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# Safe & Healthy Food Handling

## A Go-To Guide For Emergencies & Training

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**Public Health**  
Prevent. Promote. Protect.

**Hendricks County Health Department**  
Food Protection Program

**Hendricks County Government Center**  
355 South Washington Street, #210  
Danville, IN 46122

**Office:** (317) 745-9217

**Fax:** (317) 745-9218

**[www.co.hendricks.in.us](http://www.co.hendricks.in.us)**

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# Emergency Contact #'s

**In the event of a fire, flood or other disaster please notify our office.**

Non Emergency Dispatch

**(317) 839-8700**

**Emergency call—911**

**Towns:**

Amo	
Avon	(317) 272-0948
Brownsburg	(317) 852-1120
Clayton	(317) 539-2333
Coatesville	(765) 386-7205
Danville	(317) 745-4180
Lizton	(317) 994-5500
North Salem	(765) 676-6210
Pittsboro	(317) 892-3326
Plainfield	(317) 839-2561

**Fire Departments:**

Amo	
Avon (Washington Twp)	(317) 272-2155
Brownsburg	(317) 852-1190
Coatesville	(765) 386-7490
Danville (Center Twp)	(317) 745-3008
Liberty Twp	(317) 539-5060
Mill Creek/Stilesville	(317) 539-6952
North Salem	(765) 676-6425
Pittsboro	(317) 892-4386
Plainfield	(317) 839-6939
Lizton (Union Twp)	(317) 994-5500

Discard all open single-use items and open food items; including grease in fryers. Wash, rinse, and sanitize all food contact surfaces.



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## Food Safety after a Fire

### In Case of Fire

- Post the phone number of the fire department in a conspicuous place by each phone.
- Develop a plan for what to do in case of a fire.
  - Who is to be called after hours?
- Maintain contact information for people that can help you, such as the fire department, police department, insurance company, restoration company for water and fire damage, utility companies, lawyer, local health department, etc.

### Affected Operations:

- A non-reportable fire is any small confined fire in a food establishment that has been extinguished using a simple device, such as a wet towel or pan lid. Otherwise, all other fires must be reported to the regulatory authority.
- Fire is confined to a small incidental area or a single piece of equipment and fire is extinguished using a simple fire-fighting device (i.e. hand held extinguisher) that does not require extensive cleanup. Unaffected areas of the establishment may remain open while clean-up and minor repairs are made.
- If the process of fighting the fire, regardless of size, and it contaminates any of the following: foods, equipment, utensils, linens, single service items, etc. discontinue operations. Typically, these fires are associated with the use of high pressure fire suppression devices (i.e., ventilation hood fire suppression system or professional fire department equipment). Resume operations only after recovery steps have been completed.
- Discontinue operations if a fire causes extensive damage to equipment and the facility's structure. Resume operations only after recovery steps have been completed.

### Recovery

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

**A food establishment that was ordered or otherwise required to cease operations may not re-open until authorization has been granted by the regulatory authority.**

### The Owner/Operator will:

- Contact all other appropriate agencies to determine if the building structure is safe and approved for occupancy.
- Sort the salvageable from the non-salvageable foods as quickly as possible.
- Properly dispose of the non-salvageable food items.

- Provide general clean-up. Clean and sanitize equipment and utensils.

### **Food Salvaging/General Considerations**

If the quantities of food involved are large (i.e., a large supermarket or a food warehouse) it may be feasible to attempt salvage for either human or animal consumption.

### **The following is a guide for handling specific food items:**

**Bottled soft drinks:** Unless protected by a plastic outer wrap or in bottles with sealed screw-on lids, soft drinks in glass bottles are almost impossible to salvage. In addition, soft drinks in plastic bottles are almost always deemed unsalvageable due to heat and smoke. Bottle contents must be drained before returning the containers for deposits. This can be permitted if there are proper facilities for disposing of the liquid and a health nuisance is not created. If such facilities are not available, the product and container may have to be destroyed by removing to a licensed landfill.

**Canned soft drinks:** They may be salvaged if the contents have not been subjected to excessive heat or fire. The cans must be cleaned and sanitized, if necessary. If the cans have been subjected to excessive heat or are deemed uncleanable, the contents must be destroyed.

**Dairy products:** As a rule, dairy products must be destroyed with no attempt to salvage, due to vulnerable packaging and temperature requirements.

**Sugars, candies, flour, cereal products, bakery products, dried beans, rice, and other grains:** Usually, no attempt to salvage such products can be permitted due to vulnerable packaging.

**Products in glass with metal screw-type or metal slip covers:** This includes pickles, olives, catsup, steak sauces, salad dressings, syrups, etc. This type of container is impossible to clean or disinfect due to exposure of the threaded closure and must be destroyed.

**Fish and meats – fresh or frozen:** In almost all instances, these products must be destroyed.

**Refrigerated and frozen food:** Usually no salvage can be attempted unless frozen foods are stored in a completely enclosed walk-in or cabinet freezer and electrical service has not been interrupted for extended periods. Prompt removal of such foods to a suitable storage unit is necessary to save the product.

**Produce – fresh or dried:** Usually, no attempt to salvage can be permitted and all such products must be destroyed.

**Canned goods:** Where the heat and water damage has been minimal, canned goods can be salvaged quickly by cleaning the exterior surfaces and removing them to suitable storage areas, preferably away from the fire scene. Cleaning and re-labeling a relatively small quantity of canned goods is usually not attempted because of the cost involved compared to the lower value of the salvaged product.

**Single service items:** The operator/regulator must consider soot residue, even on single-service items that are still in plastic sleeves, due to static electricity and transfer. Some operators/regulators may think that the sleeves can be "wiped" off, and, because the items were wrapped, they should be okay for service, when, in reality, they may not be okay.

#### **General Cleanup Considerations**

- All areas affected by the fire must be cleaned and sanitized.
- All damaged food products, equipment, utensils, linens, and single service/use items must be removed from the premises as necessary.
- Re-occupancy should be allowed only after the fire department has determined that the structure is safe.
- If an insurance company is involved it is recommended they be notified as soon as possible.

