

# School Person-in-Charge Training

McHenry County Department of Health

August 2018





# Review of Frequent Violations

- Employee Health Policy Agreement
  - Volunteers are included and are required to sign an agreement

## Employee Health Policy Agreement

Agreement between employee and Person-in-Charge

**Food Facility:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### Reporting Symptoms of Illness

The employee agrees to report to the Person-in-Charge when experiencing ANY of the following symptoms:

- Diarrhea
- Stomach cramps
- Vomiting
- Sore throat and fever
- Jaundice (yellowing of eyes or skin)
- Infected cuts, wounds, or boils with pus on the hands or wrists

Person-in-Charge to immediately notify local health department when aware of 2 or more food employees ill with gastrointestinal symptoms and continue to monitor employees for signs of illness.

### Reporting Diagnosed Illness

The employee agrees to report to the Person-in-Charge when they have been diagnosed by a medical professional with:

- Norovirus
- Hepatitis A
- Shigella spp.
- Shiga Toxin-Producing E. coli
- Salmonella Typhi (typhoid fever)
- Salmonellosis

The Person-in-Charge notifies the local health department about any employee with a diagnosed illness.

### If Symptoms of Illness Occurs:

If symptoms occur at work:

- Stop work immediately
- Report to management
- See a health practitioner / doctor
- Go home, return to work after symptom free for at least 48 hours

If symptoms occur before reporting to work:

- Notify management
- Do not report to work until symptom free for 48 hours

### Call-In Procedure:

The Person-in-Charge shall maintain a detailed record of all employee calls with acute gastrointestinal symptoms and action taken. The Person-in-Charge has final approval on all employees returning to work and verifying they have been symptom free for at least 48 hours prior to return.

No \_\_\_\_\_ (food facility name) employee, including conditional employees, shall work with any of the above listed health conditions per the Illinois Food Code and Control of Communicable Diseases Code policy.

*I have read and understand all of the information contained in this document. I understand that I have a responsibility to follow each step.*

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person-in-Charge Printed Name: \_\_\_\_\_

Person-in-Charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Implementation of an Effective Employee Health Policy

Foodborne illness prevention begins with properly trained staff not working when ill with vomiting, diarrhea, or jaundice; or if they have been diagnosed with a reportable communicable disease as listed in the Illinois Food Code and Control of Communicable Diseases Code.

The Employee Health Policy Agreement is designed to be used as a tool for the Person-in-Charge to assist with conforming to the requirements outlined in the Illinois Food Code and Control of Communicable Diseases Code for retail food facilities.

### The Illinois Food Code requires a food facility Person-in-Charge to:

1. Recognize diseases that are transmitted by foods and the common symptoms of foodborne illness.
2. Inform employees of reporting requirements.
3. Restrict or exclude affected food workers.
  - The Person-in-Charge must prevent food contamination by employees with certain symptoms of illness:
    - **Restriction:** preventing an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service items.
    - **Exclusion:** preventing an employee from entering or working in any part of the food facility.
4. Notify the McHenry County Department of Health Communicable Disease Section at 815-334-4500.
5. Inform food employees of the reporting requirements.
  - Employees must inform employers when they are experiencing common foodborne illness symptoms.
  - Managers should monitor the health of their current employees and future employees.
  - Managers should promote good communication and the reporting of illness.





# Review of Frequent Violations

- **All forms are available on our website:**

<https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/environmental-health/food-protection-program/educational-materials>

<https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/environmental-health/food-protection-program/fda-model-food-code>

# Review of Frequent Violations

- **Hand washing signs**
  - Must be at all employee hand sinks and restrooms
- **Probe Thermometers**
  - Staff is trained on how and when to calibrate
- **Providing Barriers with ready-to-eat food**
  - Gloves, tongs, utensils, etc.
- **Sanitizer Testing Strips**
  - Dishwasher and 3-compartment sink
  - Quaternary Ammonium
  - Chlorine Bleach
  - Heat dishwashers do not need chemical sanitizer strips, but need heat reactive strips

# Food Establishment Self-Inspection Checklist



MCHENRY COUNTY DEPARTMENT OF HEALTH  
 DIVISION OF ENVIRONMENTAL HEALTH  
 2200 NORTH SEMINARY AVENUE  
 WOODSTOCK, ILLINOIS 60098  
 PH: 815-334-4585  
 FAX: 815-334-4637  
 WEBSITE: [www.mcdh.info](http://www.mcdh.info)

