

**Implementation of a Gluten Free Menu Into Long Term Care:
A Checklist for Immediate Admission
March 3, 2015**

Procedure:

Upon admission of a resident who requires a gluten-free diet, the steps below will aid in implementation of the gluten free diet at your site:

Checklist

- Step 1: If possible, briefly speak with resident or family member about gluten-free diet requirements.**
- Step 2: Create a temporary gluten-free menu for required length of time:**
This menu is intended to provide a diet to the one typically consumed by the resident. Further work will be required to evaluate nutritional needs.
- Step 3: With Food Service Manager, obtain gluten-free menu options for required length of time:**
Recommended Resources:
 1. Appendix A: "A list of gluten-free suppliers, stores & bakeries in Manitoba"
 2. Title: WRHA Policy & Procedure: "Gluten Free Menu Items for Purchase"
About: Further information regarding frozen gluten-free menu items available for purchase within 48 hours notice from the WRHA Regional Distribution Facility.
Link: <http://www.wrha.mb.ca/extranet/nutrition/files/Forms-GlutenFreeProductsProcedure.pdf>
- Step 4: Prepare for proper storage, preparation and distribution of gluten-free foods:**
Recommended Resources:
 1. Appendix B: "Checklist for safe storage, preparation and distribution of gluten-free foods"
- Step 5: Notify site staff of new resident with gluten-free diet:**
Set up a huddle with staff on day of admission regarding dietary needs and preventing cross contamination. Ensure this communication is forwarded to the next shift via the shift report.
Recommended Resources:
 1. Appendix C: Canadian Celiac Association: "Keeping gluten free foods gluten free"
- Step 6: Post a resource in the kitchen regarding the gluten-free diet and set up huddle with the kitchen staff:**
Describe the needs of the new resident and the gluten-free requirements in the kitchen. Provide kitchen and site staff with handouts regarding provision of a gluten-free diet.
Recommended Resources:
 1. Appendix D: A simple handout for kitchen and site staff regarding safe provision of a gluten free diet
 2. Appendix E: A simple infographic for safe preparation of a GF diet
- Step 7: After admission, complete checklist included in "Implementation of a Gluten Free Menu Into Long Term Care: A Resource Manual for Registered Dietitians" to provide a safe resident specific gluten-free menu**

Appendix A

Gluten-Free Suppliers, Stores & Bakeries in Manitoba

Meyers Drugs Ltd.

483 William Avenue
Winnipeg, MB R3A 0J5
Phone: (204) 943-1466
Fax: (204) 947-3329
Web: www.meyersdrugs.com
Email: meyersd@mts.net
Largest selection of products

Pratt's Wholesale Ltd.

101 Hutchings St
Winnipeg, MB R2X 2V4
Tel: 204-949-2800
Fax: 204-949-2828
Web: <http://pratts.ca>
Online ordering available

Lorenzo's Specialty Foods

1060 St. Mary's Road
Winnipeg, MB R2M 3S9
Tel: 204-253-1300
Fax: 204-253-4049
Web: www.lorenzofoods.ca
All products made in exclusively
gluten-free bakery, on site
Online ordering available

Harvest Bakery & Deli

1857-A Grant Ave
Winnipeg, MB
Tel: 204-489-1086
Web:
<http://www.harvestbakeryanddeli.com/>

