

# Food Safety Manual



**Public Health**  
Prevent. Promote. Protect.  
Cambridge-Guernsey County

326 Highland Ave.  
Cambridge, OH 43725  
740-439-3577 Phone  
740-432-7463 Fax

**Follow these  
food safety  
protocols  
to protect  
the public's  
health.**

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# RISK CLASSIFICATION

## Risk Level I

**MAIN CONCERNS:** Sanitation, labeling, sources, storage practices, expiration dates

- Non-time/temperature control for safety foods beverages (coffee, self-serve fountain, packaged)
- Pre-packaged non-time/temperature control for safety foods
- Pre-packaged refrigerated and/or frozen time/temperature control for safety foods
- Baby food or formula

## Risk Level II

**MAIN CONCERNS:** Level I; hand contact, employee health; minimal possibility of pathogen growth

- Baking of non-time/temperature control for safety foods
- Manufacturing of confectionary products
- Bulk displays of unwrapped non-time/temperature control for safety foods
- Re-packaging of non-time/temperature control for safety foods prepared elsewhere
- Warming food from a commercially processed hermetically sealed container and immediately handled for retail sale or service
- Maintaining hot potentially hazardous foods at proper holding temperature until handled for sale or service if received at 135° F or above
- Bagging of ice for retail sale
- Preparation and/or service of non-time/temperature control for safety foods only
- Hand dipping frozen desserts; frozen dessert dispenser
- Prepackaged, individually portioned foods received from a licensed operator or off-premise processor and served cold or heated individually for immediate service
- Receiving food from a licensed operation or off- premise processor in bulk quantities and maintained/served at the same temperature as received

## Risk Level III

**MAIN CONCERNS:** Level 1 and 2; proper cooking, cooling, holding; contamination; heat treatment

- Handling, cutting, or grinding raw meat products
- Cutting or slicing lunch meats or cheeses
- Assembling or cooking time/temperature control for safety foods that is immediately served, held hot/cold, or cooled
- Cook/serve, cook/cool, cook/hot hold, cook/cool/cold hold
- Operating a heat treatment dispensing freezer
- Heating product from a hermetically sealed package and holding hot
- Cook, cool, add additional raw ingredients, cold hold
- Reheating in individual portions only
- Canning, bottling, reduced oxygen packaging, smoking for preservation, juice pressing, brewing of alcoholic beverages, custom processing


## Risk Level IV

**MAIN CONCERNS:** Level 1, 2, 3; several preparation steps and temperature control is needed; special processes

- Cook/cool/reheat/hot hold; cook/hold/cool/reheat (with or without additional ingredients)
- Time in lieu of temperature
- Transports time/temperature control for safety foods as a caterer
- Serves primarily a high-risk clientele (immune-compromised or elderly in a health care/assisted living facility)
- Offers raw potentially hazardous meats, poultry, fish or foods containing these items
- Cooking below required minimum temperatures
- Selling of oysters, clams, or mussels from a live shellfish tank
- Freezing for parasite destruction
- Any process which requires a variance from Ohio Department of Health (ODH) or Ohio Department of Agriculture (ODA), or deviates from the Food Code
- Reheat bulk quantities of food items more than once every 7 days

# REQUIRED DOCUMENTS

Keep at your facility.

 <b>Ohio</b> Department of Health	<b>Food Service Operation License</b>
Audit Number: LLED-CP3LFP	License No. LLED-BCUGKA
Licensor Cambridge Guernsey County Health Department, 326 Highland AVE, CAMBRIDGE, OH, 43725	
Name of Facility/License Holder Taco Bell [REDACTED], Charter Foods North LLC	
Address/City/State/Zip [REDACTED], Cambridge, OH, 43725	
Category / Descriptive Commercial FSO < 25000 sq. ft. - Risk Level III	

This license has been issued in accordance with the requirements of Chapter 3717 of the Ohio Revised Code and is subject to revocation or suspension for cause and is not transferable without consent of the licensor.

**This license shall expire on March 1, 2024**

If this is a mobile food service operation, the license is not valid unless pertinent information appears on the reverse side.

13-Feb-2023  
Date

Health Commissioner

HEA 5305 (Rev. 04/13)      This license must be displayed in a conspicuous place at the location      Ohio Department of Health

## 2 Employee Trainings

### MANAGER CERTIFICATE IN FOOD PROTECTION

- After passing an approved course (Ex: ServSafe®), apply through ODH.
- One managerial staff member must have this certificate if facility is Risk level 3 or 4.



### PERSON-IN-CHARGE (PIC) LEVEL 1 CLASS

- Online training Ex: ServSafe®.
- One person per shift needs the Level 1 class.
  - If facility is Risk Level 3 or 4, the Level 1 employee must be present any time the person with the ODH Manager Certificate in Food Protection is not present.

**PIC:** Employee who is responsible for the facility at the time of inspection



### 3 Employee Illness Policy

- All employees that make food need to sign a copy. The signatures must be seen at all inspections.
- Stay home if you are sick.

The purpose of this agreement is to inform food employees and conditional employees (potential employee to whom a job offer is made) of their responsibilities to notify the (PIC) when they experience any of the listed conditions so that the PIC can take action to prevent the transmission of foodborne illness. This is only for Risk Level II, III, and IV facilities. Risk Level I are not required to have an employee illness policy. A food employee or conditional employee must report information such as the date when illness symptoms or an illness first started, or of an illness diagnosis with no symptoms. (See page 74 for full agreement)

**FRANKLIN COUNTY PUBLIC HEALTH DEPARTMENT**

**Food Employee or Conditional Employee Reporting Agreement**

**Franklin County Public Health**  
3800 Grand Street  
Columbus, Ohio 43201-4444  
614.221.2100 (ext. 2100)

**I AGREE TO REPORT TO THE PIC:**  
Any of the following symptoms, either while at work or outside of work, including the date that the symptoms first started:

1. Nausea
2. Vomiting
3. Jaundice (yellowing of the eyes or skin)
4. Sores in or on the mouth
5. A lesion containing pus or other exudate, infected wound on the hands, wrists, exposed portions of the arms or other parts of the body (unless the lesion is protected by disposable gloves or a dry, tight-fitting bandage).

**If a health care provider has diagnosed me with any of the illnesses listed below, the PIC must notify Franklin County Public Health when a food employee is diagnosed with any of these illnesses or conditions:**

**A) Any of the following illnesses:**

1. Campylobacter	7. Hepatitis A
2. Clostridium	8. Norovirus
3. Cyclospora	9. Salmonella spp.
4. Enterococci faecalis	10. Salmonella Typhi
5. Shiga toxin-producing Escherichia coli (STEC)	11. Shigella
6. Shigella	12. Vibrio cholera
	13. Yersinia

**B) Any other illness that was diagnosed by a health care provider, within the past three months due to Salmonella typhi (without having received antibiotic therapy).**

**C) 1. If on the suspected cause of, or exposed to a confirmed disease outbreak;**  
**2. Attend or work in a setting where there is a confirmed disease outbreak;**  
**3. Live in the same household with a person diagnosed or**  
**4. Live in the same household with a person who attends or works in a setting of a confirmed outbreak; if any of the following:**

1. Norovirus within the past forty-eight hours of the last exposure.
2. Shiga toxin-producing Escherichia coli (STEC) within the past ten days of the last exposure.
3. Shigella spp. within the past four days of the last exposure.
4. Salmonella Typhi within the past fourteen days of the last exposure.
5. Hepatitis A within the past thirty days of the last exposure.

**Not a conditional employee:**  
**I am becoming a food employee and understand that I will not become a food employee until excluded or restricted as they apply to the employee or am diagnosed with any of the illnesses that are listed.**  
**I am becoming a food employee in an operation that serves a highly susceptible (define highly susceptible) unit, exclusion or restriction if they report a high-risk condition or any of the illnesses listed in the paragraph.**  
**I shall permit the director of food employees that exhibit any of the early listed symptoms.**  
**I shall permit the director or exclude a food employee from the job if they have been diagnosed with any of the illnesses previously listed.**  
**I may receive an exclusion or restriction due to an illness diagnosis if that employee is employed by a health-care provider as approved by the County Public Health. The PIC may remove a restriction if it was due to early listed symptoms, if the symptoms have ceased and the symptoms not been one of the illnesses previously listed illnesses.**

**I agree to the employee from working in the operation or assisting the employee.**  
**I agree to the employee from working with clean equipment, utensils, linens or service articles.**

**I understand the requirements concerning my exclusion or restriction as outlined in the Franklin County Uniform Food Safety Code. I understand that failure to comply with the agreement could lead to action by my employer or Franklin County to inspect my employment or involve legal action against me.**

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 SIGNATURE OF FOOD EMPLOYEE OR PIC

\_\_\_\_\_  
 SIGNATURE OF PUBLIC HEALTH OR PIC

For more information, please visit [www.myspokane.org](http://www.myspokane.org) or call the Food Safety Program at (509) 326-3144.