#### **Disposal of Food**

If it is determined that food must be discarded:

- Remove to a designated condemned food storage area away from food preparation and equipment storage. Secured in covered refuse containers or other isolated areas to prevent either service to the public, or accidental contamination of the facility and other food.
- If the food must be retained until the distributor can credit the facility, it must be clearly labeled as "NOT FOR SALE".
- Discarded refrigerated food may be stored in a refrigerated location separate from other food and held for credit until recorded by food supplier/distributor.
- The facility should document the type and amount of food, costs and the reason for disposal for insurance and regulatory purposes.
- If the health department recommends disposition, the products and amounts should be documented.
- Small volumes of food to be discarded can be denatured with a cleaning product (such as bleach) and placed in a covered refuse bin outside the facility.
- Large volumes of food should be stored in covered refuse containers in a secure location and disposed of by a refuse disposal company as soon as possible should also be denatured.

If business is closed for renovation or repairs the plans may need to be reviewed and a reopening inspection be conducted.



## Food Safety during Power Outages

### When there is a Power Outage:

- Note the time the power outage begins.
- Discontinue all cooking operations.
- Do not place hot food in refrigerators or freezers, as this will rapidly raise the temperature inside the refrigerator or freezer and may make more food unusable.
- Discard food products that are in the process of being cooked, but which have not yet reached the final cooking temperature.
- Maintain hot potentially hazardous food at 135°F or above. Food that has reached final cooking temperature may be kept hot (135°F) by the use of canned heat in chafing dishes.
- Use ice or ice baths to rapidly cool small batches of hot food.

### Information on Potentially Hazardous Foods:

Potentially hazardous foods are those foods, such as high protein foods (meat, eggs, dairy) and cooked vegetables, that support the rapid and progressive growth of disease causing bacteria.

Foodborne illnesses can be caused by bacteria that can multiply rapidly in foods when the food is held in the temperature danger zone (41° to 135°F).

#### *Keep foods at safe temperatures:*

Refrigerated potentially hazardous foods must be stored at or below 41°F. Frozen foods must be maintained frozen. Hot potentially hazardous food must be maintained at 135°F or above.

### Freezers

Leave the freezer door closed. A full freezer should keep food safe about two (2) days, and a half-full freezer, about one (1) day. Add bags of ice or dry ice to the freezer if it appears the power will be off for an extended time. You can safely re-freeze thawed foods that still contain ice crystals and are 41°F or less.

*Caution: the use of dry ice may result in the unsafe build-up of carbon dioxide.*

## **Refrigerators**

Food in refrigerators should be safe as long as the power is out no more than about four (4) to six (6) hours. Leave the door closed because every time you open it, needed cold air escapes, allowing the foods inside to reach unsafe temperatures. Discard any potentially hazardous food that has been above 41°F for (4) four hours or more, any non potentially hazardous food that has reached a temperature of 45°F or higher for any length of time, or has an unusual color, odor, or texture.

### ***When in doubt, throw it out!***

If it appears the power will be off for more than six (6) hours, ice, dry ice, or frozen gel packs may be used to keep potentially hazardous foods at 41°F or below. Moving refrigerated food to a walk-in freezer or obtaining a refrigerated truck are other options to keep food safe. Food should not be transferred to private homes.

## **The Decision to Discard or Save**

The following are examples of foods that can be discarded or saved once power is restored.

### **Discard**

The following foods in refrigerators and freezers should be discarded if kept over four (4) hours at above 41°F or if the temperature exceeds 41°F for any length of time.

- Meat, poultry, fish, eggs and egg substitutes - raw or cooked
- Milk, cream, soft and semi soft cheese
- Casseroles, stews or soups
- Lunch meats and hot dogs
- Creamy-based foods made on-site
- Custard, pumpkin or cheese pies
- Cream-filled pastries
- Cookie dough made with eggs
- Whipped butter
- Cut melons
- Cooked vegetables

### **Save**

The following foods may be kept at room temperature a few days although food quality may be affected.

- Butter or margarine
- Hard and processed cheeses
- Fresh uncut fruits and vegetables
- Dried fruits and coconut



- Opened jars of vinegar-based salad dressings, jelly, relish, taco sauce, barbecue sauce, mustard, ketchup, olives and peanut butter
- Fruit juices
- Fresh herbs and spices
- Fruit pies, breads, rolls, and muffins
- Cakes, except cream cheese frosted or cream-filled
- Flour and nuts

**When Power is Restored:**

Identify and discard potentially hazardous foods that may have been above 41°F or below 135°F for four (4) or more hours or above 41°F for any length of time.

Check the internal food temperatures using a food thermometer and record the temperature. If practical, separate packages of food in refrigeration units and freezers to allow for faster re-cooling.

The refreezing of food may affect the quality and should be used within a short period of time.



## Food Safety during Floods

Not all food or beverage items can be saved after a flood. You must discard any food items that have been in contact with flood water. In some cases, you may be able to save commercially canned goods in metal cans or rigid plastic containers. The condition of the container is crucially important.

To salvage canned goods (in metal cans).

- Remove the labels.
- Wash in warm water and detergent.
- Sanitize with a solution of one (1) tablespoon of bleach in a gallon of water.
- Products must be relabeled if they are sold or salvaged.

When relabeling, be sure to include:

- The common or usual name of the product, the net contents of the container.
- The name, address, and zip code of the "distributor" (i.e., the firm that relabeled the product).
- Any label codes from the original label; and
- Any other required labeling information.

Discard canned goods if the surface is ruted, pitted, swollen, leaking, creased or dented at the rims or seams.

Salvage items in rigid plastic containers ONLY IF:

- They have not been submerged in flood water or other liquids.
- The product is not contaminated.
- All traces of soil can be removed, and there is no soil on the cap or closure.
- There is no evidence of rusting or pitting on the cap or closure, and the seal is completely intact.
- The cap or crown is not dented in any way that affects the rim seal.
- The container is not defective in any other obvious way.

Salvaging beverage items:

- May salvage corked wine bottles sealed with foil or wax.
- Cannot salvage beverage containers with twist or screw tops.

## **Equipment**

Determine if the equipment can be salvageable by the extent of the contamination, length of exposure and the type and age of the equipment. Equipment can also be evaluated by the equipment manufacturer or an appliance repair service in your area. All salvageable equipment needs to be thoroughly cleaned and sanitized. Use a detergent solution, then a sanitizing solution made with one (1) tablespoon of bleach in a gallon of water.

You can generally save equipment if...

- It is made of stainless steel or other nonabsorbent materials (i.e., stoves, steam tables, preparation tables, fryers, etc.).
- It contains only non-absorbent, closed-cell polyurethane insulation. (This material is used in newer refrigerators and freezers. It may require cleaning - check with the manufacturer.)

