidance/gd_75.pdf)).
12. Minimize the risk of disease transmission through the prompt removal of ill employees, customers and others from areas of food preparation, service, and storage.

### Additional Resources:

CDC *Preventing Norovirus Infection*:  
<http://www.cdc.gov/norovirus/preventing-infection.html>.

U.S. EPA *Registered Hospital Disinfectants Effective against Norovirus (Norwalk-like virus)*:  
[https://www.epa.gov/sites/production/files/2017-07/documents/20171207.listg\\_.pdf](https://www.epa.gov/sites/production/files/2017-07/documents/20171207.listg_.pdf)

Ohio Uniform Food Safety Code:  
<http://codes.ohio.gov/oac/3717-1>

Ohio Department of Health Food Safety Program:  
<https://odh.ohio.gov/wps/portal/gov/odh/known-our-programs/food-safety-program/welcome/>

Ohio Department of Agriculture Division of Food Safety:  
<https://agri.ohio.gov/wps/portal/gov/oda/division/s/food-safety>