

Serving the  
Townships of

Canteen  
Centreville  
East St. Louis  
Stites

## East Side Health District

Administrative Offices  
650 N 20<sup>th</sup> Street  
East St Louis, IL 62205  
(618) 271-8722  
Fax: (618) 271-0754

Members of Board

Mark Kern  
Vanessa Chapman  
Ricky Eastern, Sr.  
Norman Miller  
Clinton Lovett

Attorney  
Phillip Rice

December 7, 2021

### GREETINGS!

Your current Retail Food Service Permit will expire on December 31, 2021. You will find your renewal application in the enclosed materials. Please complete the application and remit with payment to: 650 N. 20<sup>th</sup> Steet, East St. Louis, IL. 62205. Our office is open Monday-Friday, 8-12:45 and 2-4 p.m., excluding Holidays. Personal checks are not accepted. You may mail or submit payment in person.

In addition, you must complete and submit the Hepatitis A Vaccination Notice and the Certified Food Manager Verification form for your establishment.

A "**Food Handler**" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. A "food handler" does not include unpaid volunteers or temporary events. Category 1 & 2 establishments are still required to have an ANSI-accredited Certified Food Protection Manager (CFPM) certification. More information may be obtained at: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc>. Anyone meeting that definition of a "food handler" that does not have a CFPM certification, must receive an ANSI-accredited Food Handler Training. More information can be found at: <http://dph.illinois.gov/topics-services/food-safety/food-handler-training>

All certified food protection managers (CFPMs) working in a Category 1 restaurant must complete additional allergen training using an approved allergen awareness training program. The certificate of course completion must be kept at the establishment, made available to the health inspector upon request and is an item on the inspection report. More information can be obtained at: <http://www.dph.illinois.gov/topics-services/food-safety/allergen-awareness>

Any individual working with unpackaged food, food equipment or utensils, or food-contact surfaces must have a Hepatitis A vaccination if they work more than 14 days in a calendar year (regardless if they are a volunteer, or not). This is a requirement of East Side Health District's Food Sanitation Ordinance.

Food establishments are required to have an Employee Health Plan and a Procedure for the Clean Up of Vomit and Diarrhea. We have enclosed templates that you may use at your facility. These documents are also available on our website: [www.eastsidehealthdistrict.org](http://www.eastsidehealthdistrict.org).

Vomitting and diarrhea clean up procedures must be posted where they are accessible to applicable staff. Handwashing signs must be posted in facility restrooms.

**Reminder of some changes in the previous calendar year:**

The Illinois Department of Public Health has adopted a new food code. The 2017 FDA CODE has been adopted on January 1, 2019. Under the new code, Category II establishments must have a Person in Charge (PIC), who is a Certified Food Protection Manager (CFPM), on duty at all times. Please refer to: <http://www.dph.illinois.gov/topics-services/food-safety/retail-food> for details on the CURRENT 2017 code.

Establishments which have a lapse in Certified Food Protection Management coverage will be given **30 days** to reinstate coverage before a violation will be noted on inspection. New establishments without CFPM coverage on opening will be given until their 30 day inspection to provide proof of coverage. The establishment is responsible for providing proof of the expiration date of CFPM coverage.

East Side Health District reviewed inspection data for the 2021 calendar year and determined that the three top violations were:

- 1) Adequate handwashing sink properly equipped and accessible (#10)
- 2) Food Separated and Protected (#15)
- 3) Proper Date Marking & Disposition (#23)

Educational materials that address these violations have been provided in this packet.

**Due to COVID-19:**

Food establishments that remain open shall follow employee health policies and not to allow ill workers to be present. Routine environmental cleanings of high touch surfaces and areas shall be conducted. In addition, The 3 W's Shall be practiced at all times: **wash your hands, wear your masks, and watch your distance.**

Please contact the Environmental Health Division at: (618) 271-8722, ext. 538, should you have any questions.

