



## Food Worker Safety

West Virginia follows the 2005 FDA Model Food Code with limited exceptions, exclusions, and revisions. **The Food Code stresses employee management ensuring employee health and minimizing food borne illnesses. Employees of Highly Susceptible Populations (HSP) must follow special guidelines found on page 3.** The Monongalia County Board of Health requires all staff of food establishments (whether employed, volunteering, or as part of an educational service requirement) including service and non profit organizations, churches, concessions etc. within Monongalia County to have valid Food Workers' Permits or cards issued through the Monongalia County Health Department. The 24/7 Training Line provides dates for all courses: 304-598-6702.

**Hand washing is one of the most important ways to reduce the spread of illness whether person to person, person to food, or person to a surface that food may touch.** Dispense paper towels prior to washing if necessary. Briskly rub hands/prosthetics and exposed arms for 10-15 seconds using soap and warm water (minimum of 100°F). You must make sure to carefully wash between your fingers and under your nails. Rinse with warm running water and dry with disposable towels. It is a good idea to use paper towels to turn off the faucets. Remember, your hands were dirty when you turned on the faucets! Washing and rinsing of hands must occur for at least 20 seconds. Hands must be washed before applying hand sanitizers or wearing gloves. Hand sanitizers and gloves **can not** be used in place of hand washing. Long nails or nail polish is permitted provided gloves are worn when working with food. Watches, bracelets and most rings and may not be worn! Only a plain wedding band may be worn.

All employees must sign a reporting form. Failure to report illnesses or symptoms can result in termination and/or legal action. **The following must be reported to the Person in Charge (PIC):**

1. Diagnosis of one of the "Big 5" Illnesses – Hepatitis A virus, *E. coli*, *Salmonella* Typhi, Shigella, Norovirus
2. Symptoms of jaundice, vomiting, diarrhea, sore throat w/ fever OR pustular lesions (boil or infected wound that is open or draining)
3. Exposure History to an event with a confirmed outbreak of one of the "Big 5"

**The PIC will exclude, restrict, and/or report the employee to the Health Dept. as appropriate.** *Excluded* means you **can not work** in the food establishment. *Restricted* means you **can not handle food** (no storing, prepping, cooking, dispensing, or touching food) **AND you can not handle clean equipment, utensils, linens, or unwrapped single service articles. Most exclusions and some restrictions require a doctor's release to return to work.** Employees diagnosed with one of the Big 5, past illness with *salmonella* Typhi or initial onset of jaundice are **excluded** until a doctor's release is verified by the health department. Employees with vomiting and/or diarrhea are **excluded** until free of symptoms as confirmed by the PIC. HSP employees are also **excluded** for a sore throat with a fever until a doctor's release is verified by the PIC. Employees not working in HSP experiencing a sore throat with a fever with as well as all employees with persistent sneezing, coughing, runny nose, resulting in discharges from the eyes nose or mouth are **restricted** until free of symptoms as confirmed by the PIC. Employees with open wounds, cuts or boils which contain puss or ooze on the hands or wrists must wear (1) a bandage, (2) an impermeable cover, and (3) a glove until the wound heals.

Hair/beard restraints are required to cover the hair/head when cooking, prepping, washing or cleaning. A mustache, well trimmed goatee or beard is permitted without a restraint. Servers, host/hostess, cashiers, bar tenders with long hair that only dispense beverages or serve food may pony tail or secure loose hair.

**Ice scoop is to be stored outside of the ice in an enclosed container capable of draining. The container should be covered during periods of non use.** Most other dispensing utensils should be stored within the food item provided the handle extends out of the product to prevent contamination by the hands.

## Food Worker's Information (cont.)

**Surfaces, equipment and utensils must be cleaned then sanitized when dirty or contaminated AND every 4 hrs for Potentially Hazardous Food (PHF) items that are continually used while at room temperature.** Reusable food grade storage containers are to be cleaned and sanitized when emptied of their original contents. Single service articles are to be discarded after use. For manual washing you (1) scrape, rinse, or wipe surfaces to remove loose debris, (2) wash, (3) rinse, then (4) sanitize and finally (5) air dry. Do not store wet items on top of one another. Bacteria trapped in this warm and moist environment will reproduce.

