



**2019 FOOD CODE – CHAPTER 3717-1-02 REFERENCE GUIDE
MANAGEMENT AND PERSONNEL**

EMPLOYEE HEALTH:	
<p><u>Reportable Illnesses:</u></p> <ul style="list-style-type: none"> • Campylobacter • Cryptosporidium • Cyclospora • Entamoeba histolytica • Shiga toxin-producing E. coli • Giardia • Hepatitis A virus • Norovirus • Salmonella spp. • Salmonella Typhi • Shigella spp. • Vibrio cholerae • Yersinia 	<ul style="list-style-type: none"> • 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. • PIC must inform food employees to report to PIC if they were previously diagnosed with Salmonella Typhi <i>within the past 3 months</i> without antibiotic treatment. • PIC must notify the local health department (licensor) if a food employee reports they have been diagnosed with a reportable illness. • 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. • 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.
<p><u>Reportable Symptoms:</u></p> <ul style="list-style-type: none"> • Vomiting • Diarrhea • Jaundice • Sore throat with fever • Lesion/infected wound (depending on covering) 	<ul style="list-style-type: none"> • PIC must ensure that food employees understand they are required to notify PIC if they have any reportable symptoms. • 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. • 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 a reportable illness.
<p><u>High Risk Conditions:</u></p> <ul style="list-style-type: none"> • Suspected source of or exposed to a confirmed outbreak • Attends or works in a setting of a confirmed outbreak • Lives in the same household with a person diagnosed with a reportable illness • 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 	<ul style="list-style-type: none"> • PIC must inform food employees to report to the PIC if they meet any of the high-risk conditions. • 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.
<p><u>Restrictions and Exclusions:</u></p> <ul style="list-style-type: none"> • Restrict 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 • Exclude 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. 	

2019 FOOD CODE – CHAPTER 3717-1-02 REFERENCE GUIDE: MANAGEMENT & PERSONNEL

PERSONAL CLEANLINESS	HYGIENIC PRACTICES
<ul style="list-style-type: none"> • Keep hands and arms clean • Food employees must properly wash hands: <ul style="list-style-type: none"> – as often as necessary during food preparation; – before engaging in food employee duties; – after toilet room use; – after handling service animal or aquatic animals; – after coughing, sneezing, eating, drinking, tissue use, or touching body; – after handling soiled equipment/utensils or other activities that contaminate hands; – when switching from raw food handling to ready-to-eat food handling; – before putting on gloves to work with food; • Wash hands in hand wash sink or automatic handwashing facility for at least twenty seconds using warm water, hand cleaner. • Hand antiseptics shall be FDA approved and shall only be applied to hands after washing. • Maintain fingernails (nail polish/artificial nails permitted with intact gloves) • No jewelry on hands or arms, except plain ring or medical alert bracelet • Outer clothing shall be maintained clean. 	<ul style="list-style-type: none"> • Eat, drink, and use tobacco only in designated areas • Proper use of closed beverage container permitted • 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 • Wear effective hair restraint for food employees • Food employees may only handle their own service animal, and shall wash hands after contacting the animal.

MANAGEMENT AND PERSONNEL: SUPERVISION

DEMONSTRATION OF KNOWLEDGE	DUTIES
<p>PERSON IN CHARGE shall demonstrate knowledge by:</p> <ul style="list-style-type: none"> • Code compliance (having no critical violations); • Correctly answering operation specific questions on topics related to foodborne disease prevention, including: <ul style="list-style-type: none"> – Personal hygiene; – Actions of PIC in relation to ill employee; – Relationship of time and temperature for TCS foods; – Hazards in the consumption of raw or undercooked meat, poultry, eggs, and fish; – Safe cooking temperatures; – Safe cold holding, hot holding, cooling, and reheating parameters; – Cross contamination, bare-hand contact, handwashing, operation in clean condition and good repair; – Identification of major food allergens; – Equipment of sufficient number, capacity, and proper design and installation; – Cleaning and sanitizing procedures; – Water source and its protection; – Poisonous or toxic materials; – Explaining HACCP plan; – Explaining responsibilities, rights and authorities to those involved; and – Explaining diagnoses, symptoms, and high-risk condition reporting responsibilities 	<p>PERSON IN CHARGE shall ensure:</p> <ul style="list-style-type: none"> • Facilities are not operated in a home or living quarters • Unnecessary persons are not allowed • Employees and others entering the facility comply with code • Effective employee handwashing • Approved food sources and receipt of safe foods • Non-operating hours food deliveries are safe and properly stored • Proper cooking of food through monitoring • Proper cooling of food through monitoring • Consumers are informed of risk of consuming raw or partially cooked foods of animal origin • Proper sanitizing of equipment and utensils through monitoring • Notify self-service consumers to use clean tableware • No bare hand contact of ready to eat foods by employees • Employees trained in food safety and food allergen awareness • Food employees are informed in a verifiable manner of their responsibility to report certain diagnoses, symptoms and high-risk conditions • Maintain and implement required written procedures and plans • Written clean up procedures for vomiting/diarrheal events.
ASSIGNMENT OF RESPONSIBILITY	
<p>PERSON IN CHARGE:</p> <ul style="list-style-type: none"> • Shall have applicable knowledge; • Shall be present at FSO/RFE during all hours of operation (except micro-market); • If facility is licensed as risk 3 or 4 operation, shall have manager certification in food protection. 	