

Food Safety



Systems Review

A Handbook Developed by:

Brown-Nicollet
Environmental Health

Introduction

What is the purpose of this manual?

First and foremost, this manual was produced to help food service operators have a more complete understanding of food safety practices and Active Managerial Control (AMC).

Active Managerial Control is a comprehensive food safety system. It includes operators and staff who are knowledgeable about food safety issues, and are responsible for controlling practices and procedures that contribute to foodborne illness. This new system offers greater assurance that safe food is served.

This manual can also serve as a guide for learning that which is required of all Certified Food Protection Managers and Persons-In-Charge at each establishment.

Most inspections by our agency will be scheduled ahead of time. This will ensure that the right personnel will be on hand for discussion, and that time can be set aside for this discussion.

Resources are available on our agency website at www.co.nicollet.mn.us > County Government drop down > Departments > Brown-Nicollet Environmental Health

Acronym

AMC	Active Managerial Control
BNEH	Brown-Nicollet Environmental Health
CFPM	Certified Food Protection Manager
FBI	Foodborne Illness
FS	Food Safety
HACCP	Hazard Analysis & Critical Control Points
MDH	Minnesota Department of Health
PIC	Person-In-Charge

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Your Restaurant Profile

The following questions are designed to help determine aspects of your restaurant that may differ from other restaurants, and most importantly, what critical food safety issues are most important.

Schedule

- | | |
|---|---|
| What are your hours of operation? | What are your busiest times of the day? |
| What are your busiest days of the week? | What is your busiest times of the year? |
| When do you place orders? | When do you receive orders? |

These questions about scheduling and staffing are intended to help you determine your staffing needs. Having adequate staff will help ensure food safety is not compromised.

Staff

- | | |
|--|--------------------------------|
| How many people work in your restaurant? | Do you have a lot of turnover? |
| Is all staff fluent in English? | How many CFPM's are on staff? |
| Do you have a new employee training program? | How many PIC's are on staff? |

Customers

- | | |
|---|--------------------------------|
| What percent of your customers are local? | What percent are tourists? |
| Do you think you have a lot of repeat business? | Do you do much advertising? |
| Do you offer senior citizen discounts? | Do you have a children's menu? |

Do you serve a highly susceptible population? Questions about your customer base can help in determining specific health hazards.

Highly Susceptible Population: persons who are more likely than others in the general population to experience foodborne illness because they are immunocompromised, preschool-age children, or older adults.

Notes...

Operations

What are your opening procedures?

Do you serve TCS foods?

What are your policies on employee illness?

What are your long-term remodeling plans?

What are your closing procedures?

What are the special demands of catering, banquets, or holidays?

What are your hand washing & glove use policies?

Do you have in-service training for staff?

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These questions help determine your restaurants individual situation. They can also help you understand where you hope to be in the future.

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The Menu Review

Does the menu change throughout the year?

How many menu items do you use?

What do you consider to be your specialties?

Do you run daily specials?

Do you use prep sheets with written recipes?

How do you handle ready-to-eat food items?

Do you cook items in large volume for several days use?

How do you handle requests for undercooked TCS foods?

Do you have Consumer Advisories in place for undercooked TCS foods?

These questions point out the need for careful controls or critical control points in the preparation of your menu items.

As part of your Food Safety Systems and Active Managerial Control you may want to follow handling of menu items from ingredient arrival - through preparation, cooking and serving - through leftover management and finally service. This procedure will help ensure you serve your customers safely.

Notes...

Personnel Issues

Personnel issues fall into five basic categories: Training, Employee Health, Standards, Reinforcement and Hygiene. These are standard business management topics as well as food safety systems practices.

Training

Three types of training programs can be used. Many restaurants use all three.

- New employee training. All employees must be taught food safety practices as they are important to long-term restaurant success. At a minimum, new employees should know all about:
 - Handwashing
 - How to avoid cross-contamination of menu items
 - Proper food and equipment temperatures
 - Proper reporting when they are ill
- Current employee training and education programs can be effectively used to teach any of the above concepts.
- Teaching by example. Managers can act as role model and establish an attitude of respect for food safety standards and policies.

Employee Health

Every restaurant must have a written policy that conforms to the Food Code regarding employee illness.

- Employees must not work if they have:

✘ DIARRHEA

✘ VOMITING

or have been diagnosed as having:

✘ Shiga toxin-producing E. coli, Salmonella, Shigella, Hepatitis A, or Norovirus

- All employees must report the above symptoms and/or illness to their manager, or Person-In-Charge and must also report if they have an open, infected wound or burn.
- A written Employee Illness Policy is required. An example can be found on our website.
- All employees must be instructed about and understand this policy.
- All employees must sign an Employee Illness Reporting Agreement.
- Signed Agreements must be kept on file.
- Proper Reporting Posters must be posted on-site.

For more information see the *Minnesota Food Employee Illness Guidelines* at the end of the booklet.

Notes...