### **Refrigerator/Freezers**

- Commercial approved walk-in refrigerators and freezers can be cleaned by dismantling the panels and cleaning and sanitizing exposed areas. This would require a qualified manufacturer technician.
- Reach-in refrigerators and freezers should be evaluated. If flooding was minimal reconditioning may be possible. If flooding involved several feet of water for an extended time period, the insulation would become exposed, which would make reconditioning difficult if not impossible. Foam insulation should be less absorbent than fiber insulation. The insulation value of fiber insulation may also be adversely affected by water exposure.
- Interior and exterior surfaces of reconditioned reach-in refrigerators and freezers should be thoroughly cleaned and sanitized. Interior panels should be free of cracks or other damage. There should be no odor after reconditioning, and the units should be tested for temperature maintenance prior to being placed into service.

### **Equipment with water supply lines:**

Take the following precautions when salvaging post-mix and beverage machines, coffee or tea urns, ice machines, dishwashers, and other equipment with water connections:

- Flush water supply lines, faucet screens and waterline strainers, and purge fixtures of any standing water.
- Clean and sanitize all fixtures, sinks, and equipment, using detergent and a solution of one (1) tablespoon of bleach in a gallon of water.

**Discard any equipment:**

- Containing fiberglass insulation that was wet
- Surfaces that are rusted or deteriorating
- Damaged and incapable of being repaired
- If the equipment includes flood-damaged wood/particle board or plastic laminate components (counters, cabinets, bars, etc.)
- Wooden walk-in refrigerators and freezers should be removed and replaced with NSF or similar units
- Domestic equipment subjected to a significant flood water exposure should be considered no longer in good repair and replaced with NSF or similar units that meet the requirements of law.

**\*\*\*\*WARNING\*\*\*\***

Always use extreme caution when restarting equipment with electrical components.

**When in doubt, remember the golden rule of clean-up work: THROW IT OUT!  
WASH YOUR HANDS THOROUGHLY, and do it often.**

# The Big 5

Lets work together to



the spread of Foodborne Illness!

***Tell your manager if you are sick.  
Dile a tu gerente si esta enfermo***

1. Salmonella
2. Shigella
3. E. Coli
4. Hepatitis A
5. Norovirus



Tell your manager if you have been diagnosed with one of the BIG 5 foodborne illnesses, or if you have any of these symptoms:

**\*Diarrhea**  
*Diarrea*

**\*Vomiting**  
*Vomitos*

**\*Jaundice**  
*Ictericia*

**\*Sore Throat with Fever**  
*Dolor de garganta con fiebre*

**\*Infected Cut or Boil**  
*Cortes o heridas infectadas*



***Don't work if you are sick.  
No trabaje si usted esta enfermo.***



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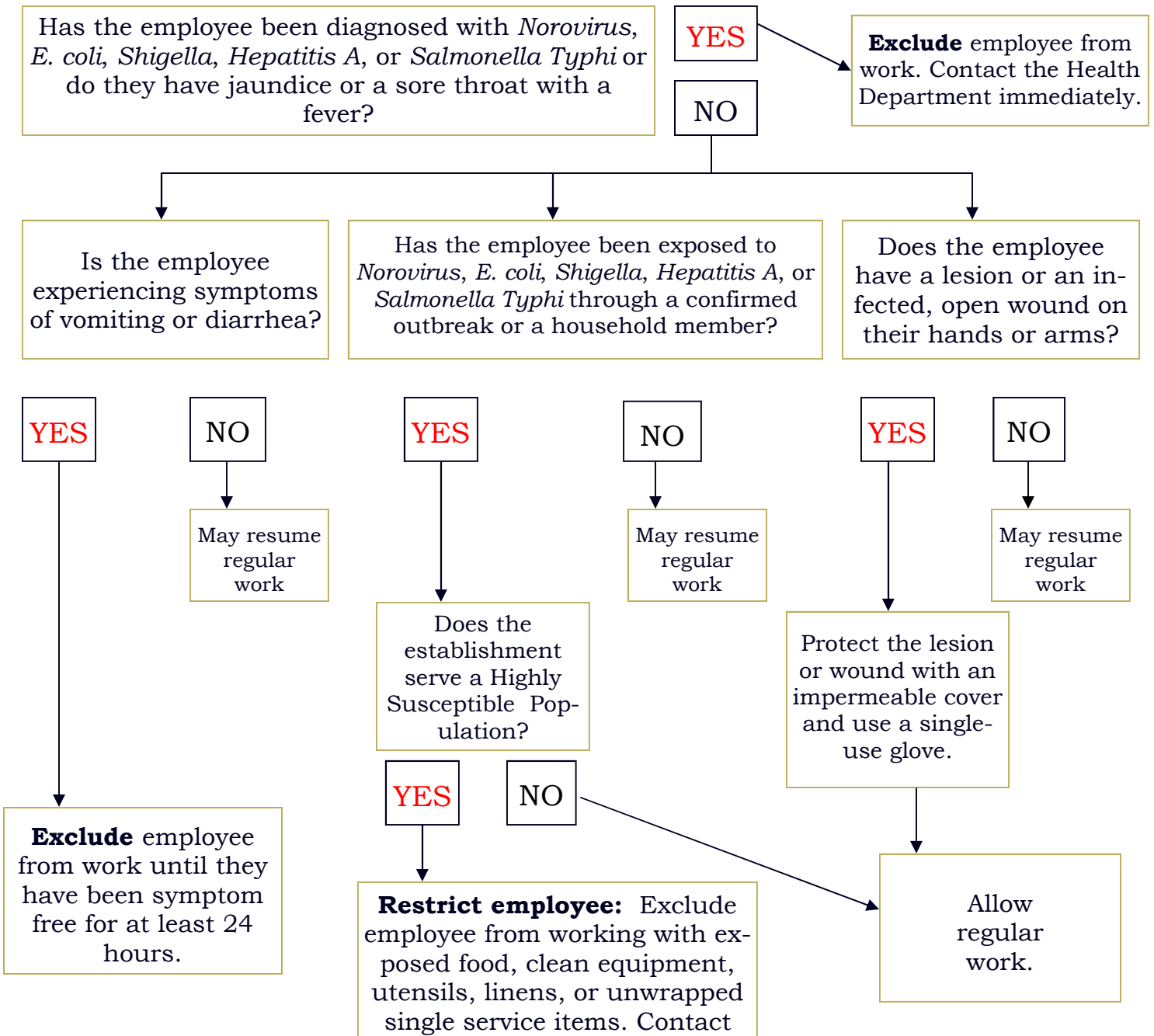
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# Employee Illness—Flow Chart

## What do you do with an ill employee?

Monitor employee health and hygiene daily to prevent foodborne illness. Review employee health policy with employees at least every 3 months. Employees should be reminded daily to exercise good handwashing practices and to avoid bare hand contact with ready-to-eat food.