Food Establishment Self-Inspection Checklist				
Checklist Completed By:	Date:		Time:	
S = SATISFACTORY    N = NEEDS IMPROVEMENT    C = NEEDS IMMEDIATE CORRECTION				
<b>Note: The items that are bolded are priority violations that require immediate correction.</b>				
FOOD RECEIVING AND STORAGE PRACTICES	S	N	C	ACTION TAKEN
Food items are received from approved sources.				
Food is wholesome and in good condition.				
Upon receipt, foods are temped and stored at proper temperatures.				
Food is labeled and stored above the floor.				
Food storage rooms are clean and organized.				
COLD STORAGE OF FOOD	S	N	C	ACTION TAKEN
Cold foods are stored or displayed at 41°F or below.				Food: _____ Temp: _____°F
Prepared time/temperature control for safety food (TCS) has date and time labels for cooling.				
Prepared or opened TCS food held > 24 hours date marked for no more than 7 days and held ≤ 41°F (add a of max 6 days from date of prep or opening).				
Proper disposition of returned, previously served, reconditioned, and unsafe food.				
Refrigerator temperatures are 41°F or below, and thermometers are present and visible.				Date: _____ Temp: _____°F
Frozen foods are frozen solid.				
Food products protected by food grade containers/covers.				
No direct bare hand contact with ready-to-eat food.				
COOKING AND SERVICE	S	N	C	ACTION TAKEN
Hot TCS food held at 135°F or above.				
Cold TCS food held at 41°F or below.				
Time as a public health control in place – TCS food cooked, served, or discarded at end of 4 hours (no raw eggs for highly susceptible population). Written procedures available for review by staff and MCDH.				
Sliced beef, steaks, pork, fish, and cook to order eggs cooked to 145°F for 15 seconds.				Food: _____ Temp: _____°F
Ground meat and pooled eggs for later service are cooked to 155°F for 15 seconds.				Food: _____ Temp: _____°F
Poultry, stuffed meat and pasta, TCS food cooked in microwaves, and previously prepared and cooled foods are cooked or reheated to 165°F for 15 seconds within 2 hours using stoves, ovens, grills, or microwaves only. Reheating to 165°F for hot holding or any temperature for individual orders.				Food: _____ Temp: _____°F
Thermometers are calibrated.				
Thermometers used to verify food temperatures at all preparation steps.				
Consumer advisory provided for raw or undercooked food (on menu or posted).				
CHECKLIST CONTINUED ON BACK				

# Food Establishment Self-Inspection Checklist

EMPLOYEE PRACTICES AND TRAINING	S	N	C	ACTION TAKEN
Employees wear clean clothing and effective hair restraints. Fingernails are trimmed, filed, and clean.				
Employees preparing food are not wearing jewelry on arms or hands (exception: plain band rings).				
Hand sinks accessible, in good repair, and stocked with soap and paper towels.				
Employees wash hands only at designated hand sinks, and barriers are used to turn off faucets and to open door handles.				
Employees wash hands before starting work and after breaks.				
Employees use good hygiene practices while handling food.				
Employees observed washing hands between tasks (handling raw meats, garbage, mop, etc.).				
Employees free of any illness, cuts, or infections.				
Employees do not eat, drink, or smoke in food preparation, food service, and food storage areas.				
Food Protection Manager(s) onsite supervising food staff.				Name: _____
Food handlers complete food handler training within 30 days of employment.				
KITCHEN AND EQUIPMENT	S	N	C	ACTION TAKEN
Sanitizing rinse at 3 compartment sink is at proper concentration and test kits are onsite.				Water Concentration: _____ ppm chlorine / quat / iodine
Dishwasher final rinse at proper sanitizer concentration or temperature with test kit or thermometer present.				Water Concentration: _____ ppm chlorine Water Temperature: _____ °F
Chemicals are labeled and stored separate or below food and single service items.				
All food equipment is clean and in good repair.				
Food service sinks are cleaned and sanitized before use.				
All food equipment is washed, rinsed, and sanitized after use.				
FACILITY	S	N	C	ACTION TAKEN
Water from an approved source.				
Hot and cold running water under pressure during all hours of operation.				
Proper sewage and waste disposal.				
Proper plumbing for equipment (open site drain, air gaps, back flow prevention device).				
Effective pest control in use, doors and windows closed, and free of insect and rodent infestations.				
Dumpster lids kept closed and dumpster area kept clean.				
Walls, floors, and ceilings kept clean and in good repair.				
Restrooms cleaned and stocked with soap, paper towels, and waste can; and women's restroom has lidded receptacle for feminine sanitary products.				
EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE	S	N	C	ACTION TAKEN
Fire, sewage backup, no hot/cold running water, no electricity, utility interruptions, and inability to clean and sanitize.				IMMEDIATELY contact MCDH at 815-334-4585