Miller's

2-2425 Pembina Highway.
Winnipeg, MB R3T 2H4
Tel: 204-269-4442

590 St. Mary's Rd.
Winnipeg, MB R2M 3L5
Tel: 204-233-5409

1867 Grant Ave.
Winnipeg, MB R3N 1Z2
Tel: 204-487-2666

GF sausages and meat products

Oma's Bakeshop

1796 Henderson Hwy (in McIvor
Mall)
Winnipeg, MB R2B 1P3
Tel: 204-338-4697

Web: <http://www.omasbakeshop.com/>

Frigs Natural Meats & More

3515 Main St.
West St. Paul, MB.
Tel: 204-334-9430
Web: <http://frignaturalmeats.ca/>
GF sausages and meat products

Tenderloin Meat & Sausage

1483 Main St.
Winnipeg, MB R2W 3V9
Tel: 204-582-2280
GF sausages and meat products

M&M Meat Shops

10 locations in Winnipeg:
730 St Anne's Rd, 2025 Corydon Ave,
1128 Henderson Hwy, 2230
McPhillips St, 1615 Regent Ave W
#825, 845 Dakota St, 1765 Kenaston
Blvd, 3143 Portage Ave, 2800
Pembina Hwy #108, 31 Lakewood
Blvd.
Web: <http://www.mmmeatshops.com/>
~150 gluten-free items
Has a book that contains ingredient
lists and identifies which ones are GF

Chocolate Zen Bakery

553 Osborne St South
Winnipeg, MB R3L 2B3
Tel: 204-287-2253
Fax: 204-284-3777
Web: <http://www.chocolatezen.ca/>

Organic Planet Worker Co-op

877 Westminster Ave
Winnipeg, MB R3G 1B3
Tel: 204-772-8771
Web: <http://www.organicplanet.coop/>

Organza Natural & Organic Market

230 Osborne St
Winnipeg, MB R3L 1Z5
Tel: 204-453-6266
Web: <http://organzamarke.com/>

Marvins Food Store

4-271 Grassie Blvd
Winnipeg, MB R2G 2L7
Tel: 204-425-0616

Cocoabeans Gluten Free Bakeshop

268 Tache Ave
Winnipeg, MB R2H 1Z9
Tel: 204-918-5313
Email:
betsy@cocoabeansbakeshop.com
Web:
<http://www.cocoabeansbakeshop.com/>

Pioneer Meat

SE 34-1-1W
Altona, MB R0G 0B0
Tel: 204-324-5454
GF sausages

Vita Health

8 locations in Winnipeg:
166 Osborne Street, 11 Reenders
Drive, 2211 McPhillips Street, 234
Donalda Ave, 2025 Corydon Ave, 845
Dakota Street, 3500 Portage Ave,
1765 Kenaston Blvd
Web: <http://www.vitahealthstores.ca/>

Gramma Carol's Gourmet Bulk & Health

240 Main St
Selkirk, MB R1A 1S2
204-785-8374

Appendix B

**Checklist for Safe Storage, Preparation and Distribution of Gluten-Free Foods
March 3, 2015**

Tasks to Complete	Check
Storage	
1. Gluten free food items are individually wrapped and clearly labeled as gluten free	
2. A gluten free shelf or storage space is designated and labeled in the fridge, freezer and dry storage area	
3. Gluten free foods are stored above foods that contain gluten	
Preparation	
4. Hands are washed prior to contact with gluten free foods during assembly, production and packaging	
5. All foods are checked to ensure they are gluten free prior to use	
6. Gluten free meals and snacks are prepared before preparation of other foods containing gluten	
7. Steps of gluten free meal preparation from assembly to packaging are completed consecutively to prevent cross contamination	
8. No other foods are handled during the preparation of gluten free foods	
9. Work surfaces are cleaned and sanitized prior to and after preparation of gluten free foods	
10. All utensils are cleaned and sanitized prior to and after preparation of gluten free foods	
11. Equipment is labeled and designated only for gluten free foods including a toaster, cutting boards and wooden utensils	
12. Separate condiment containers (e.g. butter, jam, mayonnaise, ketchup), or individual packets of condiments are used for the preparation of gluten free foods	
13. During preparation, all containers containing gluten are closed	
14. Fresh water is used for boiling, poaching and steaming gluten free foods	
15. Gluten free foods are baked/cooked in non-convection ovens	
16. While baking/cooking in oven, gluten free foods are placed on top rack above other foods containing gluten	
Distribution	
17. All gluten free meals, snacks and utensils are stored in a designated gluten free area on each unit and are clearly labeled	
18. All staff wash their hands prior to delivering gluten free meal to resident	
19. For snacks and special events, all ingredient labels are checked prior to being given to resident	
20. Resident dining area is cleaned and sanitized before and after each meal	
21. All counters, tables and equipment are cleaned and sanitized before and after each meal	
22. Employees are attentive at meal time, snack time and special events to ensure no sharing of food between residents	
23. Before baking or cooking on a unit, a dietitian is contacted	

