

Lee County School District
Standard Operating Procedures
PERSONAL HYGIENE

Purpose: To prevent contamination of food by Child Nutrition employees.

Scope: This procedure applies to Child Nutrition employees who handle, prepare, or serve food.

Key Words: Personal Hygiene, Cross-Contamination/Contamination

Instructions:

1. Train Child Nutrition employees on practicing personal hygiene.
2. Follow the employee personal hygiene policy.
3. Report to work in good health, clean, and dressed in clean and complete attire.
4. Change apron when it becomes damaged.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails, trimmed, filed, and maintained so the edges are cleanable.
7. Artificial fingernails or tips and fingernail polish are prohibited.
8. Do not wear jewelry except a plain ring such as a wedding band. Watches and earrings are prohibited.
9. Wear single use gloves.
10. Treat and bandage wounds and sores immediately. When hand is bandaged, single-use gloves must be worn.
11. Do not report to work if you have a lesion containing pus. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
12. Eat and drink only in designated break areas where food or food contact surfaces may not become contaminated.
13. Chewing gum is not allowed.
14. Taste food the correct way.
 - *Place a small amount of food into a separate container.
 - *Step away from exposed food and food contact surfaces.
 - *Use a teaspoon to taste food. Remove the used teaspoon and container to the dishwashing area. Never reuse a spoon that has already been used for tasting.
 - *Wash hands immediately and change gloves.
15. Wear suitable and effective hair restraints while in the kitchen. Hair restraints must cover the entire hairline.
16. Before working on the serving line, managers will check appearance.
 - *Hair should be neatly arranged or groomed.
 - *Clothing and apron should be clean.

*Make-up (if worn) should be fresh.

17. Follow state and local public health requirements.

Monitoring:

The manager or Child Nutrition Director will inspect employees when they report to work to be sure each employee is following the Standard Operation Procedures. The manager or Child Nutrition Director will monitor all Child Nutrition Employees to make sure the personal hygiene policy is being followed.

Corrective Action:

Any Child Nutrition Employee found not following these procedures will be retrained at the time of the incident, and affected food will be discarded.

Verification and Record Keeping:

The Child Nutrition Manager will verify all Child Nutrition Employees are following these policies by visually observing employees during all hours of operation. The Child Nutrition Manager will complete the Food Safety Checklist daily. Child Nutrition Employees will record any discarded food on the Damage or Discarded Product Log, which will be kept on file in the Child Nutrition Office and Manager's files for a minimum of one year.

Date Implemented: _____ **BY:** _____

Date Reviewed: _____ **BY:** _____

Date Revised: _____ **BY:** _____

Lee County School District

Standard Operating Procedures

Washing Hands

Purpose: To Prevent foodborne illness by contaminated hands.

Scope: This procedure applies to anyone who handles, prepares, and serves food.

Key Words: Hand washing, Cross-Contamination

Instructions:

1. Train any individual on proper hand washing that prepares or serves food. Training may include: viewing a hand washing video and demonstrating proper hand washing procedures.
2. Post hand washing signs or posters near all hand washing sinks, in food preparation areas and restrooms, in a language understood by all Child Nutrition staff.
3. Use designated hand washing sinks for hand washing, **only**. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keep hand washing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, or drinking
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping , mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper hand washing procedures as indicated below:

- Wet hands and forearms with warm, running water (at least 100 degrees F) and apply soap (about 1 tablespoon)
 - Scrub lathered hands and forearms (up to elbows), under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm, running water for 5-10 seconds (minimum 20 seconds for complete wash and rinse process)
 - Dry hands and forearms thoroughly with single-use paper towels
 - Dry hands for at least 30 seconds if using a warm air hand dryer
 - Turn off water using paper towels
 - Use paper towel to open door when exiting the restroom
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
- Use hand sanitizers only after hands have been properly washed and dried
 - Use only hand sanitizers that comply with the 2013 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer

Monitoring:

The manager will visually observe the hand washing practices of the Child Nutrition staff during all hours of operation. In addition, the manager will visually observe hand washing sinks/areas are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employees will be retrained to ensure proper hand washing procedures.

Verification and Record Keeping:

The Child Nutrition Manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. Maintain Food Safety Checklist in the Child Nutrition Office and manager's office for a minimum of one year.

Date Implemented: _____ By: _____

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

Lee County School District

Standard Operating Procedures

Employee Health Policy

Purpose: To prevent the spread of food borne illnesses through the transmission of food.

Scope: These procedures apply to Child Nutrition employees who handle, prepare, or serve food.

Key Words: Personal Hygiene, Cross-Contamination/Contamination

Instructions:

1. Train Child Nutrition employees on practicing good personal hygiene.
2. Child Nutrition employees must report any illnesses that are transmissible through food, including the date of the onset of the following illnesses:
 - Salmonella
 - Shigella
 - Escherichia Coli (E-Coli)
 - Hepatitis A
 - Norovirus
3. If any employee is diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus, the Child Nutrition manager/person in charge at the school must notify the Child Nutrition Director who will then notify the county health department.
4. The Child Nutrition employee must report to the Child Nutrition manager/person in charge , any of the following symptoms:
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice
 - Sore throat with fever
5. Child Nutrition employees must inform the manager/person in charge, of boils, burns, cuts, and infected wounds on the hands, wrists, or exposed portions of an arm. If the Child Nutrition employee can wear a non-penetrable cover (such as a finger cot) and a glove, the Child Nutrition manager/person in charge may assign other duties that do not involve food preparation.

6. Child Nutrition employees must inform the Child Nutrition manager/person in charge, if they have been ill within:
 - The past 48 hours of the last exposure with Norovirus
 - The past 3 days of last exposure with Shigella or E-Coli
 - The past 14 days of the last exposure with Salmonella (if a previous illness allow 3 months)
 - The past month (30 days) Hepatitis A
7. Child Nutrition employees must report to the Child Nutrition manager/person in charge if:
 - They have been suspected of causing or have been exposed to Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus
 - They live in the same household with a person with one of the aforementioned diseases or
 - They live in the same household with a person who has been exposed to one of the aforementioned diseases
8. The Child Nutrition manager/person in charge must exclude (if serving a highly susceptible school) or restrict (if not serving a highly susceptible school) all Child Nutrition employees that have been diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, Norovirus or Jaundiced (within the last 10 calendar days).
9. The Child Nutrition manager/person in charge must obtain approval from the county health department and must have a written medical statement from a licensed physician that specifies that the ill employee may return to work and prepare food.

Monitoring:

1. The Child Nutrition manager/person in charge will observe employees for the aforementioned diseases.

Corrective Action:

Any Child Nutrition employee found not following these procedures will be retrained at the time of the incident. Affected food will be discarded. The employee may be assigned other duties that do not involve handling food. The person in charge must report to the Child Nutrition Director, any employee that displays symptoms of Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus.

Verification and Record Keeping:

The Child Nutrition manager will verify Child Nutrition employees are following this policy by visually observing the employees during all hours of operation. The Child Nutrition manager will complete the Food Safety Checklist daily. Child Nutrition employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file in the Child Nutrition Office and manager's file for one year.

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Date Revised: _____ By: _____