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## SAMPLE WRITTEN FOOD EMPLOYEE HEALTH POLICY

### PURPOSE

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees notify the Owner/General Manager, or other "person-in-charge" (PIC) when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

### POLICY

The \_\_\_\_\_ is committed to ensuring the health, safety and well being of our employees and customers and complying with all health department regulations. All food employees shall report if they are experiencing any of the following symptoms to their PIC:

- Diarrhea
- Vomiting
- Fever
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

Food employees should also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Salmonellosis
- Shigellosis
- Escherichia coli
- Hepatitis A virus, or
- Norovirus

In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

### **FOOD EMPLOYEE RESPONSIBILITY**

All food employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high risk conditions specified. All food employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Indiana law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.

### **PIC RESPONSIBILITY**

The PIC shall take appropriate action as specified in Indiana State Department of Health Rule 410 IAC 7-24 to exclude, restrict and/or monitor food employees who have reported any of the aforementioned conditions. The PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the food code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health questionnaire and sign the form acknowledging their awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.



FORM  
1-B

## Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, *Salmonella Typhi*, *Shigella* spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or hepatitis A Virus

*The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.*

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

### Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

### Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) \_\_\_\_\_

Signature of Conditional Employee \_\_\_\_\_ Date \_\_\_\_\_

Food Employee Name (please print) \_\_\_\_\_

Signature of Food Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Permit Holder or Representative \_\_\_\_\_ Date \_\_\_\_\_

# #1 Stop the spread of disease!



## Always wash hands:

1. When entering kitchen.
2. After using restroom (and returning from restroom).
3. After handling raw meat, poultry, eggs, or fish.
4. After handling dirty dishes.
5. Before putting on new gloves.
6. After touching: hair, face, smoking, and your cell phones.
7. Any time your hands may be contaminated.

## **When in doubt wash those hands!**

## **Handwashing sinks are for handwashing ONLY!**

Handwashing sinks must be stocked with:

- \*Soap
- \*Paper towels or air dryer
- \*Permanently plumbed hot and cold running water (must reach at least 100°F)

Do not block or use handwashing sinks for any other purpose (i.e. filling pitchers or sanitizer buckets, dumping any liquids, rinsing containers, etc.)



## Wash hands for a minimum of 20 seconds.

1. Wet hands with warm water,
2. Rub vigorously together using soap
3. Rinse well
4. Dry thoroughly with single-use paper towel or air dryer.

**Hand sanitizer is not an alternative for hand washing!**

**They may not kill Norovirus.**

**Soap and water are a must to wash hands properly!**



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# What You Need to Know about Personal Cleanliness

## Germs Live on Food Handlers, Too

Germs that can cause foodborne illness can live on a food handler's hands, body, clothes, and personal belongings. If a food handler carries germs that can cause foodborne illness, they can pass them on to food when cooking or serving.

## Wash Your Hands Often

All food establishments must have hand washing stations that cannot be used for anything other than hand washing. Do not block these stations and do not use other sinks to wash your hands. Stations must have soap and paper towels. A trash can should be close to each station.

To wash your hands:

- **Turn on hot water (not hot enough to burn skin). Wet hands and exposed lower arms.**
- **Add soap to hands, lather, and scrub for 20 seconds between fingers, under fingernails, backs of hands, and exposed lower arms.**
- **Rinse off all soap and use a dry, clean paper towel to turn off the water. Use another dry, clean paper towel to dry your hands.**

You should wash your hands:

- **After touching your hair, body, or clothes**
- **Before putting on new gloves, switching between raw foods and ready-to-eat foods, and serving food to the public**
- **After using the restroom, sneezing, coughing, cleaning dishes, and using sanitizer solution or other chemicals**

## Wear Clothes that Fit Well and Put Away Personal Belongings

Wear clean, well-fitting clothes when coming to work. Clothes that fit well are not loose around the body, making them less likely to hold onto dirt and germs that can come into contact with food.

Make sure all personal belongings like purses, cell phones, and coats are kept out of food preparation areas because they can spread germs.

## Cover Head and Facial Hair

Hairnets or hats must be worn by all food handlers, even those with short hair. Hairnets and hats should cover and secure all pieces of hair. Facial hair, like a beard, should also be covered by a hairnet.

Hairnets are a better, cheaper option to stop hair from falling into food. They work better than baseball caps or hats and are less likely to carry dirt and germs.

## Wear Gloves when Handling Food and Kitchen Utensils

Food handlers are required to protect ready-to-eat food and should wear gloves before handling any of these foods. Hands must be washed before putting on gloves.

Gloves are one-time use and should be changed and thrown away when switching between foods or kitchen utensils. They should also be thrown away if they are damaged or broken.



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# Clean Up Procedures:

Consider all body fluids as infectious material so let us consider the worst- **NOROVIRUS**

The Center for Disease Control and Prevention (CDC) recommendation for:  
either *vomit* or *diarrhea* incidence

Use a chlorine bleach solution with a concentration of 1000-5000 ppm (5-25 tablespoons of household bleach [5.25%] per gallon of water) or other disinfectant registered as effective against Norovirus by the Environmental Protection Agency (EPA).  
Use caution when handling chlorine mixed at this high concentration.

- Germs such as norovirus can spread by air & contaminate surfaces & food as far as 25 feet away when someone vomits\*

**Block the contaminated area**



Potentially contaminated clothing should be removed and laundered in hot water & dried on hottest setting.

Dispose of any uncovered exposed food within 25 ft radius (if incident happens in food prep area stop all food prep and service)

Discard intact & sealed containers/single-service items within the 25 ft radius if it is not practical to disinfect the surface.



