



## 2023 Food Code - Chapter 3717-1-02 Reference Guide Management and Personnel

| Employee Health  |  |
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| <b>Reportable Illnesses:</b> <ul style="list-style-type: none"><li>• Campylobacter</li><li>• Cryptosporidium</li><li>• Cyclospora</li><li>• Entamoeba histolytica</li><li>• Shiga toxin-producing E. coli</li><li>• Giardia</li><li>• Hepatitis A virus</li><li>• Norovirus</li><li>• Salmonella spp.</li><li>• Salmonella Typhi</li><li>• Shigella spp.</li><li>• Vibrio cholerae</li><li>• Yersinia</li></ul>  | <ul style="list-style-type: none"><li>• Person-in-Charge (PIC) must ensure that food employees understand they are required to notify the PIC if they are diagnosed with any of the reportable illnesses.</li><li>• PIC must inform food employees to report to PIC if they were previously diagnosed with Salmonella Typhi within the past 3 months without antibiotic treatment.</li><li>• PIC must notify the local health department (licensor) if a food employee reports they have been diagnosed with a reportable illness.</li><li>• PIC must ensure that a conditional employee reporting diagnosis of a reportable illness is prohibited from becoming a food employee until they meet the criteria to remove a restriction.</li><li>• A restriction or exclusion applied to a food employee diagnosed with a reportable illness may be removed when food employee is released by health care provider or by approval of the licensor.</li></ul> |
| <b>Reportable Symptoms:</b> <ul style="list-style-type: none"><li>• Vomiting</li><li>• Diarrhea</li><li>• Jaundice</li><li>• Sore throat with fever</li><li>• Lesion/infected wound (depending on covering)</li></ul>  | <ul style="list-style-type: none"><li>• PIC must ensure that food employees understand they are required to notify PIC if they have any reportable symptoms.</li><li>• PIC shall ensure that a conditional employee reporting/exhibiting reportable symptom is prohibited from becoming a food employee until they meet the criteria to remove a restriction or exclusion.</li><li>• A restriction or exclusion applied to a food employee who reports/exhibits reportable symptoms may be removed by the PIC when the symptoms have ceased and it was not from a reportable illness.</li></ul>  |
| <b>High Risk Conditions:</b> <ul style="list-style-type: none"><li>• Suspected source of or exposed to a confirmed outbreak</li><li>• Attends or works in a setting of a confirmed outbreak</li><li>• Lives in the same household with a person diagnosed with a reportable illness</li><li>• Lives in the same household with a person who attends or works in a setting of a confirmed outbreak caused by Salmonella Typhi, Shigella spp., E. coli, Hepatitis A virus, or Norovirus</li></ul>  | <ul style="list-style-type: none"><li>• PIC must inform food employees to report to the PIC if they meet any of the high-risk conditions.</li><li>• PIC shall ensure that a conditional employee reporting a high-risk condition is prohibited from becoming a food employee in a food service operation or retail food establishment that serves a highly susceptible population until the criteria are met.</li></ul>  |
| <b>Restrictions and Exclusions:</b> <ul style="list-style-type: none"><li>• <b>Restrict</b> means to limit the activities of a food employee so there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food; clean equipment, utensils, and linens; or unwrapped single-service or single-use articles.</li><li>• <b>Exclude</b> means to prevent a person from working as an employee in a food service operation or retail food establishment, or entering a food service operation or retail food establishment as an employee.</li></ul> |  |