Standards

Managers must firmly establish standard behaviors to minimize food safety risks. Some examples of these standards are:

- ➔ Wash hands as directed
- ➔ Practice proper illness reporting
- ➔ No eating, drinking, or smoking in the kitchen
- ➔ No touching of face or hair while preparing or serving food
- ➔ Take every customer complaint seriously

Reinforcement

Reinforce safe practices through:

- Example** "Do as I do (and as I say)"
- Encouragement** Compliment employees who are doing things right!
- Discipline** Correct employees who are doing things wrong.

Hygiene

Do your employees know **how** to properly wash their hands?



Do your employees know **when** to wash their hands?

Do your employees know **why** it is important to wash their hands?

How do you verify or make sure that each employee can answer the three questions above?

Notes...

Personnel Issues continued

Handwashing

HOW to wash:

Food employees must wash their hands and exposed portions of their arms using soap and water and vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds. Employees must pay particular attention to the areas underneath the fingernails and between the fingers. After rinsing with clean water, hands must be dried thoroughly using individual-use paper towels or a heated air/air knife hand drying device. Handwashing posters must be posted at each handwashing sink that an employee might use.

WHEN to wash:

- After touching body parts (including face and hair)
- After using the restroom
- After coughing, sneezing, blowing nose
- After smoking, eating, or drinking
- After handling dirty dishes & equipment
- Before beginning food prep
- During food prep as often as necessary to prevent cross contamination
- When switching between working with raw foods and working with ready-to-eat foods
- After doing anything that could contaminate the hands (including handling money)

*The Food Code requires a double handwash - once in the restroom and then again in the kitchen before resuming work!

WHY wash?

Proper Handwashing is the single most important action to prevent foodborne illness.

Other employee hygiene issues:

- Proper use of gloves
- Hair restraints
- Clean uniforms and/or work clothes
- Proper use of aprons (not for hand-wiping)
- Proper handling of cuts and burns (cover with bandages & gloves)

Notes...

Food Handling & Preparation Issues

Cross-Contamination

Cross Contamination is the transfer of harmful substances or micro-organisms to food by:

1. **hands** that either: weren't properly washed **or** touched raw foods, then touched cooked or ready-to-eat foods.
2. **food contact** surfaces that aren't clean **and** sanitized.

Fruits & Veggies

Cooked meats

Raw meats

Prevention of cross contamination is part of a safe food system.

Proper Storage of foods to prevent cross contamination includes (see above diagram ↑):

- Cooler Stacking: Store foods in this order (top to bottom) to avoid dripping on the foods on lower shelves.
- Dry Storage: Do not store food, food service items or equipment under or near pipes or toxic substances.
Do not store food, food service items, or equipment directly on the floor - it must be at least six inches above floor level.
- Ice: Ice that will be used in drinks must not be touched by hands, bottles, glasses, etc. An ice scoop must be used; NO product can be cooled in ice that is to be used for beverages.

Sanitization of utensils and work surfaces to prevent cross-contamination includes:

- Storing all wiping cloths for clean-up of work surfaces and tables in a sanitizing solution at proper concentration (see below)
- Dishes, utensils, and cookware used to prepare or serve foods must be washed, rinsed, properly sanitized, and air-dried.

Sanitizer Strength:

Chlorine must be 50-100 ppm

Iodine must be over 12.5 ppm

Quaternary Ammonium must be 200 ppm - 400 ppm

Contact Time:

10 seconds

30 seconds

30 seconds

Recording sanitizer strengths is part of a safe food system and Active Managerial Control. If a sanitizer level is found to be inadequate during the recording process, the problem must be corrected. Sanitizer strength must be recorded on a Sanitizer Chart.

Notes...

Temperatures

For years, a general rule of thumb has been:

- Keep **hot** foods **hot** and **cold** foods **cold**!
- Heat cold foods that you want to be hot, **quickly**.
- Properly cool hot foods that you want to be cold.

This means that there is to be no thawing of frozen foods on the counter, and no allowing of hot foods to become room temperature before refrigerating them! It also means that foods may not be heated in a steam table, because it is a "hot holding" unit, and cannot be used to heat up cold foods or leftovers.

Critical Temperatures

Final Cooked Temps:

Leftovers	165°F
Poultry, Pasta & Stuffed Meats	165°F
Microwaved Food	165°F
Ground Meats	155°F
Steak/Eggs	145°F

Hot Holding Temperature: Above 135°F

Danger Zone [41°F - 135°F]

Keep foods out of the Danger Zone!

Cold Temps:	Foods in Dry Storage	50°F - 70°F
	Cold foods	≤41°F
	Frozen Foods	≤0°F

▪ The regular use of Hot and Cold Holding Temperature logs is required and is part of Active Managerial Control.

Cooling: Foods must be cooled from 135°F to 70°F within **two** hours, and from 70°F to 41°F within an additional **four** hours. The use of a Safe Cooling Chart is required to monitor this process and must be used.

Reheating: Reheating must be done rapidly to a temperature of 165°F within **two** hours. The internal temperature must stay at 165°F for at least 15 seconds.

