



# Ohio

## Department of Health

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

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

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

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

**MANAGEMENT AND PERSONNEL: SUPERVISION**

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

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