| Personal Cleanliness  | Hygienic Practices   |
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| <ul style="list-style-type: none"> <li>• Keep hands and arms clean</li> <li>• Food employees must properly wash hands:               <ul style="list-style-type: none"> <li>◦ as often as necessary during food preparation;</li> <li>◦ before engaging in food employee duties;</li> <li>◦ after toilet room use;</li> <li>◦ after handling service animal or aquatic animals;</li> <li>◦ after coughing, sneezing, eating, drinking, tissue use, or touching body;</li> <li>◦ after handling soiled equipment/utensils or other activities that contaminate hands;</li> <li>◦ when switching from raw food handling to ready-to-eat food handling;</li> <li>◦ before putting on gloves to work with food;</li> </ul> </li> <li>• Wash hands in hand wash sink or automatic handwashing facility for at least twenty seconds using warm water, hand cleaner.</li> <li>• Hand antiseptics shall be FDA approved and shall only be applied to hands after washing.</li> <li>• Maintain fingernails (nail polish/artificial nails permitted with intact gloves)</li> <li>• No jewelry on hands or arms, except plain ring or medical alert bracelet</li> <li>• Outer clothing shall be maintained clean.</li> </ul> | <ul style="list-style-type: none"> <li>• Eat, drink, and use tobacco only in designated areas</li> <li>• Proper use of closed beverage container permitted</li> <li>• Food employees with discharges from eyes, nose, and mouth may not work with exposed food, clean equipment, utensils, linens, unwrapped single-service or single-use articles</li> <li>• Effective hair restraint for food employees</li> <li>• Food employees may only handle their own service animal, and shall wash hands after contacting animal.</li> </ul> |

## Management and Personnel: Supervision

| Demonstration of Knowledge   | Duties  |
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| <p><b>PERSON IN CHARGE shall demonstrate knowledge by:</b></p> <ul style="list-style-type: none"> <li>• Code compliance (having no critical violations); and</li> <li>• Correctly answering operation specific questions on topics related to foodborne disease prevention, including:               <ul style="list-style-type: none"> <li>◦ Personal hygiene;</li> <li>◦ Actions of PIC in relation to ill employee;</li> <li>◦ Relationship of time and temperature for TCS foods;</li> <li>◦ Hazards in the consumption of raw or undercooked meat, poultry, eggs, and fish;</li> <li>◦ Safe cooking temperatures;</li> <li>◦ Safe cold holding, hot holding, cooling, and reheating parameters;</li> <li>◦ Cross contamination, bare-hand contact, handwashing, operation in clean condition and good repair;</li> <li>◦ Identification of major food allergens;</li> <li>◦ Equipment of sufficient number, capacity, and proper design and installation;</li> <li>◦ Cleaning and sanitizing procedures;</li> <li>◦ Water source and its protection;</li> <li>◦ Poisonous or toxic materials;</li> <li>◦ Explaining HACCP plan;</li> <li>◦ Explaining responsibilities, rights and authorities to those involved; and</li> <li>◦ Explaining diagnoses, symptoms, and high-risk condition reporting responsibilities.</li> </ul> </li> </ul> | <p><b>PERSON IN CHARGE shall ensure:</b></p> <ul style="list-style-type: none"> <li>• Facilities are not operated in a home or living quarters;</li> <li>• Unnecessary persons are not allowed;</li> <li>• Employees and others entering the facility comply with code;</li> <li>• Effective employee handwashing;</li> <li>• Approved food sources and receipt of safe foods;</li> <li>• Non-operating hours food deliveries are safe and properly stored;</li> <li>• Proper cooking of food through monitoring;</li> <li>• Proper cooling of food through monitoring;</li> <li>• Consumers are informed of risk of consuming raw or partially cooked foods of animal origin;</li> <li>• Proper sanitizing of equipment and utensils through monitoring;</li> <li>• Notify self-service consumers to use clean tableware;</li> <li>• No bare hand contact of ready to eat foods by employees;</li> <li>• Employees trained in food safety and food allergen awareness;</li> <li>• Food employees are informed in a verifiable manner of their responsibility to report certain diagnoses, symptoms and high-risk conditions; and</li> <li>• Maintain and implement required written procedures and plans.</li> </ul> |
| Assignment of Responsibility   |   |
| <p><b>PERSON IN CHARGE:</b></p> <ul style="list-style-type: none"> <li>• Shall have applicable knowledge;</li> <li>• Shall be present at FSO/RFE during all hours of operation (except micro-market);</li> <li>• If facility is licensed as risk III or IV operation, shall have manager certification in food protection.</li> </ul>  |   |