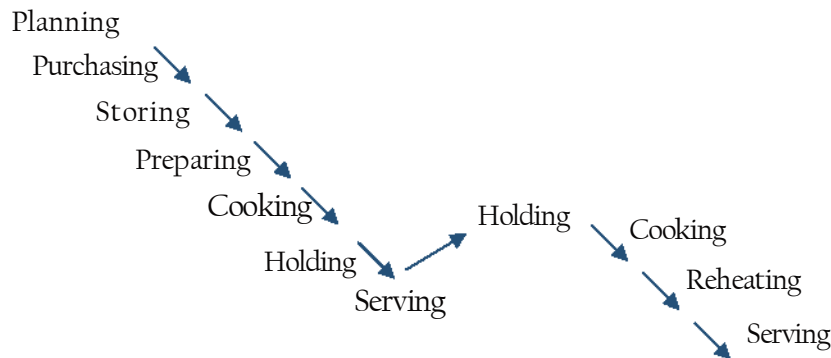
Notes...

Critical Control Points

Consider the progress of food through your establishment - from the time you order it until the customer leaves your restaurant after a good meal. Hazard Analysis of Critical Control Points (HACCP) leads us to look at each menu item and to develop two lists:

1. A list of what can go wrong, and
2. A list of actions we can take when something does go wrong

There are basically nine areas of food preparation:



Planning

Planning for your menu is an important economic aspect of your operation and care must be taken to understand the needs of your establishment.

Purchasing

Your food safety system begins by choosing reliable suppliers who meet federal, state and local standards. Look for suppliers with the following qualities:

- Properly refrigerated delivery trucks
- Trained Employees
- Accommodate your delivery schedule
- Allow you to inspect deliveries
- Respond to your needs

Storage

There are three general methods for minimizing the hazards associated with storage.

1. Prevent Cross Contamination.
2. Use the FIFO Method. FIFO=First In - First Out. Pick a date to write on each package of food (such as the expiration date, or the date received). Put new supplies behind old ones, so that the older packages are used first. Then regularly check the expiration dates. Use proper date making procedures.
3. Measure and record temperatures. Use a Temperature Log daily to monitor, record and verify that all coolers and freezers are holding food at proper temperatures.

Notes...

Food Handling & Preparation Issues

Preparation & Cooking

Hazards involved with preparation and cooking include four critical areas.

1. Cleaning and Sanitization

- Wash fruits and vegetables in the sink designated for food prep only!
- As always, prevent cross contamination - be sure that cutting boards and knives are sanitized between uses and between food products. Use color coded cutting boards so that raw and cooked products are kept separate.

2. Thawing food

- In a refrigerator
- Under cool running water (70°F or less) in a sanitized sink
- As part of the cooking process
- In a microwave just prior to final cooking

3. Cooking

- Use recipes with cooking times and internal temperature limits written into the recipe.
- Measure final temperatures with a thermometer which is sanitized after each use.

4. Microwaving

- Stir or rotate product during cooking

Cold Holding

Keeping items in a salad bar under 41°F can be tricky! It is essential that all staff understand the hazards of salad bar operations. Temperatures must be taken and recorded every two hours.

- Salad bars must be properly set up. Foods in individual containers must be filled so that the highest level of food is below the refrigerated level.
- Never mix new food with old food.
- If the salad bar is used for both lunch and dinner, it should be taken down after lunch and reset for the dinner service.
- Salad bars must be properly constructed and maintained.

Hot Holding

Keeping hot foods hot during food service hours requires constant monitoring. Temperatures of food items in the steam table and in approved hot holding equipment should be taken and recorded every two hours.

- *Domestic crockpots are not allowed
- *Foods should be stirred frequently
- *Never mix new food with old food

Notes...

Food Handling & Preparation

Serving

Proper employee hygiene and proper serving equipment (scoops, tongs, etc.) will minimize hazards associated with serving.

Cooling

Improper cooling procedures can be one of the most common causes of foodborne illness in establishments!

- Food must be cooled from 135°F to 70°F within **two** hours, and then from 70°F to 41°F within **four** hours (for a total of **six** hours).
- When cooling from 135°F to 70°F, any time under the required two hours can be added to the time you take to cool from 70°F to 41°F. For example, if you can cool from 135°F to 70°F within 0.5 hours, you can take the 1.5 extra hours and add them to the 4 hours you have to cool from 70°F to 41°F, for a total of 5.5 hours to get from 70°F to 41°F.

The following steps are mandatory - they must be understood and followed precisely by all staff.

1. Large items or batches of food must first be cut or divided into smaller sections.
2. The smaller sections must be placed in pre-chilled stainless steel pans.
 - Thick foods like chili or stew should have a depth of no more than 2 inches.
 - Thinner foods like soup may be 3 inches deep.
3. The pans of leftovers can be placed in larger pans of ice and refrigerated.
4. The food in the pans must be stirred as it cools. An ice paddle can be used.
5. When cool, the pans may be placed on the upper shelves of a refrigerator, far enough apart that air can circulate around them. They may be covered when the ingredient temperature measures 41°F or below.
6. Record the cooling times on a Safe Cooling Chart for each menu item and add these times to your recipes.

Reheating

The reheating of foods is another critical step. Monitoring and recording temperatures is required. These steps must be followed precisely or the food must be discarded.

1. Cooking ranges, ovens, and microwaves must be used to reheat food:
 - All previously cooked foods must be reheated to 165°F within two hours for at least 15 seconds.
2. Food may then be transferred to hot holding equipment.

