



Plan Your Purpose

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Food Safety Procedures

Safety Documentation Update

New & Updated Guidance from ODH

- Best Practice Recommendations
 - All employees and volunteers should sign in daily
 - Track individuals
 - Information for necessary quarantine if confirmed case
 - Recommended self health to include report of symptoms and daily temperature check

Click Here: [Sample document for use](#)

*****Press conference with Governor on 3/18/20 at 2:00 PM EST***

Employee Sickness Log

- Communicable Symptoms of Coronavirus (COVID-19)
 - Fever 100.4 F
 - Cough
 - Shortness of Breath
- Typical foodborne illness symptoms
 - Fever with sore throat
 - Jaundice
 - Vomiting
 - Diarrhea
 - Lesion with pus
- These symptoms must be reported and logged to the PIC
- These individuals **must be excluded** from work until released by a physician

Employee Sickness Log Example

Employee Illness Log

Employee Name or #	Communicable Symptoms	Possible Restrictions	Departure Date/Time	Return Date/Time	Action Taken/Result

Remember: anyone who is sick with diarrhea, vomiting, or jaundice symptoms should not work with food.

P:\Food\EDUCATION\PIC\packet\Employee Illness Log



Employee Sickness Flow Chart

EMPLOYEE ILLNESS DIALOGUE

These recommendations are provided by CCBH to assist food managers



*See CCBH Exclusions & Restrictions sheet and document ill employees on CCBH Employee Illness Log.

Food Pick Up/Distribution

- Pick up location should **exclude** exposure to food and food preparation areas
 - Choose a site away from the traditional kitchen/cafeteria space
 - ***Ensure only 10 or less people in 1 area at a time***
 - Provide a runner that can take food to the pick up location
 - Ensure all food items are in closed containers or individually wrapped
- Ensure there adequate hand sanitation stations for visitors and staff
- Consider offering breakfast and lunch during 1 pick up time frame to reduce exposure
- There must be at least 1 individual with a Level 2 food safety certification on site during food preparation and serving

Proper Hand Washing

1. Turn on the sink with warm running water
2. Dispense paper towel, if not hands-free
3. Wet hands
4. Apply hand soap
5. Scrub hands and wrists for 15-20 seconds
6. Rinse well
7. Dry hands with disposable paper towel
8. Use paper towel to turn off sink
9. Dispose of paper towel in trash receptacle
10. **Hand sanitizer does **NOT** replace regular hand washing

Disposable Gloves

- Gloves do NOT replace hand washing
- Disposable gloves used to changed regularly
 - After moving from a station
 - Every 4 hours, if continuous work is done
 - After drinking or eating
 - After touching face or any other unsanitary item or surface
 - After putting hands onto or into potholders
- Gloves are only as clean and sanitary as the hands placed inside
- Must be worn when preparing ready to eat foods
- Must be worn if wearing artificial nails or nail polish, of any kind

Understanding Disease Transmission