### Sanitization requirements

Three bowl sink: 50-100 ppm of chlorine in 75-100°F water for 7-10 seconds

**OR** 150 - 400 ppm of quaternary ammonium as per directions in at least 75°F water for 30 seconds

Hot water dishwasher: utensil surface temperature must reach 160°F

**Wiping cloths must be stored in 50 to 100 ppm of chlorine in 55-100°F water OR < 400 ppm of quaternary ammonium as per directions in 75°F water.** Wiping cloths do not take the place of cleaning and sanitizing- they are only for wiping food spills. Cloths for raw animal food spills and cloths for Ready to Eat (RTE) food spills must be stored in separate buckets of sanitizer as stated above. These buckets may not be stored on the floor. Check the concentrations regularly and change the solutions and cloths when no longer clean. Cloths must be laundered daily or clean cloths used daily. You may use spray bottles of sanitizing solution with the same concentrations and water temps as above. Remember to check their concentrations daily as they will weaken. Also, clean hermetically sealed containers (cans, jars etc.) with a RTE wiping cloth prior to opening.

**Ready To Eat (RTE) food may not be handled by bare hand contact. Use suitable UTENSILS such as gloves, deli tissue/wrap, tongs or other dispensing utensils.** RTE food such as fruits, vegetables, drink/plate garnishes, salad, sandwiches, lunchmeat, cheese, rolls/breads, cookies, etc. are especially susceptible to hand contamination since they will not be heated. Commercially processed food is also RTE. Once food is cooked, it is considered RTE – even if it will be cooled and reheated.

**Store food properly to prevent cross contamination** or the transfer of germs from one item to another. Separate different types of raw animal foods (chicken below ground meat, ground meat below whole roasts, whole roasts below fish/seafood, fish/seafood below steak), separate raw animal food from raw or cooked RTE food (RTE above raw animal food), and separate unwashed fruits & vegetables from RTE food. Food must be covered at all times while in storage. Store medicines, cosmetics, and other toiletries separately from food **and** keep chemicals, cleaners, insecticides, etc. separate from everything else. Plastics, paper products or other disposables must be stored separately from food, chemicals, medicines, toiletries, etc. Foods bagged for a customer should be separated in the same manner. **Never** use or sell dented cans and only use approved sources of food.

**Potentially Hazardous Food or PHF requires temperature control to limit bacterial or toxin growth.** PHF includes poultry, meats, fish & seafood, dairy products including raw shell eggs, lunchmeats, cooked fruits or vegetables and many commercially processed food items. **You may now ask the consumer how they would like certain raw food items cooked if your facility does not service a HSP and Consumer Advisory (CA) informing the public of the dangers of eating raw, lightly cooked, or undercooked food is provided in written form.** Otherwise cook foods properly to the temperature charts as stated within the 2005 Food Code. **Note: Beef steaks** not injected or pierced for marinating may be served rare without CA if the external temp is 145°F with distinct color change. **Beef steaks** injected or pierced for marinating must use CA. **Hot holding is 135°F or higher while cold holding is 41°F or lower.** All holding or cooking equipment must be commercial.

## Food Worker's Information (cont.)

**Limit time that food is in the danger zone - between 41°F and 135°F. Bacteria can double every 20 minutes under ideal conditions near room temperature.** Limit time that you prepare food at room temp to 30 minutes or less. **Food must be properly thawed and cooled to keep it safe. Never thaw or cool at room temperature as resistant bacteria will grow.** Never thaw in standing water. Over time a bacteria bath may occur. Never use deep plastic and Styrofoam containers for cooling. This traps in heat and can cause resistant bacteria to grow. **Never place hot items directly into refrigeration.** Refrigeration units are for holding and hot foods will only warm the temperature of nearby items. **Rapidly reheat all foods** to 165°F for 15 sec within 2 hours. **When microwave cooking or heating** – cover to retain moisture, (don't use paper towels, napkins, linens, cardboard, Styrofoam), continually rotate or stir halfway thru, cook to 165°F throughout, and allow to stand covered for 2 minutes before serving.