Reheating times for each type of food should be recorded and added to each recipe.

Notes...

Food Handling & Preparation Issues

Food Requiring Special Handling

- Eggs -

- Use pasteurized eggs in all recipes in which eggs can't be cooked to 145°F or higher, such as mousses, meringues, egg nog, or sauces.
- Use pasteurized eggs in all recipes served to the elderly, ill, infants, and pregnant women (highly susceptible population).

- Salads & Sandwiches -

- Always prepare pasta, meat, egg, and fish salads less than 24 hours before service.
- Chill all ingredients to 41°F or below before assembling the recipe.
- Wash all fruits and vegetables.

- Stuffings -

- Cook stuffing separately to 165°F.
- Cook stuffed meats, fish, pasta, and poultry to an internal temperature of 165°F or higher for at least 15 seconds.

- Game Meats -

- Cook field dressed game to 165°F for at least 15 seconds.
- Cook commercially-dressed game to 155°F for at least 15 seconds.

- Hamburger & Other Ground Meats -

- All ground meats must be cooked to 155°F for at least 15 seconds.
- Recipes using ground meats must include temperature measurement and times.

- Batters & Breadings -

- Batters made with eggs are potentially hazardous. If possible, use commercially made battered and breaded items.
- If you make your own breadings and batters, follow these instructions precisely:
 - ~ use pasteurized eggs
 - ~ refrigerate all ingredients
 - ~ make small batches
 - ~ fry small batches
 - ~ record cooking times and add to recipes
 - ~ do not reuse batter in which foods have been dipped.

Notes...

Facility Issues

These facility devices are also important to a safe food system:

Thermometers

- * Control of temperature is one of the most important aspects of food safety. All food service employees need to be able to use food thermometers. Thermometers must be accurate and calibrated regularly.
- * Thermometers should be washed, rinsed, sanitized, and air dried between uses.
- * Thermometers should be inserted so that the sensing area is in the center of the food. After 15 seconds, the temperature should be recorded.
- * A small diameter probe thermometer is required if you serving thin foods, such as meat patties, fish patties, eggs, etc.

Dishwashers

- Mechanical dishwashers must be in good working order so that all dishes are sanitized.
- Hot water units must be monitored daily, using temperature-sensing test strips (e.g. Thermolabels®). Use of a temperature-sensing test strip must be recorded regularly on Sanitizer Chart.
- Sanitizer strength in chemical units must be monitored and recorded daily. Use test strips to monitor sanitizer concentration.
- If three compartment sinks are used, the sanitizer must be monitored and recorded daily on a Sanitizer Chart.

Food Contact Surfaces

- * Must be easy to clean, smooth, non-absorbent
- * Must be washed, rinsed, and sanitized
 - after each use
 - every time you switch foods
 - whenever your work is interrupted
 - every four hours of use
- * All slicers, milkshake machines, and grills must be cleaned & sanitized according to manufacturer's instructions.
- * Sanitizer strength for food contact surfaces must be recorded daily on a Sanitizer Chart.

Notes...

Other Facility Concerns

- ➔ Utilities - including water supply, electricity, natural gas, plumbing, and sewage disposal must be code-compliant.
- ➔ Lighting and ventilation must be in compliance with mechanical and building codes.
- ➔ Fire prevention systems must be in compliance with fire codes.
- ➔ Garbage, recycling, solid waste, and hazardous waste storage and disposal must be safe, sanitary, and legal.
- ➔ Cleaning, sanitizing, and maintenance of facilities and equipment must be regularly scheduled.
- ➔ An Integrated Pest Management system must be in place, with emphasis on prevention. Procedures for controlling pests, should prevention techniques fail, must be documented.

Other Items

During the inspection, items that are important, but not critical to food safety may be noted. Correction of all violations should be a priority for restaurant management. Correction will lead to a better managed establishment. And these small improvements will contribute to an overall feeling of orderliness, health and safety.

Emergency Preparedness

Important to each and every establishment is an Emergency Preparedness Plan. All restaurants need to have procedures and plans in place to cover the following types of emergency situations:

⚡ Short-term and long-term power failures

🔥 Floods and fires

⚡ Customer safety in severe weather

💧 Contamination of water supply

It is important that **all** staff know exactly what steps to take when an emergency occurs. Review/Revise Emergency Contact Information for Emergency Services Providers annually.

Notes...

507-934-7089 ☎ 507-934-7089 ☎ 507-934-7089

Reporting Responsibilities & Requirements

You **must** call BNEH if an employee reports:

- x** Vomiting
- x** Diarrhea

or has been diagnosed with:

- x** Salmonella
- x** Shigella
- x** Shiga toxin-producing E. Coli
- x** Hepatitis A
- x** Norovirus
- x** other enteric bacterial, viral, or parasitic pathogens

This call can be made to the office anytime, you must leave a message.

Contact 507-934-7096 within 24 hours to report employee illness and report immediately if a customer reports that they have become ill after eating at your restaurant.