Additional Comments:	

# Food Establishment Self-Inspection Checklist

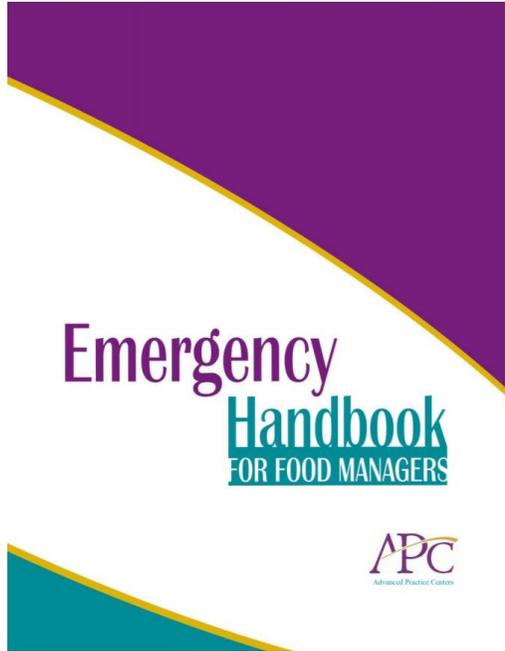
- Not required, however, it is highly recommended
- Self-inspections / Active Managerial Control
- Checklist is available on our website:  
<https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/environmental-health/food-protection-program/educational-materials>

# Food Establishment Self-Inspection Checklist

- **Receiving of Food**
  - Approved sources, temperatures, disposition of packaging and food, procedure for unacceptable items, storage
- **Cold Storage and Hot Holding Units**
  - Temperatures, date marking, disposition, thermometers are working and visible
- **Cooking**
  - Temperatures, thermometers, quickchilling options
- **Employee Practices (Person-in-Charge)**
  - Ill employees restricted or excluded from food handling, no jewelry, artificial nails / nail polish policy of glove use, clothing, hair restraints, hand washing review
- **Sanitation and Equipment**
  - ppm of sanitizer, heat temperature, setup of 3-compartment sink, drying, cleaned sinks, good repair, storage

# Food Establishment Self-Inspection Checklist

- **Facility Requirements**
  - Water availability and temperature, pest management, garbage, waste disposal, restrooms
- **Emergency Requirements**
  - Closures, etc.
  - Emergency handbook for food managers available on our website <https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/environmental-health/food-protection-program>

The image shows the cover of a handbook. The top half is purple with a diagonal yellow line. The bottom half is white with a diagonal yellow line. The text 'Emergency Handbook FOR FOOD MANAGERS' is centered on the white background.

**Emergency  
Handbook  
FOR FOOD MANAGERS**

# Person-in-Charge / Active Managerial Control

- **Review of Person-in-Charge**
  - An individual present at a food establishment who is responsible for the operation at the time of inspection
  - Responsibilities of Active Managerial Control:
    - Having no Priority items during inspection
    - May be a Certified Food Protection Manager
    - Responding correctly to practitioner's questions (17 items stated in the Food Code [reference section 2-102.11])

# Certified Food Protection Manager

- **Category Risk I Food Facilities (Schools)**
  - Illinois Department of Public Health certification no longer required
  - Staffing of a Certified Food Protection Manager is needed at all times handling and preparing food is being done
  - Keep certificate onsite at all times

# Food Handler Training

- Any employee that handles food, equipment, and utensils must complete food handler training
- 2 hour online course
- Must have within 30 days of hire
- Certificates must be held onsite

# Allergen Awareness Training

- **Schools are not required to take allergen training**
  - If desired, it can be taken online (2 hour course)

# Questions, Comments, Concerns

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