**Rotate food – first in, first out or FIFO. Never use PHF after the expiration date. Don't keep leftovers more than 6 days.**

**Highly Susceptible Population or HSP consist of immunocompromised, older adults, preschool age children which must follow specific guidelines as outlined below:**

Ø **MAY NOT serve or offer for sale or service:**

- Raw or partially cooked animal foods. **Consumer Advisory is not permitted for HSP.**
- Raw seed sprouts.
- **PREPACKAGED JUICE** or **BEVERAGE** with **JUICE** that has a “Warning Label”.
- **UnPACKAGED JUICE** or purees that are prepared on the premises in a **RTE form.**

Ø **FOOD** may not be re-served under the following conditions:

- Any **FOOD** served to patients or clients who are under contact precautions in medical isolation or quarantine, or protective environment isolation may not be re-served to others.
- Packages of **FOOD** from any patients, clients, or other **CONSUMERS** should not be re-served to **PERSONS** in protective environment isolation.

Ø Time **MAY NOT** be used as a public health control for raw eggs.

Ø Substitute pasteurized eggs *except for baking and immediate service for one consumer.*

**Most Common Causes of Foodborne Illness in the US include:**

Contaminated equipment-failure to clean then sanitize or improper sanitizing

Unsafe food sources-using unapproved or home prepared items

Poor personal hygiene-improper hand washing, improper wearing of jewelry, misuse of gloves, etc.

Improper cooking-mainly of raw shell eggs

Improper holding-hot foods not  $\geq 135^{\circ}\text{F}$ ; cold foods not  $\leq 41^{\circ}\text{F}$

**Most Common Critical Violations in Monongalia County:**

PIC is not knowledgeable of the 2005 Food Code.

Poor personal hygiene - improper handwashing or failure to wash hands.

Improper temperatures - includes cooking, holding, storage.

Lack of Consume-by-Dating for leftovers.

Improper drink container at work station.

Improper storage of toxic items.

**Remember: FIFO or First In First Out and IF In Doubt, Throw IT Out!**

## Food Worker Safety Worksheet for Temporary Food Worker Card

Please PRINT the following information and complete by circling the correct answer. Please bring the completed worksheet to the Training Center of the Monongalia County Health Department on any Wednesday of the month between 9:00 - 11:00 am or 2:00 - 3:00 pm. You must earn 80% or higher to receive a Food Worker's card issued to expire the day of the next Food Worker's class. The card will cost \$1 for each week issued for a maximum of \$5. Those with a Temporary Food Worker's card must attend the next Food Worker's class to obtain a one year Food Worker's card at a cost of \$10. A Temporary Food Worker's card will only be issued once within a calendar year.

Name (PRINT) \_\_\_\_\_ Date \_\_\_\_\_  
Facility/Organization \_\_\_\_\_ Score \_\_\_\_\_

- T F 1. All employees must wear a hair restraint and may wear rings or watches when handling food if gloves are worn.
- T F 2. Any employee with the Big 5, jaundice, vomiting or diarrhea may not work anywhere in the facility.
- T F 3. Customers of any facility may order specific raw food items cooked to their liking - rare, medium, etc if Consumer Advisory is used in written form.
- T F 4. Everything in the facility must be washed, rinsed, and then sanitized using any amount of sanitizer for at least 1 minute.
- T F 5. Food may be thawed or cooled by allowing it to sit on the counter at room temperature until the outside surface reaches 41°F.
- T F 6. Highly susceptible population (HSP) consists of immunocompromised, older adults, and preschool age children which may not serve certain food items.
- T F 7. PHF must be held hot at 135°F or higher and held cold at 41°F or lower.
- T F 8. Prevent cross contamination by separating all forms of food, chemicals, cleaners, cosmetics, toiletries, paper products, etc. during display, storage, use and when bagging for the consumer.
- T F 9. RTE (ready-to-eat) food is easily contaminated by hands and requires gloves, deli tissue/wrap, tongs or other dispensing utensils.
- T F 10. The proper handwash procedure includes washing hands/arms with soap and warm water for 20 seconds then rinsing and drying with disposable towels.