507-934-7089 ☎ 507-934-7089 ☎ 507-934-7089

*You must also call BNEH if you are selling or remodeling your restaurant, or if you are building a new establishment. This requirement also covers leasing or ownership/partnership changes. It is important for liability determinations that your license paperwork accurately reflects ownership information. If you fail to notify BNEH about remodeling or equipment additions, and these unapproved facility changes later need to be modified to conform to the Food Code requirements, you will not only be in violation of state law, you will incur extra expenses.

*You must also call BNEH if your CFPM leaves, to arrange to have another person certified.

*We would also encourage you to call us whenever you have a question, have a problem, or have a good idea!

Notes...

Requirements

Paperwork

These must be posted:

- ➔ Temperature Charts
- ➔ Person-In-Charge Poster
- ➔ Food Service License (and it must be accurate for your current operation)
- ➔ Minnesota Clean Indoor Air Act signs/No Smoking signs
- ➔ Employee Illness and Customer Complaint Reporting Poster
- ➔ Certified Food Protection Manager License
- ➔ Handwashing Posters

These must be available:

- ➔ Sanitizer Logs
- ➔ Temperature Logs
- ➔ Safe Cooling Charts
- ➔ Employee Illness Logs/Reporting Policy/Reporting Agreements
- ➔ Customer Complaint Logs
- ➔ Cleanup procedures for Vomit and Fecal Events

Staffing

Management Staff

- Each restaurant must have at least one Certified Food Protection Manager
- Each restaurant must have at least one Person-In-Charge on the premises at all times. This will often be the Certified Food Protection Manager, but may also be other knowledgeable staff designated and trained as a Person-In-Charge.

Notes...

Certified Food Protection Managers

- Must take approved course
- Must pass approved national exam
- Must apply for and receive State of Minnesota Certified Food Protection Manager Certificate
- Is responsible for:
 - ~ Identification of all food safety hazards within the establishment
 - ~ Development and implementation of policies & procedures to prevent food borne illness.
 - ~ Training other employees on food safety issues and training Persons-In-Charge about the knowledge required under the Food Code.
 - ~ Direction of food preparation activities and corrective actions as needed to protect the health of the consumer.
 - ~ Conducting in-house self-inspections on a periodic basis to see that food safety policies and procedures are followed.

Person-In-Charge

- The Person-In-Charge must demonstrate knowledge of the:
 - Relationship between foodborne illness prevention & personal hygiene, control of cross-contamination, and establishment maintenance
 - Prevention of foodborne disease transmission by an ill food employee
 - Symptoms, incubation periods, and modes of transmission for the common foodborne diseases
 - Hazards in the consumption of raw or undercooked meat, poultry, eggs, & fish
 - Protecting the water source from backflow and cross connections
 - Required temperatures & times for safe cold holding, hot holding, cooling, cooking, reheating, and transport of TCS foods
 - Relationship between food safety and necessary equipment
 - Procedures for cleaning and sanitizing utensils and other food contact surfaces
 - Identifying toxic materials and ensuring safe storage, handling, and disposal
- In addition, the Person-In-Charge:
 - Must ensure that employee handwashing is monitored
 - Must ensure that employees properly cook potentially hazardous foods
 - Must ensure that cooking temperatures are routinely monitored
 - Must ensure that proper methods are used to rapidly cool TCS foods and monitor cooling times and temperatures
 - Must ensure that proper methods are used to sanitize utensils and equipment
 - Must ensure that ill employees are restricted or excluded as appropriate
 - Must ensure that proper reporting to BNEH takes place as appropriate

Notes...

References

- 1) Brown, Nicollet, Cottonwood and Watonwan County Regulation of Food and Beverage Establishment Ordinances, 2019
- 2) Minnesota Food Code - Minnesota Rules Chapter 4626
- 3) Food Safety Manual - Brown-Nicollet Environmental Health
- 4) Minnesota Department of Health Division of Environmental Health website: <http://www.health.state.mn.us/divs/eh/>

Acknowledgments

We would like to thank the Nicollet, Brown, Watonwan, and Cottonwood County Public Health and Sheriff Departments for their continued support and assistance.



Brown County
of Minnesota

NICOLLET
COUNTY EST. 1853

WELCOME TO
COTTONWOOD COUNTY
MINNESOTA

Brown-Nicollet Environmental Health

Environmental Health Staff:

Jesse Harmon – Director

Becky Thomes – Environmental Health Specialist

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Notes...

Brown-Nicollet Environmental Health

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Food Employee Illness Guidelines

Illness Symptoms Action Guidance

Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Acne	Reinforce good handwashing and no bare-hand contact with ready-to-eat foods.	Acne itself is not transmitted through food, however some of the bacteria commonly found in areas of acne can cause foodborne illnesses. Remind foodworkers that they must not touch acne (or other parts of their bare skin) while working with food. If they do so, they must wash their hands immediately.
Bed bugs	No exclusions or restrictions are required.	Bed bugs are not transmitted from person-to-person. They are not like lice and will not usually travel directly on a person's body. Bed bugs are spread between residences and when they hide and are transported in luggage, furniture, or other items.
Bronchitis	Food employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles.	When employee returns to work: reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.
<i>Campylobacter</i> spp. (Campylobacteriosis or Campylobacter enteritis)	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	Campylobacteriosis is an infectious disease caused by bacteria of the genus <i>Campylobacter</i> , and may be transmitted through food. Most people who become ill with campylobacteriosis get diarrhea, cramping, abdominal pain, and fever within two to five days after exposure to the organism. The diarrhea may be bloody and can be accompanied by nausea and vomiting. The illness typically lasts one week. Foodworkers diagnosed with campylobacteriosis must report their illness to the person-in-