## 4 Responding to a Vomit or Diarrhea Incident

**BACKGROUND INFORMATION:** When the food service operation or retail food establishment experiences a bodily fluid exposure incident, immediate precautions should be taken. The risk of exposure to food equipment, staff, and consumers can be reduced if a proper clean-up plan is followed. Use the following steps as a guideline to help reduce the impact of a bodily fluid exposure incident.

1. **DESIGNATE STAFF:** You should designate staff members who will be responsible for the cleanup of a bodily fluid incident. The staff members should be aware of these procedures and knowledgeable in how to wear Personal Protective Equipment (PPE), and the proper cleanup procedure for a bodily fluid exposure incident.
2. **PREPARE A CLEANUP KIT:** The cleanup kit is the first major component when dealing with a bodily fluid exposure incident. The kit should contain at minimum the following items:
  - i. Personal Protective Equipment
    1. Disposable Medical Gloves
    2. Shoe Coverings
    3. Eye Protection
    4. Apron/Gown
  - ii. Cleaning Supplies
    1. Sealable plastic bags or a biohazard bag
    2. Paper Towels
    3. Scoop
    4. Disinfectant
    5. Absorbent powder (cat litter, sand, or commercial absorbent powder)
3. **CLEAN THE INCIDENT SITE AND THE SURROUNDING AREAS:** Use the following approved cleanup procedure to remove the bodily fluid and disinfect the surrounding areas.

### CLEANUP PROCEDURES

1. When followed properly, the cleanup procedures will help reduce the immediate risk of further contamination.
2. Put on all necessary PPE. Ensure that all exposed areas of the face and hands are protected from possible contamination.
3. Contain the fluid. Use disposable towels and absorbent powder to cover the fluid.

4. Sanitize the entire contaminated area. Use a bleach solution of at least 5000 ppm for surfaces up to 25 ft away from incident. This includes all counters, doors, equipment, and utensils. To prepare the 5000 ppm solution, use 1-2/3 cups of unscented bleach to one gallon of water.
5. Remove the bodily fluid. Use a scoop and dust pan to ensure that all disposable towels, absorbent powder is removed from the area. Be careful to prevent further contamination. Dump all waste into a secured biohazard or plastic bag.
6. Clean the area with warm soapy water. If a mop head is used, ensure that the mop head is properly cleaned and sanitized prior to reuse. Dump any additional disposable towels, absorbent powder into the biohazard or plastic bag.
7. Discard any exposed food within 25 ft of the incident site.
8. Dispose of the first pair of gloves by removing the gloves at the wrist and then pull down to remove the gloves inside out. Wash hands with warm soapy water for at least 25 seconds before putting on a new pair of gloves.
9. Saturate the area with the bleach solution (5000 ppm) for at least 5 minutes. Be sure to properly ventilate the area to prevent the buildup of toxic fumes.
10. Cleanup the bleach solution by using disposable paper towels. Ensure that all surfaces are clean and any excess bleach solution is removed from the surrounding surfaces.
11. Remove all PPE in a method to reduce recontamination. Place all PPE items in the plastic bag. Seal the bag. Discard the bag in a safe manner.
12. Thoroughly wash hands.

### BLEACH SOLUTION CONCENTRATIONS

Bleach Solution (5.25%)-Household Unscented Bleach	Concentration
1:10 (1-2/3 Cups Bleach to 1 gallon of water)	5000 ppm
1:250 (1 tablespoon Bleach to 1 gallon of water)	200 ppm

### EXAMPLES OF AREAS TO DISINFECT

- Faucets
- Cooler handles
- Doorknobs
- Toilets
- Hand rails
- Table/counter surfaces
- Surrounding floor area
- Booths
- Tables
- Chairs
- Utensils
- Food equipment

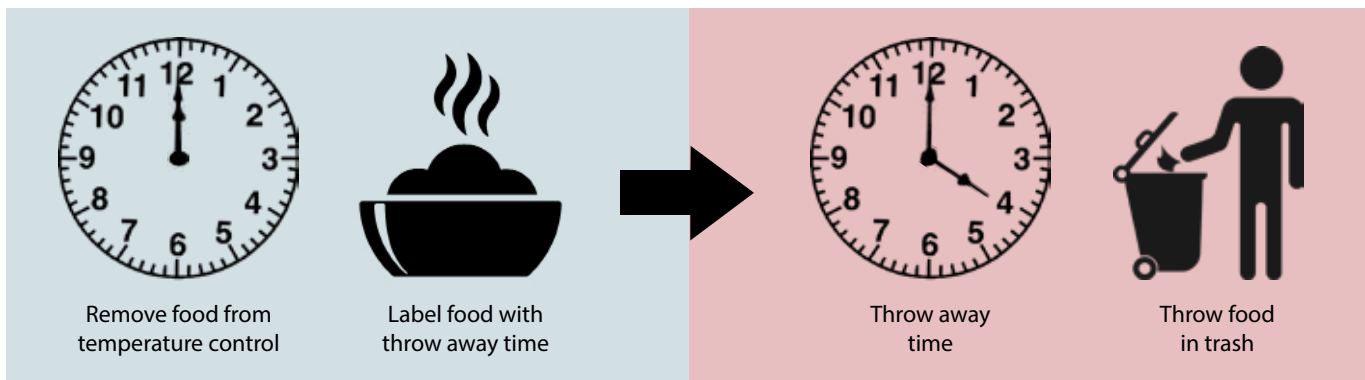
## BODILY FLUID KIT

- A premade kit may be purchased to clean up bodily fluid messes.
- Ensure the chemical sanitizer in your kit states it kills Norovirus.



# TIME AS A PUBLIC HEALTH CONTROL

- Use when you want to leave food out of temperature. (Not at 41° F or 135° F)
- Food must be thrown away after 4 hours.



## EXAMPLE POLICY

(See page 76 for full policy)

Insert facility name here

Operator's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ has a policy of displaying or storing specific perishable food items [time/temperature controlled for safety] at temperatures between 41° F and 135° F for culinary reasons. Foods displayed or stored out of refrigeration or below the minimum hot holding temperature include:

- **LIST YOUR FOODS** that will be displayed or stored between 41° F and 135° F (Temperature Danger Zone). This policy only applies to specific foods that are listed in advance.

Time without temperature control may be used to display or store the previously listed food items, but these foods are never held at temperatures between 41° F and 135° F for more than 4 hours. When time without temperature control is used as the public health control up to a maximum of four hours the following procedures will be implemented to comply with rule 3717-1-03.4 (j) of the Ohio Food Code.

- The food shall have an initial temperature of 41° F or less when removed from refrigeration or 135° F or above when removed from hot holding.
- The food shall be marked with the date and time that it is removed from cold / hot temperature control and the time that it will be thrown away (four hours from when it is removed from temperature).
- The food shall be cooked and served, served at any temperature if ready-to-eat or thrown away within four hours from the point in time when it is removed from temperature control.
- Any food in unmarked containers or marked to exceed the four hour time limit will be thrown away.

These procedures will be discussed with all employees that handle food to ensure that they understand the safe food handling practices that are necessary to prevent food borne illnesses.

These procedures will be strictly enforced to prevent the sale or use of any foods that have been displayed or stored at temperatures above 41° F or below 135° F for more than four hours.

These procedures will only apply to foods that are identified in advance and held out of refrigeration or below the minimum hot holding temperature for specific culinary reasons.

We at \_\_\_\_\_ understand the important role that proper temperature control plays in preventing food borne illness and carefully monitor the use of these procedures to ensure the safety of the foods we sell. This policy will only apply to select foods that require special handling and is not standard practice for all of the foods that we prepare and sell.

Insert facility name here

## PEST CONTROL



Mice and cockroaches are pests that can spread diseases to people. To prevent pests, remove spills, food and places where pests live. You must hire a licensed pest control company to get rid of pests. Do not remove them on your own.

## DUMPSTER AREA

- Keep trash areas clean from food and spills.
- Keep grease bins clean.
- Do not allow grease bins to become dirty as this may attract pests.
- Doors/windows should stay closed. If opened, they need to have a screen and the seals should have no gaps.