Sincerely,  
Charme Rainey

***Charme Rainey, B.S***  
**Division Director**  
**Environmental Health Programs**  
**East Side Health District**  
650 N. 20<sup>th</sup> Street  
East St. Louis, IL. 62205  
**Office: (618) 271-8722, EXT. 112**  
[crainey@eshd.org](mailto:crainey@eshd.org)



EAST SIDE HEALTH DISTRICT  
650 N. 20<sup>TH</sup> STREET  
EAST ST. LOUIS, ILLINOIS 62205  
Ph: 618-271-8722 Ext 538 Fax: 618-875-5038  
Web: [www.eastsidehealthdistrict.org](http://www.eastsidehealthdistrict.org)

## FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION (2022)

(All permits expire December 31st of each calendar year/Permits are not transferable)

Name of Business \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_ Individual \_\_\_ Corporation  
\_\_\_ Partnership \_\_\_ Organization  
\_\_\_ Not for Profit

Name and address of Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TYPE OF FOOD SERVICES ESTABLISHMENT

☐ Restaurant ☐ Retail grocery/mini mart ☐ Retail meat/poultry ☐ Retail bakery  
☐ Vending ☐ School/Daycare ☐ Confectionary ☐ Tavern ☐ Caterer ☐ Mobile ☐ Other

### FEE CATEGORIES (Highlighted is payment amount)

#### Category I

Food Service Establishments with seating capacity:

0-25 (A1).....\$150.00 \_\_\_\_  
26-50 (A2).....\$250.00 \_\_\_\_  
51 or more (A3).....\$350.00 \_\_\_\_

#### Category II

Food Service Establishments with seating capacity:

0-25 (B1).....\$100.00 \_\_\_\_  
26-50 (B2).....\$200.00 \_\_\_\_  
51 or more (B3).....\$300.00 \_\_\_\_

#### Category III

Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant (C) .... \$100.00 \_\_\_\_

**NOT FOR PROFIT** ..... No Fee (Must submitted current IRS 501 documentation with application.)

\*ALL PAYMENTS **MUST** BE EITHER SUBMITTED IN PERSON AT: 650 N 20<sup>th</sup> St., East St. Louis 62205

OR MAILED TO THE OFFICE –PAYMENT MAY BE MADE BY CASH, MONEY ORDER OR CORPORATE CHECK

Application is hereby made for a Food Service Establishment to operate within ESHD Jurisdiction (East St. Louis, Stites, Centreville & Canteen Townships), St. Clair County, Illinois. By this application it is agreed that the establishment will comply with the provisions of the Basic Sanitation Standards applicable to this type of food handling establishment set forth in the Illinois Department of Public Health Food Service Sanitation Code 750 and the East Side Health District Food Sanitation Ordinance. It is further agreed that said food service establishment shall be open to inspection by the East Side Health District during normal working hours.

I affirm the above information is true to the best of my knowledge and belief.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE OF LATE FEES

Food Establishment permits expire December 31<sup>st</sup> of each calendar year. Penalties for late payment shall be:

- a \$30 late fee will be assessed for each calendar month the permit is past due (Including Not For Profit).
- Legal Action will be taken once payments are 90 days past due or greater – late fees will continue to accrue after referred to legal counsel.

### General Guidelines:

#### CATEGORY 1

- Potentially hazardous foods are cooled, as part of the food handling operation at the facility
- Prepare hot or cold food for more than 12 hours before serving
- Potentially hazardous cooked and cooled foods are reheated
- Prepare foods for off-premises service for which time-temperature requirements during transportation, holding and service are relevant
- Extensively handle raw ingredients or have bare hand contact with ready to eat food
- Serve immunocompromised individuals, where these individuals compromise the majority of the consuming population

#### CATEGORY II

- Hot or cold foods are held at required temperatures for no more than 12 hours are restricted to same-day services
- Foods are prepared from raw ingredients, using only minimal assembly
- Foods that require complex preparation (whether canned, frozen or fresh prepared) are obtained from approved food-processing establishments

#### CATEGORY III

- Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant
- Only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages, occurs at the facility
- Only beverages (alcoholic and non-alcoholic) are served at the facility



## Food Service Training Centers

**Corporate Training Center, Ltd. 800-705-8204 (8 hour classes) \$127.00 per person or online**  
[www.ctcfoodsantiation.com/contact](http://www.ctcfoodsantiation.com/contact) 3516 Banyan Dr. Springfield IL 62712