** These illnesses should be recorded on an illness log and/or reported to your local health department.

These guidelines are to be used as a resource only. If you have specific questions, contact MDH or your health department. Revision Date: 3/17/2010

Food Employee Illness Guidelines

Illness Symptoms Action Guidance

Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Chickenpox (varicella-zoster)	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.	Chickenpox (also known as varicella-zoster) is a viral illness that can be prevented by vaccination. It is highly contagious, but not transmitted through food.
Ciguatera Fish Poisoning	Exclude food employee from food establishment if they have symptoms of vomiting/diarrhea. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log. Notify local health department or call 1-877-FOOD-ILL.	<p>Ciguatera fish poisoning (or ciguatera) is caused by eating fish that contain toxins. While ciguatera is a foodborne illness, it cannot be transmitted from person-to-person. People who have ciguatera may experience nausea, vomiting, and neurologic symptoms such as tingling fingers or toes. Symptoms usually go away in days or weeks but can last longer.</p> <p>Barracuda, black grouper, blackfin snapper, cubera snapper, dog snapper, greater amberjack, hogfish, horse-eye jack, king mackerel, and yellowfin grouper have been known to carry ciguatoxins.</p> <p>Foodworkers must report their illness to the person-in-charge.</p>
Cold/ Cough/Sneezing/ Runny nose	Food employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles.	When employee returns to work: reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.

** These illnesses should be recorded on an illness log and/or reported to your local health department.

These guidelines are to be used as a resource only. If you have specific questions, contact MDH or your health department. Revision Date: 3/17/2010

Food Employee Illness Guidelines

Illness Symptoms Action Guidance

Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Cut, wound, or burn	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.	Reinforce good handwashing. Emphasize no bare-hand contact with ready-to-eat foods. Discuss employee illness reporting procedure. Discuss the ways ill foodworkers can spread illness through food.
**<i>Cryptosporidium parvum</i> (Cryptosporidiosis)	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	<i>Cryptosporidium</i> can be transmitted from an infected foodworker to customers through food. Foodworkers diagnosed with cryptosporidiosis <u>must report</u> their illness to the person-in-charge.
Diarrhea	Exclude food employee from food establishment. Employee must be symptom free for at least 24 hours before returning to work. Record on employee illness log.	Foodworkers with diarrhea are a SEVERE FOOD SAFETY RISK . Diarrheal illnesses are often highly contagious and can be easily transmitted from an infected foodworker to customers. Foodworkers with diarrhea <u>must report</u> their symptoms to the person-in-charge.

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**Shiga toxin-producing <i>E.coli</i>	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	<i>E. coli</i> is a SEVERE FOOD SAFETY RISK . <i>E. coli</i> is a highly contagious foodborne illness and can be easily transmitted from an infected foodworker to customers. Foodworkers diagnosed with <i>E. Coli</i> must report their illness to the Person-In-Charge.

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Fever	<p>If symptoms include diarrhea or vomiting, exclude food employee from food establishment, Must be symptom free for at least 24 hours before returning to work. Record on employee illness log.</p> <p>If fever is not accompanied by diarrhea or vomiting, employee may be allowed to work. Reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure and the way ill foodworkers can spread illness through food.</p> <p>If fever is accompanied by sore throat or cough, see "Influenza".</p>	<p>Fevers may be caused by a number of conditions. A foodworker experiencing a fever may not be a food safety risk, but should be closely monitored for vomiting, diarrhea, or influenza.</p> <p>If foodworker experiences these symptoms, they must report their symptoms to the person-in-charge and be immediately excluded from work.</p>
**<i>Giardia</i> spp. (Giardiasis)	<p>Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the</p>	<p><i>Giardia</i> can be transmitted from an infected foodworker to customers through food.</p> <p>Foodworkers diagnosed with giardiasis must report their illness to the person-in-charge.</p>
Hangover	<p>If symptoms include diarrhea or vomiting, exclude food employee from food establishment. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log.</p>	

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Headache	<p>If symptoms include vomiting or diarrhea, exclude food employee from food establishment. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log.</p> <p>If headache is not accompanied by vomiting or diarrhea, employee may be allowed to work. Reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.</p>	<p>Headaches may be caused by a number of conditions. A foodworker experiencing a headache may not be a food safety risk, but should be closely monitored for vomiting or diarrhea.</p> <p>If foodworker experiences these symptoms, they must report their symptoms to the person-in-charge and be immediately excluded from work.</p>
HIV/AIDS	No exclusions or restrictions are required.	<p>HIV/AIDS attacks the immune system. The HIV/AIDS virus is transmitted through contact with the blood and body fluids of someone who is infected.</p> <p>HIV/AIDS is not considered to be a foodborne pathogen. Practice routine blood-borne pathogen precautions.</p>
H1N1 Novel Influenza (Swine flu)	See "Influenza."	