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# Clean Up Procedures:

## Use A Body Fluid Cleanup Kit

-This should include **Personal Protective Equipment (PPE)**

- Shoe covers
- Disposable gown over clothes
- Facemask (with face shield or goggles)
- Pair of disposable, nonabsorbent, medical grade gloves



-Cover the waste with **disposable paper towels or an absorbent material (such as sand or cat litter)**

-Disinfect the area (use recommended concentration) by **spraying down all surfaces within the 25 ft radius, including food contact surfaces**

-Remove the waste and clean the area (use a disposable scoop, place items in a plastic garbage bag. Clean the area with disposable paper towels or mop, detergent, and water; these disposable item should be disposed in the garbage bag)



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# Clean Up Procedures:



**-Re-glove (dispose of those old gloves & thoroughly wash your hands with soap & running water for 20 seconds prior to clean gloves)**

**-Reapply disinfectant (Saturate the cleaned area; Make sure it's well ventilated) If you're using the recommended concentration of bleach solution apply for a contact time of 5 minutes.**

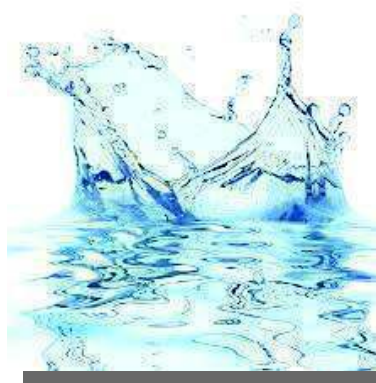
**- Clean tools & dispose of waste (including PPE) Tie garbage bag off**

## **To resume service & operation:**

**Disinfectant treated surfaces within the 25 ft radius, shall be rinsed with clear water.**

**Wash, rinse, and sanitize-allow surfaces to air dried (don't forget those door handles and restrooms also; they may have been there)**

**Resume normal operation**



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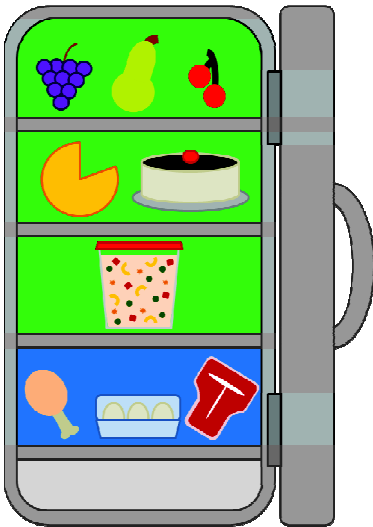
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# Thawing Procedures

**All food products must be thawed properly using one of the following methods:**

- ◆ **Place in refrigerator overnight.**
- ◆ **Under a small stream of continuously running cold water in a food grade container for no longer than 2 hours; allow water to overflow (Do not block sink drain)**
- ◆ **In Microwave Oven (must cook immediately)**
- ◆ **As part of the cooking method**



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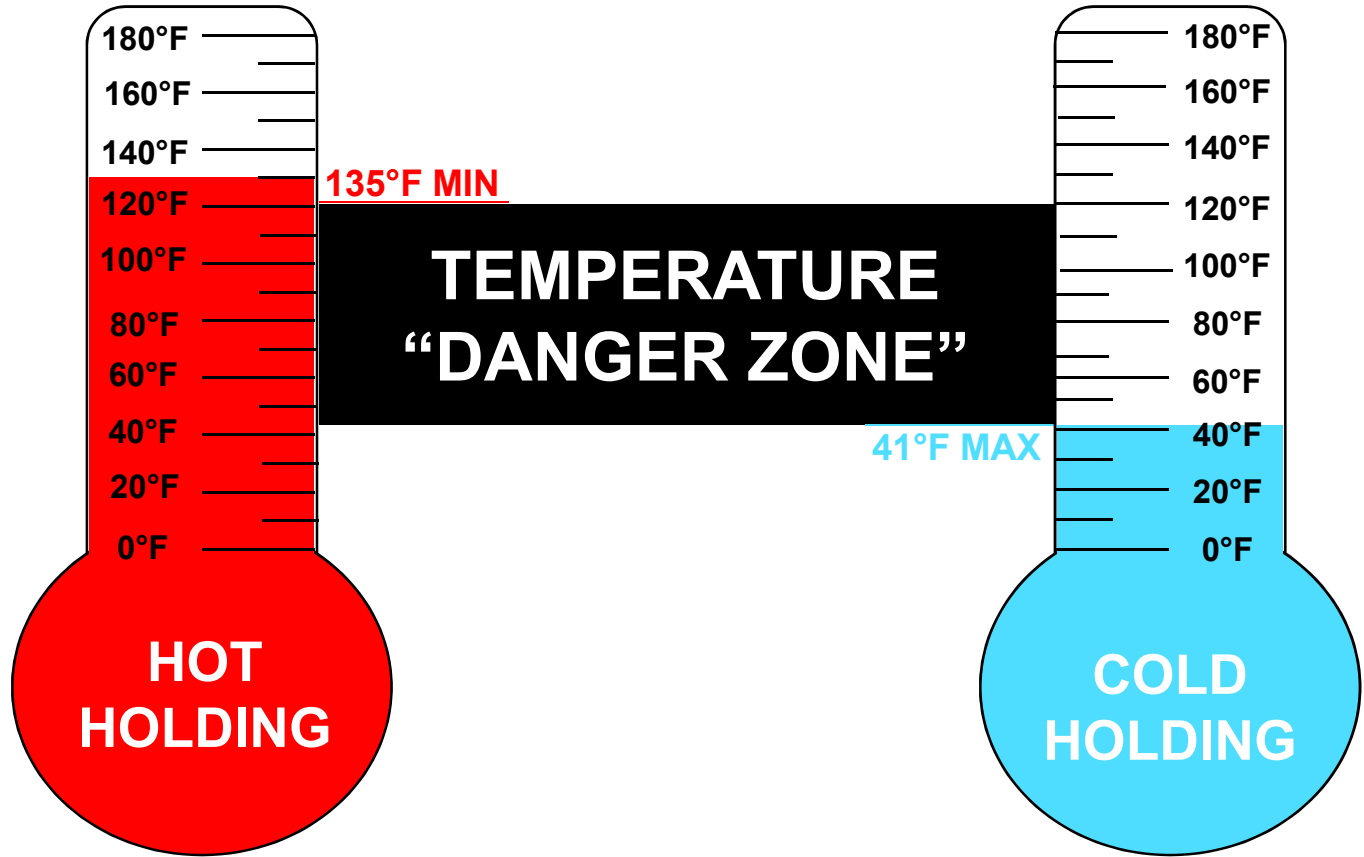
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# Maintaining and Checking Food Temperatures