# HARBORAGE



Do NOT reuse cardboard. It contains bacteria (germs) that can make people sick.

Also, cockroaches like to live in cardboard.

Remove unnecessary items that attracts pests.



# WASH HANDS



1. WET
2. LATHER
3. SCRUB FOR 20 SECONDS
4. RINSE
5. DRY

## WASH HANDS BEFORE

- Putting on gloves
- Touching food
- Starting a new task

## WASH HANDS AFTER

- Using the restroom
- Bussing dirty dishes
- Leaving and returning to the kitchen
- Taking out the trash
- Handling chemicals
- Handling raw meat, poultry or seafood
- Eating or drinking
- Touching hair, face or body
- Handling money
- Sneezing or coughing



## HAND SINK REQUIREMENTS



- Soap, disposable paper towels, and handwashing sign must be at all handwashing sinks.
- Wash hands in this sink ONLY.
- Water needs to be at 100° F.
- Do not wash hands at the three-compartment sink.
- Do NOT store or wash equipment in the handwashing sink.

## GLOVE USE



- Use gloves or a utensil to handle ready-to-eat foods.
- Do not use latex gloves.
- Change gloves if they become ripped, torn, or contaminated. Gloves may get contaminated in the bathroom, while smoking, coughing, sneezing, and in between preparing raw and cooked foods. Wash and dry hands properly before putting on new gloves.

### **READY-TO-EAT FOODS:**

Foods that can be eaten safely without any preparation.



# HAIR CONTROL

- Keep hair out of food by these methods.





## EATING AND DRINKING

- Employees should eat and drink in designated areas.
- Store personal food away from customer food and equipment.



## PERSONAL ITEMS

- Keep all personal items away from food and equipment. Keys, phones, clothing, and other items may contaminate work areas.



## EMPLOYEE HYGIENE

- Do not work with excessive sneezing, coughing or runny nose.

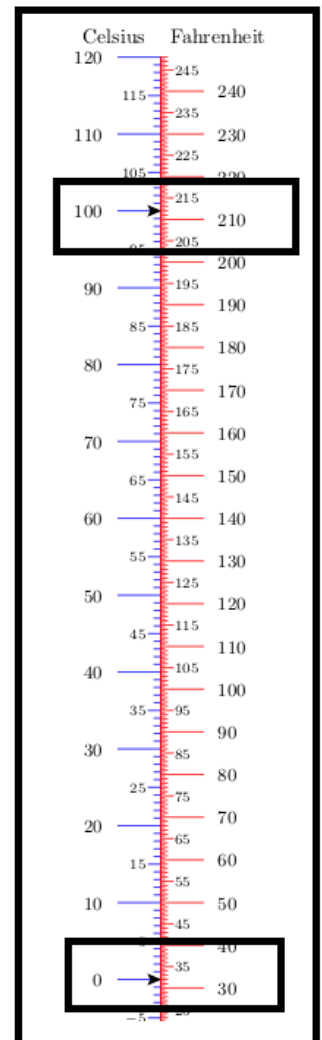


## TEMPERATURE

You may use degrees Celsius. The health inspectors will use temperatures in degrees Fahrenheit. You should know the safe temperatures in the degree Fahrenheit scale.

### DANGER ZONE

- Do not store food between **41° F and 135° F.**
- Bacteria grow faster at these temperatures.



# TIME/TEMPERATURE CONTROL (TCS) FOR SAFETY FOOD

Germs grow easier and faster on some foods than others. These foods are called TCS foods. Time and temperature are used to control the growth of bacteria on these foods. Examples are:



Milk and dairy products



Shell eggs (except those treated to eliminate Salmonella spp.)



Meat: beef, pork and lamb



Poultry



Fish



Shellfish and crustaceans



Baked potatoes



Heat-treated plant food, such as cooked rice, beans and vegetables



Tofu or other soy protein  
Synthetic ingredients, such as textured soy protein in meat alternatives



Sprouts and sprout seeds



Sliced or cut melons, tomatoes and leafy greens



Untreated garlic-and-oil mixtures



## FOOD PREPARATION

- Do not set out any extra food that you do not have time to prepare. Only take out what you need.



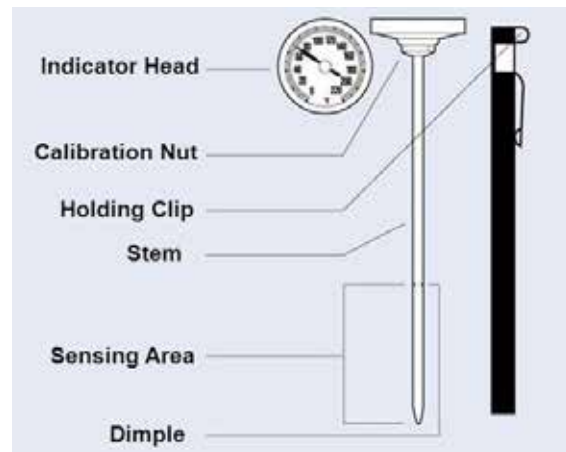
## READY-TO-EAT FOODS

- Foods that can be eaten safely without any preparation.





# THERMOMETER



## CALIBRATE THERMOMETER

Thermometer must be adjusted for accuracy. Calibrate means to adjust the thermometer to make sure it is reading the correct temperature.

Thermometers need to be calibrated every week to make sure the temperature readings are always accurate.

- Use either ice and water, or boiling water.
- Adjust thermometer to make sure it reads 32° F in ice cold water or 212° F in boiling water.
- Replace any digital thermometers that are not accurate.

- Clean probe after each use. Do not get the display wet.
- The thermometer should measure cold and hot temperatures.
- Put the probe in the thickest part of the food.
- Push the probe in deep enough to reach the sensor or dimple.

## RECEIVING FOOD

- Make sure cold TCS\* foods are moved to the refrigerator right away. Take the temperature of the TCS food items.
- Cold TCS foods must be received at 41° F or below.
- Raw hard-shell eggs can be received at 45° F.
- Milk can be received at 45° F, but must be cooled to 41° F within 2 hours.

## COLD HOLDING

- Must be 41° F or lower.
- Raw hard shell eggs can be held at 45° F or below.
- Keep a thermometer in the coolers to make sure foods stay cold.



\*TCS = Time/Temperature Control for Safety Food (see page 20)

## FOOD STORAGE

- Never store uncovered food in a cooler or freezer.
- Store food in a closed food safe container to prevent contamination.
- Never store food in a single-use box.








## RAW MEAT STORAGE

- Always store raw food below ready-to-eat food in this order from top to bottom:
  - Ready-to-eat foods
  - Raw seafood
  - Raw whole meats
  - Raw ground meats
  - Raw poultry

TOP



BOTTOM

	Ready to eat foods
	Raw fish & eggs
	Raw steaks, roasts & pork
	Raw ground meat & tenderized meat
	Raw poultry

## RAW MEAT SOURCE

- Buy from a safe licensed source.
- Do not wash raw chicken. It spreads bacteria.





# THAWING FOOD

## THAWING TCS FOODS

- Food cannot go above 41° F.
- Place frozen food in cooler to thaw to 41° F OR place food under running cold water in sink.
- Never thaw food in hot water or at room temperature.



## THAWING FROZEN REDUCED OXYGEN PACKAGING (ROP) FISH

- Fish must be wrapped in plastic.
- Thaw fish in a cooler.
- Cut a slit in the plastic to let air in.



## WASHING PRODUCE

- Wash all raw fruits and vegetables before cutting.
- Wash with water in the prep sink.
- You may use vegetable wash if you have the proper test strips.



## CUTTING BOARDS

- They must be washable.
- They should not have deep cuts.
- Wash after cutting each food item and before moving to a different food.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry and seafood.



## COOKING TEMPERATURES

# “Is it done yet?”

You can't tell by looking.  
Use a food thermometer to be sure.

### USDA-Recommended Safe Minimum Internal Temperatures



**145° F**

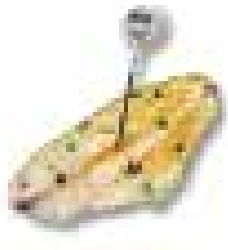
**WHOLE**

Beef, Pork, Veal,  
Lamb, Steaks,  
Roasts & Chops



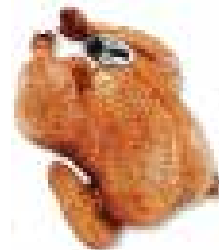
**145° F**

Egg Dishes



**145° F**

Fish  
Shellfish



**165° F**

**WHOLE, PIECES  
& GROUND**

Turkey, Chicken,  
Duck



**155° F**

**GROUND**

Beef, Pork,  
Veal, Lamb





## REHEATING LEFTOVERS

- Heat to 165° F.
- Make sure to stir food. Heat evenly.
- Use cooking equipment.
- Never reheat using the steam table.
- Food must be 135° F or higher before placing on the steam table.