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**Hepatitis A	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	Hepatitis A is a SEVERE FOOD SAFETY RISK . Hepatitis A is a highly contagious foodborne illness and can be easily transmitted from an infected foodworker to customers. Yellowing of skin and eyes are common symptoms of hepatitis A. Foodworkers diagnosed with hepatitis A <u>must report</u> their illness to the Person-In-Charge.
Hepatitis B	No exclusions or restrictions are required.	Hepatitis B is a serious liver infection. The hepatitis B virus is transmitted through contact with blood and body fluids of someone who is infected. Hepatitis B is not a considered to be a foodborne pathogen. Practice routine blood-borne pathogen precautions.
Hepatitis C	No exclusions or restrictions are required.	Hepatitis C is a serious liver infection. The hepatitis C virus is transmitted through contact with blood and body fluids of someone who is infected. Hepatitis C is not considered to be a foodborne pathogen. Practice routine blood-borne pathogen precautions.
Impetigo	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and no bare-hand contact with ready-to-eat foods.	Impetigo is not a foodborne illness, but a contagious skin infection occurring on the nose, arms, and legs, or around the mouth. Impetigo is spread person-to-person by contact with fluid from around the sores.

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Infected wound or pustular boil	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.	
Influenza (Seasonal or H1N1 novel flu)	Exclude food employee from food establishment if symptoms included diarrhea or vomiting, foodworker must be symptom free for at least 24 hours before returning to work. Record on employee illness log.	Influenza (seasonal and H1N1 novel) is a respiratory illness caused by a virus. Symptoms include fever (above 100° F), cough, sore throat, stuffy nose, and in some cases diarrhea and vomiting. Up-to-date information on all types of influenza is available at www.state.health.mn.us or www.cdc.gov .
Jaundice	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department <u>clearance is required</u> before the foodworker may return to work.	Jaundice, yellowing of the eyes or skin, is a common symptom in people infected with hepatitis A. Jaundiced foodworkers may be a SEVERE FOOD SAFETY RISK and must report their symptoms to the person-in-charge.

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Lice	No exclusions or restrictions are required.	Although head lice do not present a food safety risk, it is still important to take appropriate precautions to ensure that they do not spread among workers. Common headsets used for drive-through windows should not be used by foodworkers with head lice. Combs and other hair accessories should not be shared. Clothing should not be shared. Clothing should be stored in an organized fashion on separate hooks or in lockers to prevent spread of lice.
<i>Listeria monocytogenes</i> (Listeriosis)	Exclude food employee from food establishment. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log. Notify local health department or call 1-877-FOOD-ILL.	Listeriosis is a serious infection caused by eating food contaminated with the bacterium <i>Listeria monocytogenes</i> . While listeriosis is a foodborne illness, it cannot be transmitted from person-to-person. The disease mostly affects older persons, pregnant women, newborns, and adults with weakened immune systems. A person with listeriosis may have fever, muscle aches, and sometimes nausea or diarrhea. Foodworkers diagnosed with listeriosis must report their illness to the person-in-charge.
Meningitis, Bacterial	Exclude food employee from food establishment. If symptoms include diarrhea or vomiting, foodworker must be symptom free for at least 24 hours before returning to work. Record on employee illness log.	Some forms of bacterial meningitis are contagious. Symptoms include high fever, headache, stiff neck, nausea, vomiting, confusion, and sleepiness. Up-to-date information is available at www.cdc.gov .

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Mononucleosis (mono)	No exclusions or restrictions are required.	Reinforce good handwashing. Emphasize no bare-hand contact with ready-to-eat foods. Discuss employee illness reporting procedure and the ways ill foodworkers can spread illness through food.
**Nausea	<p>Exclude food employee from food establishment if symptoms include diarrhea or vomiting. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log.</p> <p>If nausea is not accompanied by diarrhea or vomiting, allow employee to work. Reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.</p>	<p>Nausea may be caused by a number of conditions. A foodworker experiencing nausea may not be a food safety risk, but should be closely monitored for vomiting or diarrhea.</p> <p>If foodworker experiences these symptoms, they must report their symptoms to the person-in-charge and be immediately excluded from work.</p>
**Norovirus	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	<p>Norovirus is a SEVERE FOOD SAFETY RISK. Norovirus is a highly contagious illness and can be easily transmitted from an infected foodworker to customers.</p> <p>Foodworkers diagnosed with norovirus must report their illness to the person-in-charge.</p>

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Pink eye	No exclusions or restrictions are required.	Pink eye is an infection or inflammation of the eye. It is highly contagious but is not transmitted through food. Foodworkers with pink eye must take extra precautions not to touch their eyes or face, and to wash their hands thoroughly to prevent spread of pink eye to others.
Pneumonia	Food employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles.	When employee returns to work: reinforce good handwashing; emphasize no bare-hand contact with ready-to-eat foods; discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.
Pregnancy	If vomiting, exclude from food establishment.	Vomiting and nausea are common symptoms of morning sickness, a side effect of pregnancy. While morning sickness itself is not a communicable illness, care must be taken to prevent the contamination of food. Pregnant foodworkers experiencing ongoing nausea may work in a food establishment, but must be closely monitored for symptoms that would indicate a communicable illness. If foodworker experiences these symptoms, they must report their illness to the person-in-charge and be immediately excluded from work.