## Cooking and Hot Holding Temperatures

**POULTRY:** 165° F

**EGGS:** 155° F

**GROUND BEEF/PORK:** 155° F

**SEAFOOD:** 145° F

**WHOLE MUSCLE BEEF/PORK:** 145° F

**HOT HOLDING:** 135° F

\*Maintain at/above minimum temperatures for at least 15 seconds\*

## Chilling and Cold Holding Temperatures

**COLD HOLDING:** 41° F or below

**CHILLING HOT FOOD:** 41° F or below within 6 hours of being taken off hot holding of 135° F (see cooling log)

\*"Consumer Advisory" is required if serving raw or undercooked foods of animal origin.\*

Example:

**\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.**



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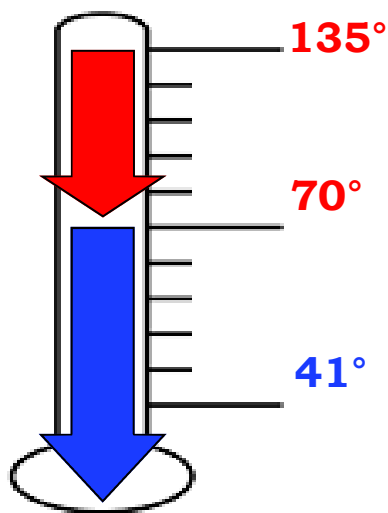
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# Cooling Procedures



Within

**2hrs**

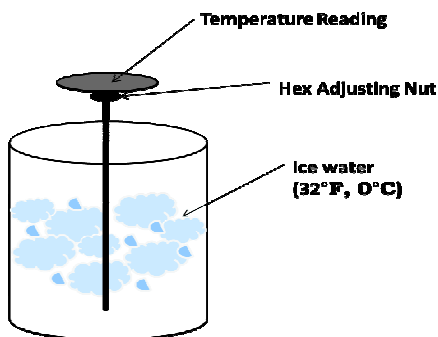
Totalling

**6hrs**



## Helpful cooling methods:

- ◆ **Refrigeration:** Metal pans (small portions about 2" thick are ideal with adequate air flow around pans)
- ◆ Place on open shelving
- ◆ **Ice Bath:** (fill ice & water up to food level; stir often/ ice paddles (may crack if used in food hotter than 135°F))
- ◆ **Do not cover** until completely cooled
- ◆ **Use ice** as an ingredient instead of water



## Calibrate thermometers often:

Stem thermometers-place in ice/water, wait 15-20 seconds, adjust nut under face of thermometer using pliers/wrench until 32°F while stem is in ice

Digital thermometers-may need manufacturer to adjust, some can be field calibrated, others may need replaced



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# Gloves!

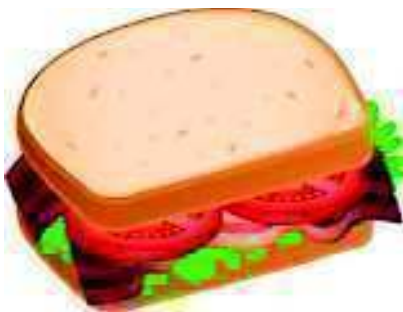
**Ready-to-Eat:** requires no further cooking/heating prior to serving. These are high risk foods for transmitting fecal-oral disease (i.e. viruses, such as Norovirus and Hepatitis A) from contaminated hands.

## Gloves:

- \*Not a substitute for good handwashing practices!
- \*Always wash hands prior to putting on a pair of gloves!
- \*Change gloves and wash hands when they become contaminated!
- \*Must wear over any bandage, cut, burn, or sore!

Ready-to-Eat foods include but are not limited to:

- Salads
- Ice, beverages
- Sandwiches
- Fresh fruits and vegetables (i.e. lettuce, tomato, cilantro, etc.)
- Cheeses
- Desserts
- Sushi



\*Tongs, deli tissues, and spatulas are other alternatives for handling ready-to-eat foods.



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# What You Need to Know about Cross-Contamination

## Cross-Contamination Spreads Germs

Raw foods like meat, eggs, poultry, and seafood carry germs that can cause foodborne illness. These foods must be cooked to the right temperature to kill those germs. If the raw foods or their fluids come into contact with ready-to-eat food, the germs can be transmitted between the foods. Since ready-to-eat food will not be heated to kill germs, the germs can grow on the food and cause the public to get sick when they eat the food. This is called cross-contamination, and it should be avoided.

### Wash Your Hands and Wear Gloves

Wash your hands and put on new gloves when switching between handling raw and ready-to-eat foods.

Wash your hands and put on new gloves when switching between handling kitchen utensils, like spoons and knives, used to prepare or serve raw and ready-to-eat foods.

### Wash, Rinse, and Sanitize All Kitchen Utensils

Wash, rinse, and sanitize all kitchen utensils in a three-bay sink or dishwasher before using them.

Manually clean and sanitize all kitchen surfaces, and utensils that cannot be cleaned in a three-bay sink or dishwasher.

Re-wash, rinse, and sanitize kitchen surfaces and utensils with dried-on food until the food is gone before storing or using it.

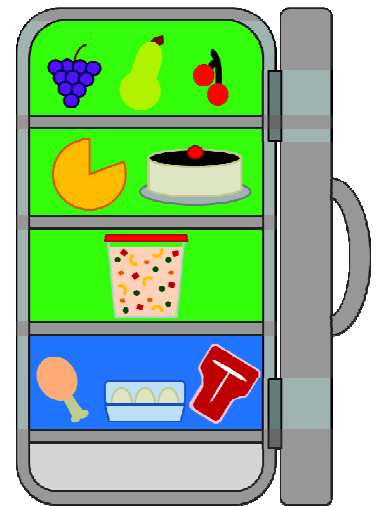
### Store Ready-to-Eat Foods Above Uncooked Foods

Store ready-to-eat foods away from and above raw foods, like meats, eggs, poultry, and seafood.

#### HOW TO STORE FOOD IN REFRIGERATORS AND FREEZERS:

Ready-to-Eat Foods

Raw, Uncooked Foods



### Use Separate Areas for Preparing Uncooked and Ready-to-Eat Foods

Use separate cutting boards, kitchen surfaces, and kitchen utensils when preparing raw foods and ready-to-eat foods, like using one spatula to cook raw hamburger and a different spatula to serve hamburger.