## HOT HOLDING



- Food must be kept at 135° F or higher

## COOLING FOODS



- 135° F to 70° F within 2 hours



- 70° F to 41° F within next 4 hours

## COOLING METHODS



- Stir product every hour.
- Metal containers are the best.
- Use thin pans.
- Fill containers halfway.
- Leave the lids off while cooling.



Use an  
ice wand.



Use an  
ice bath.



Use a blast  
chiller or walk-in  
cooler.

- Never cool using the cold line.
- Food must be 41° F or lower before putting on the prep table.

# DATE MARKING



- Always date mark TCS foods with a 7-day discard date.
- Put a sticker on the container of food to know when to throw it away.
- If custard is made on 12/9, it must be thrown away on 12/15 following the 7-day discard date. If the custard is used for a dessert on 12/12, the dessert must be thrown away on 12/15 since you must go off the oldest ingredient in the food to prevent people from getting sick.





## PACKAGED FOOD LABELS



### Chocolate Chip Cookies

PickYourOwn.org Cookies Co.,  
456 Elm St. Jefferson City, MO 6510

Ingredients: Enriched flour (wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin, folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), soy, lecithin (as an emulsifier), sugar, eggs, salt, natural vanilla extract, baking soda.

Net Wt. 3oz (89g)

Contains wheat, eggs, milk, soy

- Common name of food
- Address and name of facility
- List of ingredients by predominance (greatest to least)
- Allergens
- Net weight

## LABELING WORKING CONTAINERS

- Label food containers with common names.
- Stickers, tags, or markers can be used.



# ALLERGENS



## COMMON FOOD ALLERGENS

- Milk
- Wheat
- Soybeans
- Egg
- Peanuts
- Fish (such as bass, flounder, or cod)
- Tree nuts (such as almonds, pecans, or walnuts)

## COMMON FOOD ALLERGY SYMPTOMS



Itchy Rash



Vomiting



Nausea or  
stomach ache



Shortness of Breath /  
Wheezing



Diarrhea



Swelling

**IN SEVERE CASES, ALLERGIC REACTIONS MAY CAUSE DEATH.**

## CONSUMER ADVISORY

- Your menu must have this consumer advisory if you serve raw or undercooked foods. The advisory should say:  
“Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”

**CONSUMER ADVISORY**  
CONSUMING RAW OR UNDERCOOKED  
MEATS, POULTRY, SEAFOOD, SHELLFISH,  
OR EGGS MAY INCREASE RISK OF  
FOODBORNE ILLNESS ESPECIALLY IF YOU  
HAVE CERTAIN MEDICAL CONDITIONS.

## SAFE HANDLING INSTRUCTIONS

- These instructions are required for all packaged raw meat and poultry.

### Safe Handling Instructions

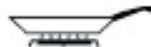
This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.



Keep refrigerated or frozen.  
Thaw in refrigerator or microwave.



Keep raw meat and poultry separate from other foods.  
Wash working surfaces (including cutting boards),  
utensils, and hands after touching raw meat or poultry.



Cook thoroughly.



Keep hot foods hot. Refrigerate leftovers  
immediately or discard.

# HOMEMADE FOOD



- You CANNOT sell food made at home.

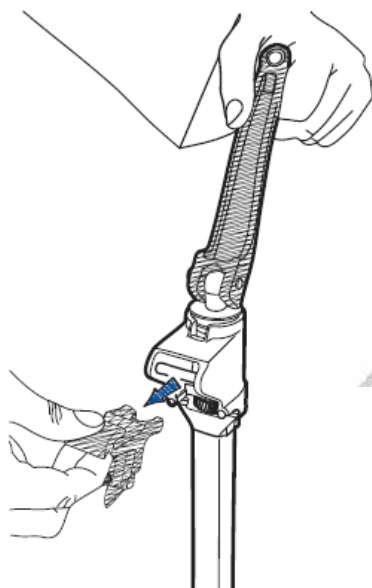
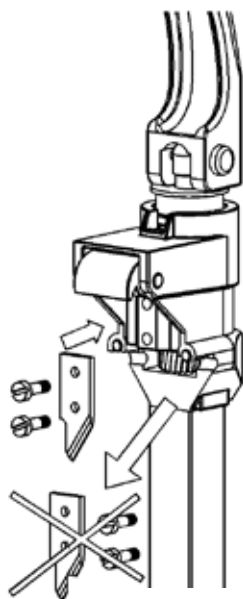


- Food must be made at a licensed facility.



## CAN OPENER

- Use a can opener with a blade that can be removed for cleaning.



## DENTED CANS

- Do not use swollen, rusty or dented cans.



## EQUIPMENT



- Must be commercial.
- No home-use equipment.

### CLEANABILITY OF EQUIPMENT AND UTENSILS:

- Equipment needs to be able to be cleaned.
- If you can't get residue off the equipment, it needs to be replaced.
- Do not use tin foil or cardboard on shelving.
- Scissors must come apart for cleaning.



## SINGLE-USE ITEMS



- Utensils and bulk food containers are made to be used once and discarded.
- Examples include: wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tubs, bread wrappers, pickle barrels, ketchup bottles, and number 10 cans.

## STORAGE



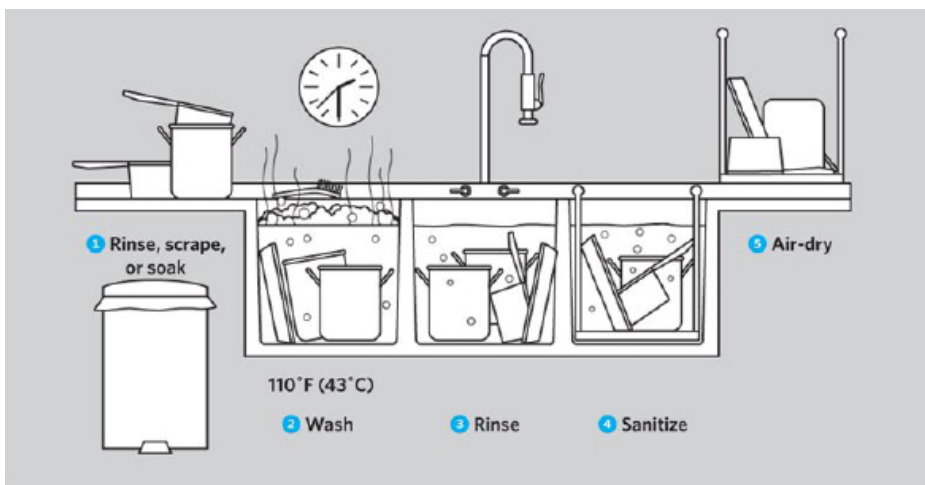
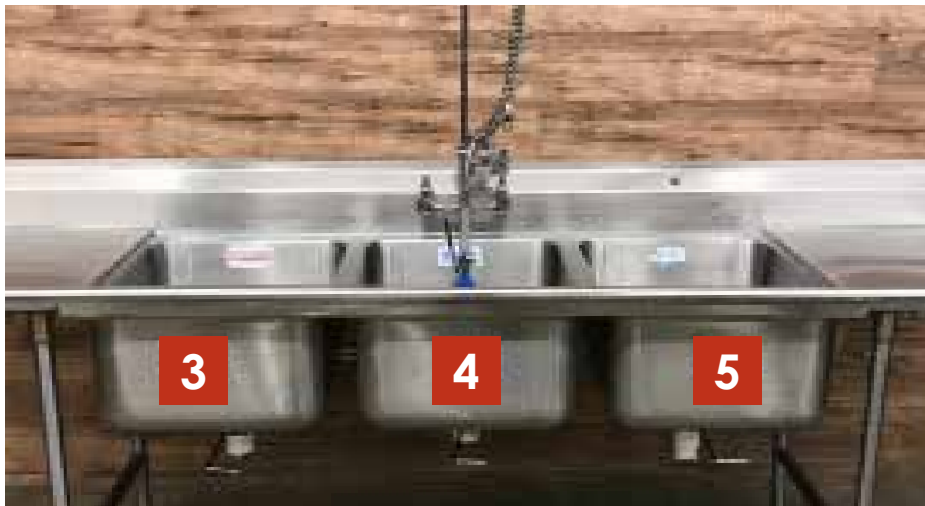
### DRY STORAGE

- Keep single-use items, equipment and food 6 inches (15 cm) above the floor.
- Do this even if the items are in a box.