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Ringworm	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.	Ringworm is a fungal infection of the body, scalp or feet. Ringworm is transmitted by touching lesions of an infected person or animal.
**<i>Salmonella</i> (Salmonellosis)	Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.	<i>Salmonella</i> is a SEVERE FOOD SAFETY RISK . Salmonellosis is a highly contagious foodborne illness and can be easily transmitted from an infected foodworker to customers. Foodworkers diagnosed with salmonellosis must report their illness to the person-in-charge.
Scabies	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.	Scabies is an infestation caused by tiny mites that burrow and lay eggs under the skin. Scabies is transmitted by prolonged, direct skin contact with an infected person.

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Illness Symptoms Action Guidance

Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
<p>Scombroid Fish Poisoning (Histamine Poisoning)</p>	<p>Exclude food employee from food establishment if they have symptoms of vomiting/diarrhea. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log. Notify local health department or call 1-877-FOOD-ILL.</p>	<p>Scombroid fish poisoning, or histamine fish poisoning, is a syndrome resembling an allergic reaction that occurs after eating fish contaminated with high levels of histamine. While scombroid poisoning is a foodborne illness, it cannot be transmitted from person-to-person.</p> <p>Symptoms begin within 2 minutes to several hours after eating the fish. The most common symptoms are tingling and burning sensations around the mouth, facial flushing, sweating, nausea, vomiting, headache, palpitations, dizziness, and rash.</p> <p>Foodworkers must report their illness to the person-in-charge.</p>
<p>**<i>Shigella</i> spp. (Shigellosis)</p>	<p>Exclude food employee from food establishment. Notify local health department or call 1-877-FOOD-ILL. Record illness on employee illness log. Health department clearance is required before the foodworker may return to work.</p>	<p>The foodworker must be excluded from working in the retail food establishment and the law requires the manager to notify the local health department immediately.</p> <p>Foodworkers diagnosed with shigellosis must report their illness to the person-in-charge.</p>
<p>Shingles (varicella-zoster)</p>	<p>Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove (for hand wounds) before returning to work. Reinforce good handwashing and emphasize no bare-hand contact with ready-to-eat foods.</p>	<p>Shingles is caused by the chickenpox virus and can cause extreme pain, itching and numbness. Shingles may cause clusters of blisters that can spread chickenpox to persons who have not yet had the virus.</p>

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Conditions	Action / Return-to-Work Criteria for Foodworkers	Other Information
Sore Throat	Reinforce good handwashing. Emphasize no bare-hand contact with ready-to-eat foods. Discuss employee illness reporting procedure and the ways ill foodworkers can spread illness through food.	If sore throat is accompanied by a cough or fever, see "Influenza". Also see "Influenza".
<i>Staphylococcus</i> skin infection (Staph or MRSA)	Open wounds on hands or arms must be covered with an impermeable bandage and a single-use glove. Open or draining wounds on other parts of the body must be covered by a dry, durable, tight-fitting bandage. Situations in which an open or draining wound cannot be properly and effectively covered should be addressed with the health department.	<i>Staphylococcus</i> bacteria can cause serious skin infections which can be transmitted through food and cause serious foodborne illness. Contamination of food can occur if a person with draining lesions on the hands or forearms handles foods or food contact surfaces.
Streptococcal Infection (Strep throat/scarlet fever)	Reinforce good handwashing, emphasize no bare-hand contact with ready-to-eat foods; and discuss employee illness reporting procedure, and the ways ill foodworkers can spread illness through food.	<i>Staphylococcus aureus</i> bacteria can cause serious skin infections. The term MRSA refers to a <i>Staphylococcus</i> skin infection that is resistant to certain antibiotics. Staph skin infections are not foodborne; however, contamination of food products with the bacteria can occur and result in food poisoning.
Tuberculosis (TB)	Food employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles.	Tuberculosis is not transmitted to patrons through food; however, like any other work place, infectious food handlers may transmit their disease to fellow workers. A worker with active tuberculosis can spread the disease by sneezing or coughing, which are tuberculosis' most common symptoms.

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Vomiting	Exclude food employee from food establishment. Must be symptom free for at least 24 hours before returning to work. Record on employee illness log.	Foodworkers with vomiting are a SEVERE FOOD SAFETY RISK . Illnesses that cause vomiting are often highly contagious and can be easily transmitted from an infected foodworker to customers. Foodworkers with vomiting must report their symptoms to the person-in-charge.
Warts	No exclusions or restrictions are required.	Warts are passed person to person, not through food. Small numbers of warts are not concerning for foodworkers; however large numbers of warts on the hands or wrists make these areas difficult to clean adequately with routine handwashing. If a food employee has a severe infestation of warts on the hands or wrists, these areas should be covered with an impermeable cover, and a single-use disposable glove should be worn while working with food.



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