Classes can be set up for 8 or more at your location

FAIRVIEW HEIGHTS	DVS090821	HOLIDAY INN FAIRVIEW HEIGHTS	SEPT 08,2021	8:00 A.M. – 6:00 P.M.
FAIRVIEW HEIGHTS	DVS100121	HOLIDAY INN FAIRVIEW HEIGHTS	OCT 04, 2021	8:00 A.M. - 6:00 P.M.
NEW BADEN	DAY111321	ZION UNITED CHURCH NEW BADEN	NOV 13, 2021	8:00 A.M. - 6:00 P.M.
FAIRVIEW HEIGHTS	DVS110921	HOLIDAY INN FAIRVIEW HEIGHTS	NOV 09,2021	8:00 A.M. – 6:00 P.M.
FAIRVIEW HEIGHTS	DSV120121	HOLIDAY INN FAIRVIEW HEIGHTS	DEC 01,2021	8:00 A.M. – 6:00 P.M.

**Safe Food Handlers Corporation – 888-793-5136 (8 hour classes) for Online Courses visit**  
[www.sfhcorp.com/classroom-courses](http://www.sfhcorp.com/classroom-courses)

FAR092121	8 HR FOOD SERVICE SANITATION COURSE	TUES–SEPT 21	8:30 AM – 5:30 PM	HOLIDAY INN	FAIRVIEW HTS.
FAR100621	8 HR FOOD SERVICE SANITATION COURSE	WED– OCT 06	8:30 AM – 5:30 PM	HOLIDAY INN	FAIRVIEW HTS.
FAR102321	8 HR FOOD SERVICE SANITATION COURSE	SAT – OCT 23	8:30 AM – 5:30 PM	HOLIDAY INN	FAIRVIEW HTS.
FAR111121	8 HR FOOD SERVICE SANITATION COURSE	THURS – NOV 11	8:30 AM – 5:30 PM	HOLIDAY INN	FAIRVIEW HTS.
FAR120421	8 HR FOOD SERVICE SANITATION COURSE	SAT – DEC 04	8:30 AM – 5:30 PM	HOLIDAY INN	FAIRVIEW HTS.

**Katkin - Safety Education for Professionals- you can register online at [www.katkinco.com](http://www.katkinco.com) 8 hour class plus exam**  
 \$ 145.00 per person, private, public and online certification available

10/12/2021	Food Safety Manager – Public Course	Crehans Irish Pub, 5500 N Belt West Belleville, IL 62226	9:15 AM	Tuesday
11/02/2021	Food Safety Manager – Public Course	Edison's Entertainment Complex 2477 S State Rte 154 Edwardsville 62025	9:15 AM	Tuesday
12/14/2021	Food Safety Manager – Public Course	Crehans Irish Pub, 5500 N Belt West Belleville, IL 62226	9:15 AM	Tuesday

**Southwestern Illinois College 235-2700 (is a 15 hour class, 1 credit hour) 2500 Carlyle Ave. Belleville IL 62221**

*Belleville Campus – 618-235-2700 2500 Carlyle Ave. Belleville IL 62221*

CUL116001	09/18/2021 – 09/25/2021	9:00 AM to 4:50 PM	MONDAY
CUL 116002	12/04/2021 – 12/11/2021	9:00 AM to 4:50 PM	SATURDAY

**Granite City**

CUL116061	10/25/2021 – 11/01/2021	9:00 AM to 4:50 PM	MONDAY (approval required)
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**Online course is available but receives no college credit [www.tapseries.com/4u/swic](http://www.tapseries.com/4u/swic)**  
 Reduced cost.

## Food Service Training Centers

*These Individuals offer training at your facility for groups or can schedule on-line training  
(Call to schedule a date and location)*

**Renée Robertson** (618) 406-4077 Safe Food 101 [renee@safefood101.com](mailto:renee@safefood101.com)  
**Carol C. Schlitt** (618) 977-7787 (at your facility) - [carol@safeandsavorysolutions.com](mailto:carol@safeandsavorysolutions.com) Serve Safe  
**Tim Hostert** (618) 615- 8205 (at your facility) Serve Safe or Prometric  
**O'C's Foodservice Quality Assurance & Education Company** 618-452-5383  
2401 Washington Ave. Granite City IL 62040 Online courses available Call for dates and locations.