### EQUIPMENT STORAGE

- Store in a clean area to prevent ill customers.
- Utensils such as knives or tongs, should be switched out or cleaned and sanitized every 4 hours.
- Do not store utensils in a bucket of water.

## THREE-COMPARTMENT SINK CLEANING SET UP



1. Wash your hands.
2. Clean and sanitize each compartment.
3. Fill the left compartment with hot water and soap.
4. Fill the middle compartment with hot water.
5. Fill the right compartment with warm water and a sanitizer such as quaternary ammonium or chlorine sanitizer.



# CHLORINE SANITIZER

1. Sodium Hypochlorite must be listed in the ingredients. Do not use scented bleach.
2. Add one teaspoon chlorine/bleach at 5% per one gallon of water and mix.
3. Tear off two inches of the test strip. Dip the test strip into the sanitizer for one second.
4. Compare the test strip to the color chart.
5. Need to be at 50 ppm or higher.



**TEST STRIPS HAVE EXPIRATION DATES.  
REPLACE WHEN EXPIRED.**

**KEEP TEST STRIPS DRY. THROW THEM  
AWAY IF THEY GET WET.**





# QUATERNARY AMMONIUM SANITIZER



1. Quaternary ammonium must be listed in the ingredients.
  - a. If using the tablet form, drop the tablet in the water. The tablet will dissolve.
  - b. If using the liquid quaternary ammonium sanitizer, follow the directions for the correct water to quaternary ratio.
2. Wait for the foam to disappear.
3. Tear off about two inches of test strip. Dip the test strip into the sanitizer water and hold for 10 seconds. (Follow directions on test strips; some may require more than 10 seconds.)
4. Compare the test strip to the color chart.
5. Check your sanitizer to see if it should be within 200-400 ppm OR 150-400 ppm.
6. If sanitizer is from a pump and does not test within the range, contact your chemical company.



# CLEANING EQUIPMENT



Always use a three-compartment sink with a grease trap to wash dishes.

1. Scrape or pre-rinse.
2. Wash dishes in the first sink. Do not use sponges. Use a wash cloth or scrub brush.
3. Rinse dishes in the middle sink. All soap must be removed from the equipment. Refill water as needed.
4. Sanitize dishes in the third sink. Utensils need to be fully covered in the sanitizer solution for at least 1 minute.
5. Air dry all sanitized dishes on the adjoining drain board. **Do not towel-dry dishes!**



**WASH YOUR HANDS AFTER HANDLING DIRTY DISHES AND BEFORE HANDLING CLEAN ONES.**



## MANUALLY DESCALING DISHWASHER



Descal your dishwasher once a month. This can be done manually if your dishwasher does not have a descale cycle. Scale is a white build-up that is caused by build-up of minerals in your water.

1. Drain the water.
2. Remove the pump from the soap (detergent) and run the machine as many times as it takes to pump out the soap in the tube.
3. Add the correct amount of descale chemical.
4. Close the door to begin the cycle. Run it for 30 seconds and then open the door.
5. Let it set for 15-20 minutes.
6. Close the door to finish the cycle.
7. Reinsert the soap (detergent) tube.
8. Prime the soap (detergent) to ensure it will enter the machine to clean the dishes.
9. Drain and refill it twice before washing any dishes.

# AUTOMATIC DESCALE CYCLE



[photo credit: acsmt.com]

1. Drain water.
2. Select the descale cycle.
3. Close door to start. Open door when prompted to add descale chemicals per label.
4. Drain and refill two times before using to clean dishes.

# DISHWASHER



- The data plate must be on the machine that states the required temperatures for the wash and rinse steps.
- Ensure the thermometers and pressure gauges are working.
- Clean the inside of the machine as needed.
- Dishes will still need to be prewashed.





## LOW HEAT CHEMICAL DISHWASHER

- The most common used chemical sanitizer is chlorine.
- Soap (detergent), rinse aid and sanitizer will need to be pumped into the dishwasher.
- Keep sanitizer test strips on site to match the sanitizer. To test the sanitizer, put some dishes through the machine and place a test strip on the wet dishes after the dishwasher has run its cycle. If the sanitizer is not at the correct range, check the sanitizer container to see if it is empty. If it still has sanitizer in it, contact chemical company.



## HOW TO PRIME SANITIZER OR SOAP (DETERGENT)

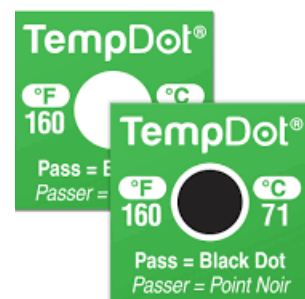
If you replace an empty chemical container, you will need to prime the new container of sanitizer or soap (detergent).

- If the tube is empty, no soap is entering dishwasher.
- Run the dishwasher or hold the prime button.
- Stop once you can see the detergent going down the tube with the air bubble.

## HIGH TEMPERATURE DISHWASHER

High temperature dishwashers use hot water to sanitize instead of chemicals.

- Uses hot water to sanitize instead of chemicals.
- You will need temperature stickers or a maximum temperature thermometer to test the temperature daily.
- Put sticker on a dish and run through the dishwasher.
- It will change colors if it reaches the correct temperature.





## MAXIMUM TEMPERATURE THERMOMETER

- Place the thermometer in the dishwasher and run through a cycle to test the temperature.
- The dishwasher must reach 160° F or above.

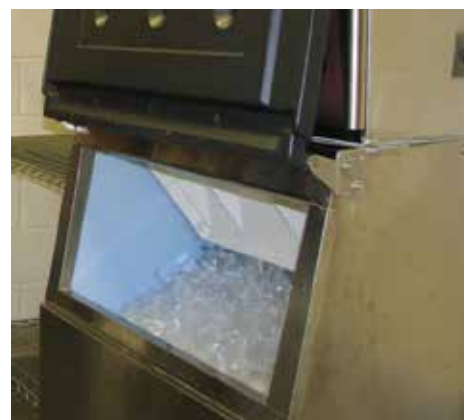


## WIPING CLOTHS

- Store wiping cloths in sanitizer bucket when not in use.
- Make the sanitizer solution just like you do for washing utensils in the sink.
- Keep the buckets off of the floor.

## ICE CHUTE AND ICE MAKERS

- Clean ice makers frequently (per the manufacturer instructions) to prevent mold build-up in the chutes of the ice makers and the inside of the ice makers and their bins.



# MEAT SAW CLEANING

Clean the meat saw before and after using it.



## 1. TO BEGIN CLEANING, UNPLUG THE MACHINE.

## 2. REMOVE THE FOLLOWING

- a. Upper cover
- b. Lower cover
- c. Scrap bin
- d. Table left/right hand
- e. Scrap tray
- f. Column guard
- g. Pully wiper and blade scrapers
- h. Lower blade guide
- i. Saw blade
- j. Upper guide and blade assembly
- k. Upper and lower pulleys



[photo credit: Healthy World]



**3. THE REMOVED PARTS MUST BE CLEANED THROUGH THE 3 COMPARTMENT SINK.**

**4. WASH, RINSE AND SANITIZE THE BASE UNIT.**

**5. YOU CAN USE A HOSE. AIR DRY.**

**6. REASSEMBLE.**

## PLUMBING



- The food preparation sink must have an air gap.

## CHEMICAL SPRAY BOTTLES



- Write the name of the chemical on the outside of the spray bottle.
- Store spray bottles underneath food and utensils to keep the chemicals from spilling on them.

## HOT WATER TANK CAPACITY

- Hot water tank must make enough hot water to wash utensils and hands in facility every day.



# WATER INTERRUPTION GUIDELINES

If water service is interrupted due to an emergency, an assessment is required that includes (but is not limited to) the following factors:

- A. The complexity and scope of food operations
- B. The onset and duration of the emergency event
- C. The impact on other critical infrastructures and services
- D. The availability of alternative procedures that can be used to meet Food Code and Food Law requirements

The facility is responsible for conducting both initial and ongoing assessments to ensure consistent compliance with food safety requirements.

The following are temporary alternative procedures that can be taken to address specific affected operations during an extended interruption of water service.