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# Preventing Cross Contamination



Ready to eat foods and pre-cooked meats

---



Raw Pork, steaks, and fish - Cook to 145 °F

---



Raw ground beef & raw shell eggs - Cook to 155 °F

---



Raw poultry, stuffed meats, raw chicken and raw turkey - Cook to 165 °F

# Previendo Contaminación de Comida



Alimentos listos para comer y comida precocinada

---

**La carne cruda no debe de guardarse encima de la comida cocinada.  
Separe alimentos crudos de animales durante almacenamiento por la temperatura de cocinar final.**

---



El puerco crudo, pescado crudo, y camarón crudo (145°F)



Los huevos crudos, charizo crudo, y la carne molida cruda (155°F)



Pollo crudo (165°F)

## 防止十字形玷污

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准备好吃食物和预煮肉



---

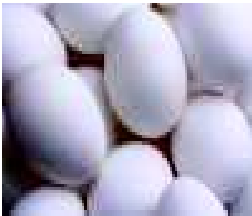
未煮熟的食物要和已经煮好的食物分开存放，以防止生的和熟的食物交叉感染。

---



未加工的猪肉，未加工的鱼，生疏的小虾 (145°F)

---



未加工的蛋和未加工的牛肉 (155°F)



未加工的鸡肉 (165°F)

# Food Allergens

## What are the 8 Major Food Allergens identified by law?



1. Milk



2. Eggs



3. Fish



4. Crustacean shellfish

5. Tree Nuts



6. Peanuts



7. Wheat



8. Soybeans



**\* Any protein derived from these items are designated as “major food allergens”**

Symptoms of allergic reactions **can** include:

- Hives
- Flushed skin or rash
- Tingling or itchy sensation in the mouth
- Face, tongue, or lip swelling
- Vomiting and/or diarrhea
- Abdominal cramps
- Coughing or wheezing
- Dizziness and/or lightheadedness
- Swelling of throat and vocal cords
- Difficulty breathing
- Loss of consciousness

### **\* Other Allergens**

**Persons may still be allergic and have serious reactions to foods *other* than the 8 foods identified by law so *be aware*.**



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# Proper Cleaning & Sanitation

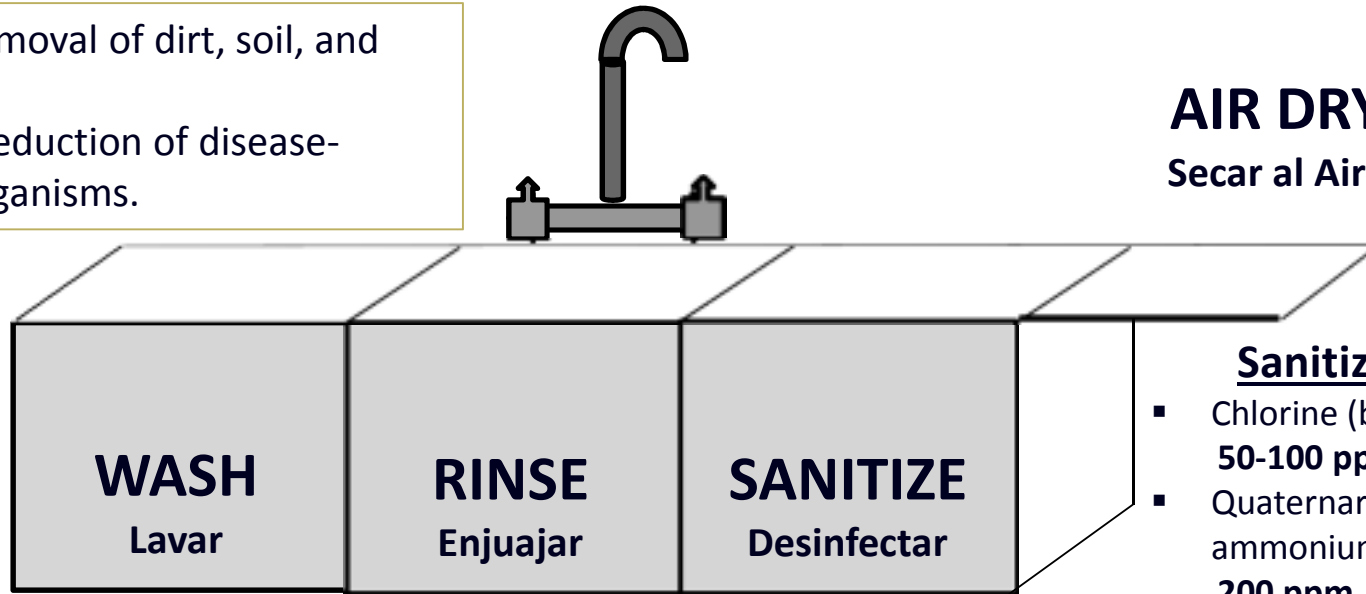
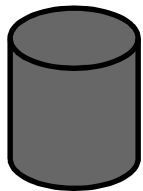
**Cleaning:** the removal of dirt, soil, and debris.

**Sanitizing:** the reduction of disease-causing microorganisms.

**AIR DRY**  
Secar al Aire

## SCRAPE

Limpiar



## Sanitizers

- Chlorine (bleach):  
**50-100 ppm**
- Quaternary ammonium:  
**200 ppm**  
(unless manufacturer specifies other)

**\*Change your water frequently. Cambie el agua con frecuencia.**

Follow these steps for all food service equipment:

- \*At least **every 4 hours** during continued use
- \***Every time raw meat, poultry, fish, or eggs are prepared**

- Test with appropriate test strips
- Contact time required for chlorine=10-seconds  
quaternary ammonium=30-seconds



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# Cleaning Lists (examples)

**Cleaning lists are important to maintain a routine.**

## Kitchen

## Bar/server stations

- Counters**
- Cutting boards**
- Door gaskets, handles and fronts**
- Microwaves (inside and outside)**
- Ice machines**
- Equipment (fryers, grills, ovens)**
- Sinks (3-bay, 2-bay, mop, hand)**
- Utensil bins**
- Slicers, choppers, knife racks**
- Shelving**
- Dish machine**
  
- Hoods**
- Ceiling tiles and vents**
- Floors (under equipment, walk-ins)**
- Floor drains**
- Baseboards**

- Soda nozzles**
- Soda gun holders**
- Door gaskets, handles and fronts**
- Ice bins**
- Sinks (3-bay, hand)**
- Shelving**
- Coolers (interior ice/glass)**
- Restrooms**
- Dish machine (if applicable)**
  
- Ceiling tiles and vents**
- Floor drains**
- Floors (under coolers)**
- Baseboards**