## Food Handler Courses

Food Handler Courses – the following web sites are locations for the Illinois Food Handler Training. Individuals log onto the website and complete the training, as well as take a 40 question test. After they pass the test, they will be allowed to print a food handler card. All the individuals that are working in the restaurant will need to have either the food handler card, or the Illinois Food Service Sanitation Manager Certification. Both the Food Manager Certificate and the food handler cards must be at the food service establishment at the time of inspection.

Southern Hospitality Education call or text (844) 768-8433 or you can register online at [www.southern-edu.com](http://www.southern-edu.com)  
[Info@southern-edu.com](mailto:Info@southern-edu.com); private, public and online certification available (English and Spanish)

1. [www.statefoodsafety.com](http://www.statefoodsafety.com) AVAILABLE LANGUAGES: English, Español, 普通话, 한국어, Tagalog, Serbo-Croatia \$10
2. [www.eFoodhandlers.com](http://www.eFoodhandlers.com) AVAILABLE LANGUAGES: English, Español \$10.00
3. [www.nehatraining.org](http://www.nehatraining.org) AVAILABLE LANGUAGES: English, Español \$7.50
5. [www.NRFSP.com](http://www.NRFSP.com) AVAILABLE LANGUAGES: English, Español, Chinese \$ 12.95
6. [www.servsafe.com](http://www.servsafe.com) AVAILABLE LANGUAGES: English, Español \$15.00
7. [www.premierfoodsafety.com](http://www.premierfoodsafety.com) AVAILABLE LANGUAGES: English, Spanish (Español), Korean (한국어), Chinese (中文), and Vietnamese (Việt) \$6.95
8. [www.safefoodtest.com](http://www.safefoodtest.com) AVAILABLE LANGUAGES: English \$9.95
9. [www.Safewayclasses.com](http://www.Safewayclasses.com) AVAILABLE LANGUAGES: English, Español, Chinese/Mandarin \$ 10.00
10. [www.tapseries.com](http://www.tapseries.com) AVAILABLE LANGUAGES: English, Español \$9.95

Both the course and assessment for the food handler can be completed online, 24 hours/day.

The Illinois Food Service Sanitation Manager Certification may have the 8 hours of training as an online course, however the exam is a proctored exam and must be proctored by an Illinois Instructor.