## NO WATER TO WASH HANDS

1. Chemically treated towelettes may be used for cleaning hands if the food items offered are prepackaged or otherwise protected from contamination by hands AND a hand-washing facility is available at the alternate toilet room location.

### And/Or

2. Potable water from an approved public water supply system can be heated and placed into a 5-gallon insulated container with a spigot which can be turned on to allow clean, warm water to flow over one's hands into a sink drain.



# INTERRUPTION OF WATER SERVICE/BOIL ADVISORY



The following are temporary alternative procedures that can be taken to address specific affected food operations during a biological contamination of the water supply (boil water advisory). Where “boiled” water is indicated, the water must remain at a rolling boil for at least 5 minutes. Although chemicals (e.g. bleach) are sometimes used for disinfecting small amounts of household drinking water, chemical disinfection is generally not an option for food service operations because of the lack of onsite equipment for testing chemical residuals.

Provide suitable hand cleaner, disposable towels and a waste receptacle and follow up with a hand sanitizer. Suspend alternative procedures for bare hand contact. Do not contact ready-to-eat food with bare hands.

If no alternative restroom is available, then the facility must discontinue operating until water service is restored.

## TOILET FACILITIES – NO WATER TO FLUSH TOILETS AND URINALS

1. Employees are permitted to use toilet rooms that may not be conveniently located but are accessible to employees during all hours of operation, until water service is restored.

## DRINKING WATER

2. Commercially bottled water is permitted for use as drinking water, permitted that there is an adequate supply. If commercially bottled water cannot be obtained, then water may be hauled from an approved public water supply in a covered sanitized container. A licensed water hauler may be used to provide water from an approved source.



## COOKING – FOOD PREPARATION

3. Commercially bottled water or hauled water from an approved supply that is stored in a sanitized container may be used as an ingredient in the preparation cooking process for food items.
4. You may be required to restrict your menu items to only those that do not contain any water.

## ICE USED AS A FOOD ITEM/FOOD CONTACT

5. Ice that was made prior to the interruption may still be used. In addition, commercially manufactured ice may be purchased for use in the facility.

## POST-MIX FOUNTAIN DRINKS, COFFEE, CAPPUCCINO, AND JUICE MACHINES

6. All fountain drink machines should not be used until water service has been restored. Do not use any machine that is tied directly to a water supply line.



## CLEANING/SANITIZING EQUIPMENT, UTENSILS, TABLEWARE, PHYSICAL FACILITY

7. In order to reduce possible contamination issues, only single-use service utensils and containers should be used during the water interruption. The facility must stop operating when supplies of clean utensils/equipment are depleted.
8. If utensils/equipment must be washed, rinsed and sanitized, use only water from an approved source may be used (commercially bottled water/water from an approved public source that has been hauled and stored safely).
9. If at any time the cleanliness of the facility causes food safety concerns, the facility must discontinue operating.

# RE-OPENING AFTER A WATER INTERRUPTION

A licensed facility that was either ordered or required to cease operations must be inspected prior to operating.

## WATER SERVICE HAS BEEN RESTORED OR THE “BOIL ADVISORY” HAS BEEN LIFTED

1. Follow the directions of your water utility company, which may be listed in the newspaper, radio, television or social media to flush pipes and faucets; or as general guidance, run cold water from the faucets for at least 5 minutes.
2. Equipment with waterline connections such as post-mix beverage machines, spray misters, coffee or tea urns, ice machines, glass washers, dishwashers, and other equipment with water connections must be flushed, cleaned, and sanitized in accordance with the manufacturer's instructions.
3. Run water softeners through a regeneration cycle.
4. Drain reservoirs in tall buildings.
5. Flush drinking fountains by running them continuously for 3 minutes.

### ICE MACHINE SANITATION

- A. Follow the procedure below to flush the water line to the machine(s).
  1. Close the valve on the water line behind the machine and disconnect the water line from the machine inlet.
  2. Open the valve and run 5 gallons of water through the valve. Dispose of the water.
  3. Close the valve.
  4. Reconnect the water line to the machine inlet.
  5. Open the valve.
- B. Flush the water lines in the machine.
  1. Turn on the machine.
  2. Make ice for 1 hour and dispose of the ice.
- C. Clean and sanitize all parts and surfaces that come in contact with water and ice, following the manufacturer's instructions

For the purpose of this Emergency Action Plan (OEPA), an immediate danger to public health exists when a municipality has issued a “boil advisory,” or when the onsite water supply has exceeded the maximum contaminate level for coliform bacteria per the OEPA guidelines.



# CONTAMINATED WATER SUPPLY (BIOLOGICAL)

## Emergency Action Plan

### BEVERAGES MADE WITH WATER (INCLUDES CARBONATED DRINKS, COFFEE, HOT WATER DISPENSERS, JUICE MACHINES, CAPPUCCINOS MACHINES, ETC.)

- Discontinue your use of post-mix carbonated beverage machine.

### ICE MAKING

- Throw out the existing ice and discontinue making ice.
- Purchase commercially manufactured ice to be used in the facility. Do not store the ice in the same bin with the potentially contaminated ice.



### PREPARING FOOD PRODUCTS REQUIRING WATER

- Discard any ready-to-eat food prepared with water prior to the discovery of the contamination.
- Prepare ready-to-eat food using commercially bottled or boiled water (rolling boil for at least 5 minutes).

### WASHING / SOAKING PRODUCE

- Use pre-washed packaged produce.
- Discard any previously washed produce.
- Use frozen or canned fruits or vegetables to reduce the possibility of contamination.
- If fresh produce and vegetable are to be used, they must be washed with boiled water, commercially bottled water, or safe potable water hauled from an public water supply system.

### THAWING OF FROZEN FOODS

- Thaw only in the refrigerator or as part of the cooking process. Do not thaw frozen TCS food items under cold running water.

## COOKING

- Use commercially bottled water or hauled water from an approved public water supply in a covered sanitized container.
- Arrange to use a licensed drinking water hauler truck.

## HANDWASHING

- Use tap water followed by a hand sanitizer.
- Suspend alternate procedures for bare hand contact.
- Do not allow bare hand contact with any ready-to-eat food items.

## CLEANING AND SANITIZING UTENSILS AND TABLEWARE

- Use single-service utensils and tableware.

## SPRAY MISTING UNITS THAT ARE USED TO SPRAY PRODUCE, SEAFOOD, MEAT CASES, ETC.

- Discontinue the use of misters.

## PETS IN THE FACILITY



Live animals are not allowed inside the facility unless they are a service animal. If a customer brings an animal into the facility, you can only ask two questions:

1. Is the animal a service animal?
2. What work or task is the animal trained to do?

The service animal does not need to wear identification showing that they are a service animal. You are not allowed to ask about a person's disability.

# FIRES & FOOD SAFETY IN FOOD SERVICE OPERATION

## BE PREPARED

- Develop a plan for what to do in case of a fire.
- Your fire safety plan should include the contact information for organizations or people who can help or should be notified after a fire. This list should be maintained on a regular basis and it should include:
  - Your facility's after-hours point-of-contact
  - Local health department
  - Police department
  - Insurance company
  - Restoration company for water and fire damage
  - Utility companies (electric, gas, etc.)
  - Attorney

## AFFECTED OPERATIONS

- Customer and employee safety should be top priority. A fire of any size can temporarily cause unsafe food service conditions.
- A non-reportable fire is any small, confined fire in a food service that has been extinguished using a wet towel or pan lid. All other fires must be reported to the fire department and health department.
- A confined fire is a fire contained to a small area or a single piece of equipment. The fire is extinguished using a hand-held extinguisher and does not require extensive cleanup. Unaffected areas of the establishment may be able to remain open while cleanup and minor repairs are made.
- Regardless of the size of the fire, facility should stop operating if the process of putting the fire out contaminates food, equipment, utensils, linens, single service items, etc. Typically, these fires are associated with the use of high-pressure fire suppression devices (e.g. ventilation hood fire suppression system or professional fire department equipment).
- Close immediately if a fire causes extensive damage to equipment and/or the facility's structure. Open only after recovery steps have been completed.
- A facility that was ordered to close may not re-open until the health department says it is okay to re-open.

## RECOVERY

Recovery involves the following necessary steps for re-opening and returning to a normal and safe operation:

- Contact the fire department and the health department to determine if the building structure is safe and approved for occupancy.
- A plan review may be required if the facility requires any remodeling or repairs due to fire damage and a reopening inspection be conducted by the health department.
- Sort the salvageable from the non-salvageable foods as quickly as possible.
- Clean and sanitize the facility, equipment and utensils.
- Re-occupancy is only allowed after the fire department has determined that the structure is safe.