Appendix C
Celiac Disease and The Gluten-Free Diet – Kitchen Staff

Celiac Disease

People with celiac disease cannot eat gluten. Gluten is found in cereal grains such as wheat, barley, oats and rye. For people with celiac disease, eating gluten hurts the gut, and can cause pain and uncomfortable symptoms (e.g. diarrhea, nausea, stomach pain, headaches, bone/joint pain).

Diet

Even a very small amount of gluten can cause harm to a person with celiac disease. It is very important to check the ingredients of every packaged food before giving it to a resident. The main ingredients to watch out for are wheat, barley, rye and oats. If a product in Canada says "Gluten-Free" on the package, it is safe to eat. Fresh foods like vegetables, fruit, eggs, beans, nuts, seeds and dairy products are naturally gluten-free. Most meat is also gluten-free except meats that are processed like lunchmeat and hot dogs. Always read food labels!

Unsafe Grains and Grain Products To Watch For

Barley	Durham	Farro	Malt Flavouring	Rye	Wheat
Bulgur	Einkorn	Graham Flour	Oats	Semolina	Wheat Germ
Cereal Binding	Emmer	Kamut	Oat Gum	Spelt (Dinkel)	
Couscous	Filler	Malt	Roux	Triticale	

Cross Contamination

- Very small amounts of gluten can hurt someone with celiac disease.
- Do not let gluten-free foods touch foods that are not gluten-free.
- Remember to wash your hands before touching a gluten-free food.
- Clean and sanitize areas and surfaces that may have touched foods that have gluten in them.

Food and Equipment

- With a dietitian, check foods and ingredients to make sure they are gluten-free before use.
- A separate toaster, cutting board, knives, strainers and wooden utensils will be used.
- All condiments used in gluten-free food preparation will be separate from all other condiments.

Meal Preparation

- Always wash hands before handling any gluten-free foods or products.
- Always clean and sanitize workstation before and after preparing gluten-free foods.
- Prepare gluten-free foods before preparing other foods.
- Cover all other containers that hold foods with gluten while preparing gluten-free food.
- Always use fresh water to boil gluten-free foods.
- Do not handle any other foods while preparing gluten-free foods.

Storage

- Store gluten-free foods above foods with gluten in the fridge, freezer and dry storage area.
- Label gluten-free storage shelves, do not put foods with gluten in these areas.
- Store gluten baked goods (breads, muffins, etc.) in the freezer to prolong shelf life.
- Use separate, sealed containers or packages to store gluten-free foods.
- Make sure containers that contain gluten-free foods are clearly labeled.

Appendix C
Celiac Disease and The Gluten-Free Diet – Site Staff

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- Remember to wash your hands before touching a gluten-free food.
- Clean and sanitize areas and surfaces that may have touched foods that have gluten in them.

Meals and Snacks

- Wash hands well before touching gluten-free foods, snacks, utensils and meal trays.
- Use a separate toaster, cutting boards and knives for gluten-free foods.
- Make sure the dining area is cleaned and free of crumbs.
- Make and serve gluten-free meals/snacks before serving foods with gluten.
- Use separate containers or individual packets of condiments (e.g., jam).
- Do not allow sharing of foods, condiments, cutlery or salt shakers at the table.
- Before serving meals and snacks, check to make sure they are gluten-free.
- All supplies that touch gluten-free food (plates, tongs, knives, cutlery, etc.) must be cleaned and sanitized before use.

Recreation Activities

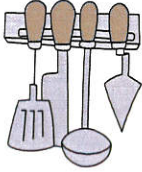
- All staff should know about the gluten-free diet.
- If the event includes food, keep the gluten-free food away from the other food.
- Talk to the dietitian before baking anything on the unit.
- If a resident likes to wander or help themselves to snacks, pay extra close attention to foods available on the unit.