**WASH HANDS**

**THIS SINK IS FOR  
HAND WASHING ONLY**

**EAST SIDE HEALTH DISTRICT**

**WASH HANDS**

**THIS SINK IS FOR  
HAND WASHING ONLY**

**EAST SIDE HEALTH DISTRICT**

# PROPER HANDWASHING

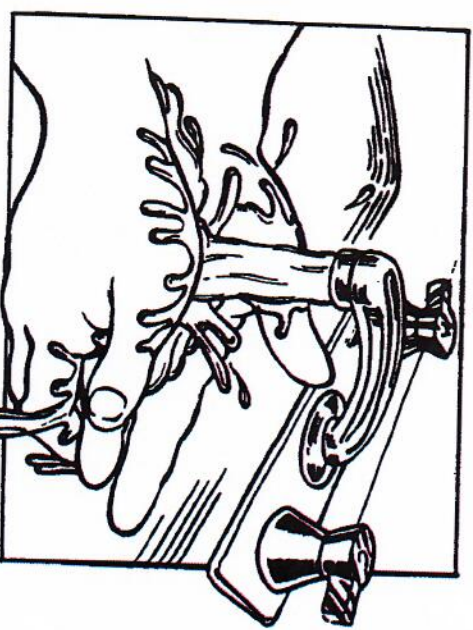
ILLINOIS DEPARTMENT OF PUBLIC HEALTH



1. Wet hands with soap and warm water.



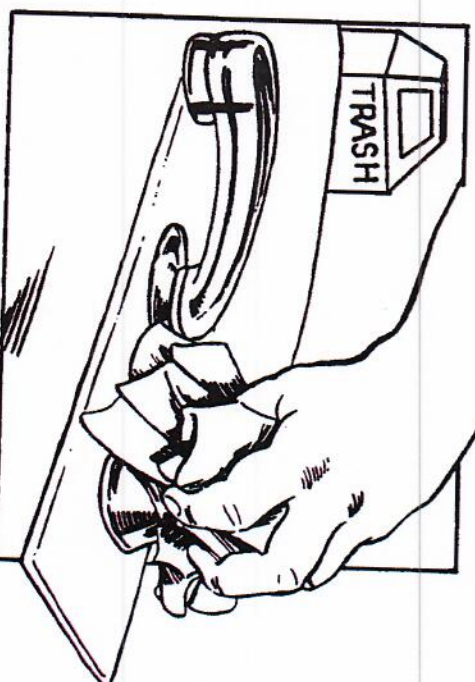
2. Rub hands for 20 seconds. Get under fingernails and between fingers.



3. Rinse under warm running water.



4. Dry hands on your own clean towel.



5. Turn off water with paper towel. Throw towel away.



# Clean-up and Disinfection for Norovirus ("Stomach Bug")

**THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT**

**Note:** Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.

## 1 Clean up

### a. Remove vomit or diarrhea right away!

- Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
- Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
- Dispose of paper towel/waste in a plastic trash bag or biohazard bag

### b. Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles

### c. Rinse thoroughly with plain water

### d. Wipe dry with paper towels

**DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!**

## 2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

For best results, consult label directions on the bleach product you are using.

### a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners.



IF USING REGULAR STRENGTH BLEACH (5.25%), INCREASE THE AMOUNT OF BLEACH TO 1 CUP.

### b. Leave surface wet for at least 5 minutes

### c. Rinse all surfaces intended for food or mouth contact with plain water before use

## 3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus.



### Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination.

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

**People can transfer norovirus to others for at least three days after being sick.**

### IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



[co.somerset.nj.us/health](http://co.somerset.nj.us/health)



[neha.org](http://neha.org)



[waterandhealth.org](http://waterandhealth.org)



[americanchemistry.com](http://americanchemistry.com)



[cfour.org](http://cfour.org)

[disinfect-for-health.org](http://disinfect-for-health.org)

Updated March, 2015





State of Illinois  
Illinois Department of Public Health

# NO SMOKING

Indoors or Within 15 Feet of Entrance



Smoke-Free Illinois Act 95-0017

IOCI 12-55

To file a complaint:

[www.smoke-free.illinois.gov](http://www.smoke-free.illinois.gov)

**866-973-4646**

TTY 800-547-0466 (hearing impaired use only)





**East Side Health District**  
**Certified Food Manager Verification Acknowledgement**

Date: \_\_\_\_\_

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

Hours of Operation \_\_\_\_\_

A Certified Food Service Manager is present at all times the facility is handling PHFs YES\_\_ NO\_\_  
At least one full time Certified Food Service Manager is employed at this establishment YES\_\_ NO\_\_

Certified Food Manager	Certification #/Expiration Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Allergy Training – prior to July 2018

### [AllerTrain.com](http://AllerTrain.com)

**AllerTrain** is an ANSI accredited, manager level, food allergy and gluten-free training course. The course teaches food service professionals about the top foods causing food allergies, proper protocol for preparing food to avoid cross-contact and how to better serve diners with special dietary needs. Recommendations for policy implementation as well as information on current food allergy legislation is also covered.

This training will help restaurants take steps to better handle gluten-free requests, avoid food allergy related incidents, and prepare them to handle such incidents, should they occur.

- E-learning, live webinar and live trainer classes available in English and Spanish
- 60-90 minute course
- Supplemental course workbook available
- 30 question final exam
- Certificate valid for 5 years
- ANSI accredited      Cost \$69.00

### [AllerTrain Lite](http://AllerTrain Lite)

**AllerTrain Lite** is an ANSI accredited food allergy and gluten-free training course designed for all food handlers. This course is a condensed version of the AllerTrain manager level course, teaching employees how to safely interact with and serve diners with special dietary needs such as food allergies, intolerances and celiac disease.

Upon completion of the training, learners will understand the most important practices related to allergen control in the front of the house, back of the house and in an emergency.