## SALVAGING: GENERAL CONSIDERATIONS

Use the following guidelines for handling or salvaging specific food items:

- **BOTTLED BEVERAGES:** Soft drinks in glass bottles must be thrown away unless they are protected by a plastic outer wrap or in bottles with sealed screw-on lids.
- **CANNED BEVERAGES:** Canned beverages may be saved by cleaning the exterior surfaces and moving them to a safe area if the cans have little heat and/or water damage.
- **DAIRY PRODUCTS:** Throw out all dairy products.
- **SUGARS, CANDIES, FLOUR, CEREAL PRODUCTS, BAKERY PRODUCTS, DRIED BEANS, RICE, AND OTHER GRAINS:** Throw away.
- **PRODUCTS IN GLASS WITH METAL SCREW-TYPE OR METAL SLIP COVERS:** This includes pickles, olives, catsup, steak sauces, salad dressings, syrups, etc. are impossible to clean due to the exposure of the threaded top and must be thrown away.
- **REFRIGERATED AND FROZEN FOOD:** These items cannot be saved unless the foods were stored in a completely closed walk-in cooler, refrigerator or freezer has not lost power for a long time. Food should be moved to a unit where it won't be contaminated.
- **PRODUCE:** All produce must be thrown away.
- **CANNED GOODS:** Canned foods may possibly be saved if they were stored in an area with little heat and/or water damage. Clean the exterior surfaces and move them to safe area.
- **SINGLE SERVICE ITEMS:** Throw items away if they have any fire or smoke damage.



## DISPOSAL OF FOOD

- Foods that cannot be salvaged and must be retained to receive credit from your distributors should be stored in a separate area from other foods. These damaged items need to be clearly labeled, "NOT FOR SALE."

### **GUIDELINES FOR THROWING AWAY FOOD**

- Log the type and amount of food, the costs and the reason for throwing it away for insurance purposes.
- Take damaged food items to a separate food storage area away from food preparation and equipment storage. These items should be placed in a secured and covered refuse containers to prevent accidental contamination of the public or facility and other food.
- Pour bleach on all food to be thrown away.

# AVOID CROSS-CONTAMINATION

SEPARATE, DON'T CROSS-CONTAMINATE  
STACK FOODS IN THE RIGHT ORDER

## Keep Foods Safe

Refrigerate promptly

Never let food  
sit at room  
temperature

Cover and date  
mark - discard  
after 7 days

Hold at 41°F or  
below

Check frequently

Stack to prevent  
cross-contamination

Store food 6"  
above the floor

### LEVEL 1 (TOP) READY-TO-EAT, PRE-COOKED FOODS



### LEVEL 2 - EGGS, FISH, WHOLE MEATS



### LEVEL 3 - GROUND MEATS



### LEVEL 4 (BOTTOM) - POULTRY



**Public Health**  
Prevent. Promote. Protect.  
Cambridge-Guernsey County

# CALIBRATE

## THERMOMETERS OFTEN

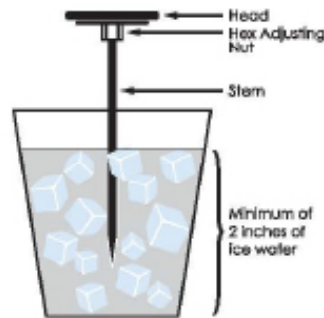
**MAKE SURE TEMPERATURES ARE ACCURATE**

**Do not** let the stem of the thermometer touch the bottom or sides of the glass or pan

The thermometer stem or probe **must** remain in the water

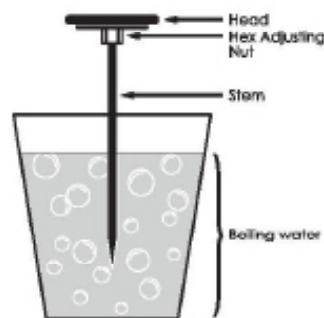
Press the **reset button** (if available) on a digital thermometer to adjust the readout

### ICE WATER METHOD ► 32°



- Fill a large glass with crushed ice
- Add clean tap water until glass is full
- Stir mixture well
- Put thermometer on probe stem into ice water so the sensing area is completely submerged
- Wait 30 seconds
- Hold the adjusting nut securely with a wrench or pliers and rotate the head of the thermometer until it reads 32°F
- Wait 30 seconds and recheck temperature

### HOT WATER METHOD ► 212°



- Bring clean tap water to a boil in a deep pan
- Put thermometer or probe stem into the boiling water so the sensing area is completely submerged
- Wait 30 seconds
- Hold the adjusting nut securely with a wrench or pliers and rotate the head of the thermometer until it reads 212°F (100°C) or the appropriate boiling temperature
- Wait 30 seconds and recheck temperature





# COOKING TEMPERATURES

**COOKING FOODS TO THE WRONG TEMPERATURE  
MAY CAUSE FOODBORNE ILLNESS**

**REHEAT  
ALL  
FOODS**

**TO 165°F  
WITHIN  
2 HOURS**

Use a metal stem  
thermometer  
to check  
temperatures



## MINIMUM SAFE INTERNAL COOKING TEMPERATURES

**POULTRY 165°**



**GROUND BEEF AND  
PORK 155°**



**EGGS, FISH, SHELLFISH,  
WHOLE MEAT 145°**



**COOKED FOOD MUST  
BE HELD HOT AT 135°**



For more information about Cambridge-Guernsey County Health Department or the Food Safety Program, call **614.525.7462** or visit [www.guernseycountyhealthdepartment.org](http://www.guernseycountyhealthdepartment.org)



Cambridge Guernsey County Health Department  
326 Highland Ave. Cambridge, OH 43725  
740-439-3577  
740-432-7463  
[www.guernseycountyhealthdepartment.org](http://www.guernseycountyhealthdepartment.org)

## **Time in Lieu of Temperature Procedures**

### **4-Hour Procedure:**

- ◆ Written procedures shall be prepared in advance, maintained in the facility, made available to the Licensor upon request and be licensed as a Risk Class IV food operation.
- ◆ Food shall have an initial temperature of 41° F or less when removed from cold holding temperature control or 135° F or greater when removed from hot holding temperature control.
- ◆ Food containers shall be marked or otherwise identified to indicate the time that is 4-hours past the point in time when the food is removed from temperature control.
- ◆ The food shall be:
  - ◇ Cooked and served.
  - ◇ Served at any temperature if ready-to-eat; or,
  - ◇ Discarded within 4-hours from the point in time when the food was removed from temperature control.
- ◆ Food in unmarked containers/packages or marked to exceed a 4-hour time limit shall be discarded.

### **6-Hour Procedure (cold foods):**

- ◆ Written procedures shall be prepared in advance, maintained in the facility, made available to the Licensor upon request and be licensed as a Risk Class IV food operation.
- ◆ Food shall have an initial temperature of 41° F or less when removed from temperature control and may not exceed 70° F within a maximum time period of 6-hours.
- ◆ Food shall be monitored to ensure warmest portion of the food does not exceed 70° F during the 6-hour period.
- ◆ Food containers shall be marked or otherwise identified to indicate:
  - ◇ Time when the food was removed from 41° F or less cold holding temperature.
  - ◇ The time that is 6-hours past the point in time when the food is removed from cold holding temperature control.
- ◆ The food shall be:
  - ◇ Discarded if the food temperature exceeds 70° F: and
  - ◇ Cooked and served, served at any temperature if ready-to-eat, or discarded within a maximum time of 6-hours from point in time food was removed from 41° F cold holding temperature.
- ◆ Food in unmarked containers/packages or marked with a time that exceeds the 6-hour time limit shall be discarded.