KEEP GLUTEN-FREE FOODS GLUTEN-FREE

PREVENTING CONTAMINATION AND CROSS - CONTAMINATION OF GLUTEN-FREE MENU SELECTIONS



When preparing a gluten-free meal, it is important to prevent contamination of the gluten-free foods with particles and residues from gluten-containing foods. Even small amounts of gluten can result in continued intestinal damage for people with Celiac Disease and Dermatitis Herpetiformis. **Care must be taken to ensure that gluten-free foods remain gluten-free.**



THE KITCHEN AND EQUIPMENT

- Select a preparation area that is separate from other food preparation areas.
- Air-borne flour and other gluten-containing food particles can cause contamination of gluten-free foods. Minimize the use of fans during gluten-free food preparation. Cover all open food containers.
- Ensure all food preparation surfaces, cooking surfaces and cooking utensils have been thoroughly cleaned. This includes the counter top, meat slicer, grill surface, cutting boards, bowls, knives, utensils, thermometers and cleaning cloths.
- Use dedicated pots, pans, utensils and cutting boards whenever possible to minimize the risks of cross-contamination.
- Rolled edge pans are easier to clean and ensure easier removal of gluten-containing particles.

Scrub with soap and water to ensure total removal of gluten-containing particles. Disinfect according to current standards of practice.



THE STAFF

- Wash hands thoroughly before handling gluten-free foods and ingredients.
- Use sanitary gloves for food preparation and change them before handling gluten-free foods and ingredients.
- Ensure that the powder used in the gloves does not contain gluten. Even powder-free gloves can have trace amounts of powder. Check with the suppliers for any gluten content.
- Become knowledgeable about gluten-free and other special needs diets and menu selections.

Educational programs are offered through many of the the local Chapters of the Canadian Celiac Association.



THE FOODS AND FOOD PREPARATIONS

- Ensure all ingredients are gluten-free.
- **Check product ingredients regularly.** Manufacturers can change ingredients without notice.
- Ensure anti-caking and flow agents are gluten-free. Be aware that these agents may not be identified in the list of ingredients. Check with suppliers.
- Use boldly labeled, separate, airtight containers for all food products designated as gluten-free.
- Prepare gluten-free meals before other menu selections.
- Clean utensils must be used for each condiment, butter, sauce and all other items. Do not use any utensil in more than one food item. The thermometer must be cleaned before checking temperatures and between use in each different product.
- Use individual portions and/or squeeze bottles for condiments to prevent contamination.
- Deep fryer oil previously used for gluten-containing foods is unsafe for gluten-free cooking.
- Fresh water must always be used for boiling, poaching or steaming.
- When oven space is shared, use the top oven racks for cooking gluten-free foods. This helps to prevent gluten-containing particles from falling or dripping into gluten-free foods.
- Use caution with or avoid the use of convection ovens because of the risk of air-borne gluten-containing particles.
- Use toaster bags to prevent contamination of gluten-free bread products in toasters and toaster ovens.



OTHER CONSIDERATIONS

- Arrange buffet tables with gluten-free selections first and separated from the gluten-containing selections. Label the gluten-free foods. This minimizes the risk of serving spoons being interchanged amongst containers which can result in the contamination of the gluten-free selections.
- Bulk bins can be a source for cross-contamination. Scoops may have been interchanged, carrying gluten-containing particles and residues with them.

This material is for general information purposes only. The Canadian Celiac Association assumes no liability in its presentation.



For more information, contact
Canadian Celiac Association, Manitoba Chapter
 Tel: (204) 772-6979
 web: www.celiac.mb.ca
 email: celiac.mb@hotmail.com

Keep Foods

GLUTEN FREE BY:

Washing
— Your —
Hands



Don't let
gluten free foods
TOUCH
foods with gluten



Using Clean

• DISHES AND UTENSILS •



Use special storage spaces for gluten free foods

USE A CLEAN SPACE TO PREPARE GLUTEN-FREE FOODS

Follow instructions and ask your supervisor if you have questions!