\*Our most popular course!\*

- E-learning, live webinar and live trainer classes available in English and Spanish
- 30-45 minute course
- Supplemental course [Resource Card](#) available
- 12 question final exam
- Certificate valid for 5 years
- ANSI accredited

Cost \$19

### [ServSafe.com](http://ServSafe.com)

The ServSafe Allergens™ online, interactive course drives home critical information your employees and managers need in order to accommodate guests with food allergies. The ServSafe Allergens online course covers such topics as identifying allergens, communication with the guest, preventing cross-contact, food labels and more.

Available in English and Spanish

## [ServSafe® Allergens Online Course/Assessment - EN](#)

ALLERGEN1 – Course and Assessment in English

\$22.00



## **Notice**

### **HEPATITIS A VACCINATION**

According to the East Side Health District Food Sanitation Ordinance, Number 61-2001, Section 13, all food handlers must be vaccinated for Hepatitis A within two weeks of employment and proof of vaccination must be kept available for inspection.

This agreement declares you are aware of and understand the Hepatitis A vaccine requirement and are responsible for meeting the Hepatitis A vaccine requirement in regards to your food service establishment.

The following statement must be signed by the owner or person in charge of the food facility.

I have read and understand the Hepatitis A vaccine requirement set forth in the East Side Health District Food Sanitation Ordinance, Number 1-2001, Section 13

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Establishment Owner/Person In Charge Signature**

**Date:** \_\_\_\_\_

## East Side Health District Assessment Form:

### Highly Susceptible Populations in Facilities that Serve Children

The Illinois Department of Public Health classifies establishments as **High Risk** if the majority (51% or more) of the population they serve is age four years or younger.

The majority of attendees at our establishment are comprised of children that are the age of four years or less.

YES \_\_\_\_\_

NO \_\_\_\_\_

ESTABLISHMENT: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If an establishment serves a population of children, the majority of who are age four years or less, then establishment will be classified as a Category 1 (High Risk) establishment.

Questions can be directed to:

East Side Health District, Environmental Health Division:

Office: 618-271-8722; Ext. 538



You play an important role in providing safe food to the general public.

As a food handler, you have a responsibility to report the symptoms and conditions listed below.

I agree to report to the person in charge the following symptoms of foodborne illness:

1. Vomiting
2. Diarrhea
3. Jaundice – yellow skin or eye color
4. Sore throat with fever
5. Infected wounds

I agree to report to the person in charge if a doctor says that I have one of the following infections:

1. Shiga toxin-producing E.Coli (STEC)
2. Salmonella Typhi or nontyphoidal Salmonella
3. Shigella spp.
4. Hepatitis A
5. Norovirus

I agree to report to the person in charge if I am exposed to foodborne illness in the following ways:

1. I am exposed to a confirmed outbreak of foodborne illness;
2. Someone who lives in my house is diagnosed with a foodborne illness;
3. Someone who lives in my house attends an event or works in a place which has a confirmed outbreak of foodborne illness.

#### Employee Acknowledgement

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment, or the **East Side Health District** that may affect my employment.

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

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

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

**Guidance for food establishments that are completely closing during this time period:**

- \*Move all perishable/TCS (time/temperature control for safety) foods from smaller, non-commercial refrigeration units and prep-coolers to the walk-in cooler or other large capacity cooler that maintains temperature at 41F or below. Make sure all food is properly stored and covered.
- \*Freeze as many fresh or refrigerated foods as possible. Freezing bakery items, like bread will inhibit molding. Some produce, cheese and pre-cooked meats can be frozen as well.
- \*Discard anything that would normally be thrown out due to the 7 day date marking rule. For example, open dairy products, deli salads made on site, lunch meat, soft cheeses, and other packaged food that has been open.
- \*Discard any prepared foods that were being held hot or cold since the closure will be a minimum of 2 weeks, including cut fruits and vegetables.
- \*Ensure all food and non-food contact surfaces are washed, rinsed and sanitized prior to closing to prevent contamination and attracting pests.
- \*Ensure all equipment and utensils are washed, rinsed and sanitized prior to closing.
- \*Remove all trash from establishment and dispose of in the waste receptacle outside of the establishment.
- \*Ensure all wastewater (dish sinks, mop buckets) is properly disposed of to prevent attracting pests.
- \*Ensure all outer openings are closed and tight-fitting to prevent the entrance of pests.