**\*Use daily and weekly check lists. Assign and follow-up with each employee to verify completion.\***



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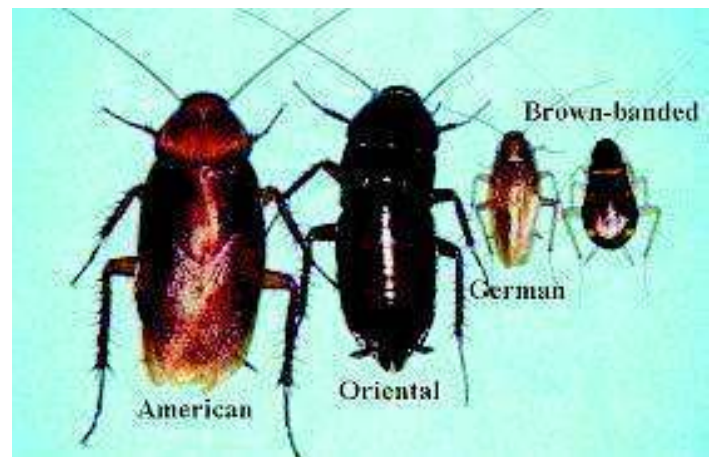
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# Vector Control

## Contact a Certified Pest Control Operator

All chemicals must be for retail use, “no residential use only” is allowed.



- Seal holes and cracks*
- Avoid harborage and debris*
- Inspect products being delivered*
- Keep dumpsters closed and area clean*
- Maintain plumbing*



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# Food Sources-Quality

**\*All food in a food service establishment must be obtained from an approved source!\***

## Verify:

- Meats must have state (BOAH) or USDA stamp on packaging.
- Supplier has documentation proving they are an approved wholesale facility.
- Fish– for sushi must have supplier letter verifying proper freezing.
- Shellfish– maintain tags for minimum 90 days after served
- Eggs– do not use in ready to eat foods. Pasteurized eggs may be substituted

## Check:

- Cans– look for dents, swelling/bulging, or leaks upon delivery **do not use**– reject if not acceptable– Home canned foods are not allowed!
- Temperatures– of deliveries (cold foods must be 41°F or below; except eggs may be 45°F)
- Moldy or spoiled foods– discard immediately
- Sell-by or use-by dates– should be observed and may not be altered or covered

Examples of USDA marks



Inspection mark on raw meat



Inspection mark on raw poultry



## Storage:

- \*6" off floor
- \*dry/clean area free of chemicals
- \*Label foods (i.e. spices)



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# General Maintenance

## Food service establishments must practice good sanitary conditions inside and outside.

\***Sewage** systems must be operating properly at all times. Sewage back-up is an imminent health hazard and must be remedied **immediately**.

-Contact a licensed plumber and close area of back-up until repaired (i.e. kitchen, restroom, etc.)

\***Restrooms** shall be clean and stocked at all times with toilet paper, soap, hand drying provisions, and proper plumbing.

\***Plumbing** shall be maintained in good repair, free of leaks (NO duct-tape, plastic wrap, or other unapproved materials), and meet applicable Indiana plumbing code (i.e. prevent backsiphonage)

\***Mop sinks** shall be provided at retail facilities, maintained, and clean. (NOT for dishwashing, food preparation, or handwashing) Disposal includes mop water, expired sanitizer water, and chemicals.

\***Grease traps** shall be accessible, kept clean, and operating properly.

\***Garbage and refuse** containers shall be kept clean and protected against rodents, insects, or other pests.

\***Lighting** shall be maintained and provide levels of at least:

A. 70 foot-candles on all food preparation surfaces; and at equipment or utensil-washing work levels

B. 20 foot-candles in reach-in coolers, buffets, and at a distance of 30 inches above floor in:

-Utensil and equipment storage areas

-Sink and toilet areas

-Walk-in refrigeration units

-Dry food storage areas, ETC.

\* **Floors, walls and ceilings** shall be maintained clean and in good repair.  
*Smooth, easily cleanable, and non-absorbent materials are required!*



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# Person-In-Charge (PIC)

**\*The owner or operator of a retail food establishment shall have a person-in-charge present at establishment during all hours of operation.\***

**PIC** must ensure the following:

- Have and demonstrate knowledge of food safety.
- Employees effectively clean their hands.
- Employees and others, such as delivery, maintenance, and pest control operators, entering the establishment practice safe habits.
- Work with employees to verify proper receiving is practiced.
- Operations are not conducted in a private home or in a room used as living or sleeping quarters.
- Prohibit unnecessary persons into the operation, except for brief visits/tours with precautions taken to protect items from contamination.
- Proper cooking of potentially hazardous foods.
- Proper cooling of potentially hazardous foods.
- Consumers who order raw or partially cooked foods of animal origin are informed that the food is not cooked sufficiently to ensure its safety.
- Employees are properly cleaning and sanitizing multiuse equipment before reuse.
- Consumers are aware that clean tableware is to be used when returning to self-service areas; such as salad bars and buffets.
- Employees are preventing cross-contamination of ready-to-eat foods, such as using: deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Employees are properly trained in food safety as it relates to their assigned duties.

\*Immediately discontinue operations and notify Health Department if an imminent health hazard may exist because of an emergency:

*Fire, flood, extended interruption of electrical/waste service, sewage backup, misuse of poisonous/toxic materials, apparent foodborne illness outbreak, etc.*



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### Sushi Rice Time Log

Date	Batch #	Time Cooked	Cooked By	Good Until (4 Hours from Cooked)	Time Discarded	Discarded by

Time can be used to ensure product safety. Un-acidified cooked rice may be kept at the room temperature for up to 4 hours without using any temperature control equipment (hot or cold holding unit). The following must occur to keep and serve cooked rice at room temperature for a maximum of 4 hours:

- \*The cooked rice container must be marked to indicate the time that cooked rice must be discarded if not used within 4 hours.
- \*The cooked rice must be served or discarded within four hours from the point in time when the cooked rice is removed from temperature control.
- \*A written procedure specifying time as a public health control shall be maintained in your facility and made available to the inspector upon the request.

**Important Note:**

- \*Cooked rice in an unmarked container is not allowed.
- \*Cooked rice exceeding a four-hour limit must be discarded.





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**Thank you** for taking time to read this reference guide. We hope that it will be beneficial for you and your staff when questions arise. Feel free to contact us at any time for further training or education. We look forward to an open line of communication.

***Additional resources and References:***

Indiana State Department of Health (ISDH)- Food Protection Program  
<http://www.in.gov/isdh/20640.htm>

The Centers for Disease Control and Prevention (CDC) <http://www.cdc.gov>



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