# COOL FOODS

## THE CORRECT WAY

KEEP GERMS FROM GROWING IN YOUR FOOD  
USE PROPER COOLING METHODS

### COOL ALL HOT FOODS

FROM **135°F**  
TO **70°F**

in 2 hours or less

— and —

FROM **70°F**  
TO **41°F**

in another  
4 hours or less

BLAST CHILLER



ICE BATH



ICE WAND



SHALLOW PANS



For more information about Cambridge-Guernsey County Health Department or the Food Safety Program, call **614.525.7462** or visit [www.guernseycountyhealthdepartment.org](http://www.guernseycountyhealthdepartment.org)





# NO BARE HAND CONTACT

DO NOT TOUCH READY-TO-EAT FOODS WITH BARE HANDS

## HANDS SPREAD GERMS

ALWAYS USE:

GLOVES

TONGS

DELI TISSUE

OTHER  
UTENSILS

### GLOVES



### DELI TISSUE



### TONGS / UTENSILS



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# UTENSIL WASHING

## USING A 3-COMPARTMENT SINK

### WASH, RINSE, SANITIZE

**Sanitize with the right amount of sanitizer to kill germs!**

50 ppm  
**CHLORINE**  
for 10 seconds

200-400 ppm  
**Quaternary Ammonium**  
for 30 seconds

25 ppm  
**IODINE**  
for 30 seconds



**WASH** ▶ Detergent + 100° Water

**RINSE** ▶ Clean Warm Water

**SANITIZE** ▶ 100° Water + Sanitizer

Use test strips to check the concentration of the sanitizer.





# WASHING HANDS

IT IS THE BEST WAY TO STOP THE SPREAD OF DISEASE

**WASH  
YOUR  
HANDS**

**FOR 20  
SECONDS  
WITH HOT  
SOAPY  
WATER**

THE EQUIVALENT  
OF SINGING  
HAPPY BIRTHDAY  
TWICE

## BEFORE

Your shift begins  
Handling food  
Putting on clean  
gloves

## AFTER

Using the toilet  
Handling raw food  
Taking a break or  
smoking  
Coughing, sneezing,  
eating, drinking  
Cleaning or taking  
out the trash  
Frequently to  
remove soil and  
contamination







**Public Health**  
Prevent. Promote. Protect.  
Cambridge-Guernsey County

EMPLOYEE HEALTH POLICY: FOOD SAFETY PROGRAM

## Food Employee or Conditional Employee Reporting Agreement

326 Highland Ave.  
Cambridge, OH  
Phone: 740-439-3577  
Fax: 740-432-7463

### I AGREE TO REPORT TO THE PIC:

Any of the following symptoms, either while at work or outside of work, including the date that the symptoms first started:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the eyes or skin)
4. Sore throat with fever
5. A lesion containing pus such as a boil or open infected wound on the hands, wrists, exposed portions of the arms or other parts of the body (unless the lesion is protected by disposable gloves or a dry, tight-fitting bandage).

**If a health care provider has diagnosed me with any of the illnesses listed below, the PIC must notify Franklin County Public Health when a food employee is diagnosed with any of these illnesses or conditions:**

#### A) Any of the following illnesses:

- |  |                      |
|--|----------------------|
| 1. Campylobacter                                 | 7. Hepatitis A       |
| 2. Cryptosporidium                               | 8. Norovirus         |
| 3. Cyclospora                                    | 9. Salmonella spp.   |
| 4. Entamoeba histolytica                         | 10. Salmonella Typhi |
| 5. Shiga toxin-producing Escherichia coli (STEC) | 11. Shigella         |
| 6. Giardia                                       | 12. Vibrio cholera   |
|  | 13. Yersinia         |

**B) An illness that was diagnosed by a health care provider, within the past three months due to Salmonella typhi (without having received antibiotic therapy).**

**C) 1. If I am the suspected cause of, or exposed to a confirmed disease outbreak;  
2. Attend or work in a setting where there is a confirmed disease outbreak;  
3. Live in the same household with a person diagnosed or  
4. Live in the same household with a person who attends or works in a setting of a confirmed outbreak of any of the following:**

1. Norovirus within the past forty-eight hours of the last exposure.
2. Shiga toxin-producing Escherichia coli (STEC) within the past ten days of the last exposure.
3. Shigella spp. within the past four days of the last exposure.
4. Salmonella Typhi within the past fourteen days of the last exposure.
5. Hepatitis A within the past fifty days of the last exposure.

**The PIC must ensure that a conditional employee:**

1. Is prohibited from becoming a food employee until exclusions\* or restrictions\*\* are removed if they exhibit the symptoms or are diagnosed with any of the illnesses that were listed previously.
2. Is prohibited from becoming a food employee in an operation that serves a highly susceptible population (define highly susceptible) until exclusions or restrictions are removed if they report a high-risk condition or any of the illnesses listed in the previous paragraph.
  - **The PIC shall restrict the duties of a food employee that exhibits any of the previously listed symptoms.**
  - **The PIC shall restrict the duties of, or exclude a food employee from the operation if they have been diagnosed with any of the thirteen previously listed illnesses.**
  - **The PIC may remove an exclusion or restriction due to an illness diagnosis if the food employee is released by a healthcare provider or approved by Franklin County Public Health. The PIC may remove a restriction if it was due to previously listed symptoms, if the symptoms have ceased and the symptoms were not from one of the thirteen previously listed illnesses.**

\*Exclude means to prevent the employee from working in the operation or entering the operation as an employee.

\*\*Restrict means to prevent the employee from working with clean equipment, utensils, linens or unwrapped single-service articles.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Ohio Uniform Food Safety Code. I understand that failure to comply with the terms of this agreement could lead to action by my employer or Franklin County Public Health that may impact my employment or involve legal action against me.

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CONDITIONAL EMPLOYEE NAME (PRINT)

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SIGNATURE OF CONDITIONAL EMPLOYEE DATE

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FOOD EMPLOYEE NAME (PRINT)

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SIGNATURE OF PERMIT HOLDER OR PIC DATE

**For more information, please visit [www.myfcph.org](http://www.myfcph.org) or call the Food Safety Program at (614) 525-3160.**



**Public Health**  
Prevent. Promote. Protect.  
Cambridge-Guernsey County

# Time as a Public Health Control Policy

Operator's Name \_\_\_\_\_

Date \_\_\_\_\_

326 Highland Ave.  
Cambridge, OH 43725  
Phone: 740-439-3577  
Fax: 740-432-7463

\_\_\_\_\_ has a policy of displaying or storing specific perishable food items (time/temperature controlled for safety) at temperatures between 41° F and 135° F for culinary reasons. Foods displayed or stored out of refrigeration or below the minimum hot holding temperature include:

- **LIST YOUR FOODS** that will be displayed or stored between 41° F and 135° F (Temperature Danger Zone). This policy only applies to specific foods that are listed in advance.

Time without temperature control may be used to display or store the previously listed food items, but these foods are never held at temperatures between 41° F and 135° F for more than 4 hours. When time without temperature control is used as the public health control up to a maximum of four hours the following procedures will be implemented to comply with rule 3717-1-03.4 (I) of the Ohio Food Code.

- The food shall have an initial temperature of 41° F or less when removed from refrigeration or 135° F or above when removed from hot holding.
- **The food shall be marked with the date and time that it is removed from cold / hot temperature control and the time that it will be thrown away (four hours from when it is removed from temperature).**
- The food shall be cooked and served, served at any temperature if ready-to-eat or thrown away within four hours from the point in time when it is removed from temperature control.
- Any food in unmarked containers or marked to exceed the four hour time limit will be thrown away.

These procedures will be discussed with all employees that handle food to ensure that they understand the safe food handling practices that are necessary to prevent food borne illnesses.

These procedures will be strictly enforced to prevent the sale or use of any foods that have been displayed or stored at temperatures above 41° F or below 135° F for more than four hours.

These procedures will only apply to foods that are identified in advance and held out of refrigeration or below the minimum hot holding temperature for specific culinary reasons.

We at \_\_\_\_\_ understand the important role that proper temperature control plays in preventing food borne illness and carefully monitor the use of these procedures to ensure the safety of the foods we sell. This policy will only apply to select foods that require special handling and is not standard practice for all of the foods that we prepare and sell.







## DATEMARKING FOODS

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You must follow the rules below when date marking foods in order to keep food safe!

Refrigerated, ready to eat, time/temperature controlled for safety (TCS) foods that are held for longer than 24 hours must be clearly marked with a “use by” date that is within **7 days** of the date opened or prepared. The day that you prepared the food is day 1.

**Example:** Start with the date the food item was prepared or the original container was first opened, then add 6 days and apply that date to the product.

**Unmarked or expired foods must be discarded.**

### Items that don't require date marking...

- Commercially prepared deli salads (ham salad, chicken salad, macaroni salad, potato salad, etc.). Can use manufacturer's “use by” date as long as you keep the food in the manufacturer's container.
- Cultured dairy products (yogurt, sour cream and butter-milk). Observe manufacturer's “use by” date.
- Certain low moisture hard and semi-soft cheeses.
- Shelf stable dry fermented sausages (pepperoni, Genoa salami) and salt-cured products (prosciutto, Parma)



**Refer to OAC 3717-1-03.4 (G) for more information**



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