**For food establishments that remain open:**

- \*Follow employee health policies, do not allow ill workers to be present in the establishment.
- \*Perform routine environmental cleaning (see last section of this document for cleaning instructions) often on high touch surfaces, this includes those that only food workers and employees are touching as well (POS systems, keyboards, handles to equipment, restrooms, door handles).
- \*Wash hands and wear single-use disposable gloves (in accordance with 2017 FDA Food Code 3-304.15) before handling any ready to eat foods. If gloves are not available due to a supply shortage, please contact your local health department to determine an alternate policy (in accordance with 2017 FDA Food Code 3-301.11).
- \*Frequently touched items, customer areas and high traffic areas should be the focus. Businesses that have utensils, equipment or other surfaces that are touched by customers frequently may consider alternate methods, such as providing disposable utensils or having employees handle equipment for the customer. It is important to continue to dispense food in a sanitary manner.



### **Prior to re-opening:**

\*Do a thorough walk-through of entire establishment to see that things are as you left them and free from pests that may have entered during closure.

\*Discard any food that is spoiled.

\*Discard any food that was thawed or prepared prior to closing.

\*Run water through all sinks prior to using them for handwashing, food preparation, or washing since the water was sitting in the pipes for many days.

\*Deep clean the establishment prior to opening, this includes:

-all food contact surfaces (cutting boards, prep tables, any utensils or dishes that have been stored and may have been contaminated during closure)

-high-touch surfaces (POS systems, restrooms, door handles throughout dining and kitchen area)

### **CDC's Environmental Cleaning and Disinfection Recommendations:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

#### **Surfaces**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water
  - [Products with EPA-approved emerging viral pathogens claims](#)[pdf icon](#)[external icon](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)[pdf icon](#)[external icon](#)) that are suitable for porous surfaces

### **Linens, Clothing, and Other Items That Go in the Laundry**

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

CDC Guidance for Businesses and Employers:

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)



# EMPLOYEE HYGIENE IN THE RESTAURANT

Post hygiene practices are the number one cause of foodborne illness. Good personal hygiene practices keep the workers healthy and helps to prevent the spread of disease to food.

Clothing must be clean. Employees need to maintain a high degree of personal cleanliness during all working hours. Hair restraints must be worn by all persons in the preparation and service of food. This keeps hair from food-contact surfaces and out of food.

Food employees must keep clean their hands and exposed portions of their arms in a hand-washing sink that is equipped with hot and cold running water, with soap and running water by vigorously rubbing together the surfaces of their hands and arms for at least 20 seconds and thoroughly rinsing with clean water.

Food employees must keep their fingernails trimmed, filed, and maintained so the edge and surfaces are cleanable and not rough.

## Employees must wash their hands:

- After touching unsanitary parts of the body.
- After using the restroom.
- After coughing, sneezing, using a handkerchief or disposal tissue, using tobacco, eating or drinking.
- Immediately before food preparation.



## Remember:

Employees must not smoke or use tobacco in the kitchen preparation areas. No person is allowed to work in any area of a food service establishment in any capacity while infected with any communicable disease.

## Glove Safety Rules:

- Hands must be washed before donning gloves and after removing them.
- Always use fresh gloves.
- Use gloves before handling ready-to-eat foods.
- Use gloves that fit properly.
- Change gloves when changing jobs, such as, when switching between raw and read-to-eat foods.
- Do Not use latex Gloves! Latex gloves can cause serious allergic reactions.

## Quaternary Ammonium Sanitizer Testing Procedure

- Know target Quat level.
- Choose correct Quat test kit.

Dip paper in quat solution,  
NOT FOAM SURFACE, for 10 seconds.  
Don't shake. Compare colors at once.  
Test solution should be between 65-75°F.  
Test solution should have a neutral pH.



**Tip:** Rinse bottles and buckets before refilling to insure proper dilution. Residual Quaternary Ammonium can elevate sanitizer level.

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## Chlorine Sanitizer Testing procedure

- Know target chlorine level.
- Choose correct chlorine test kit.

Dip and Remove quickly.  
Blot immediately with paper towel.  
Compare to Color Chart at Once.

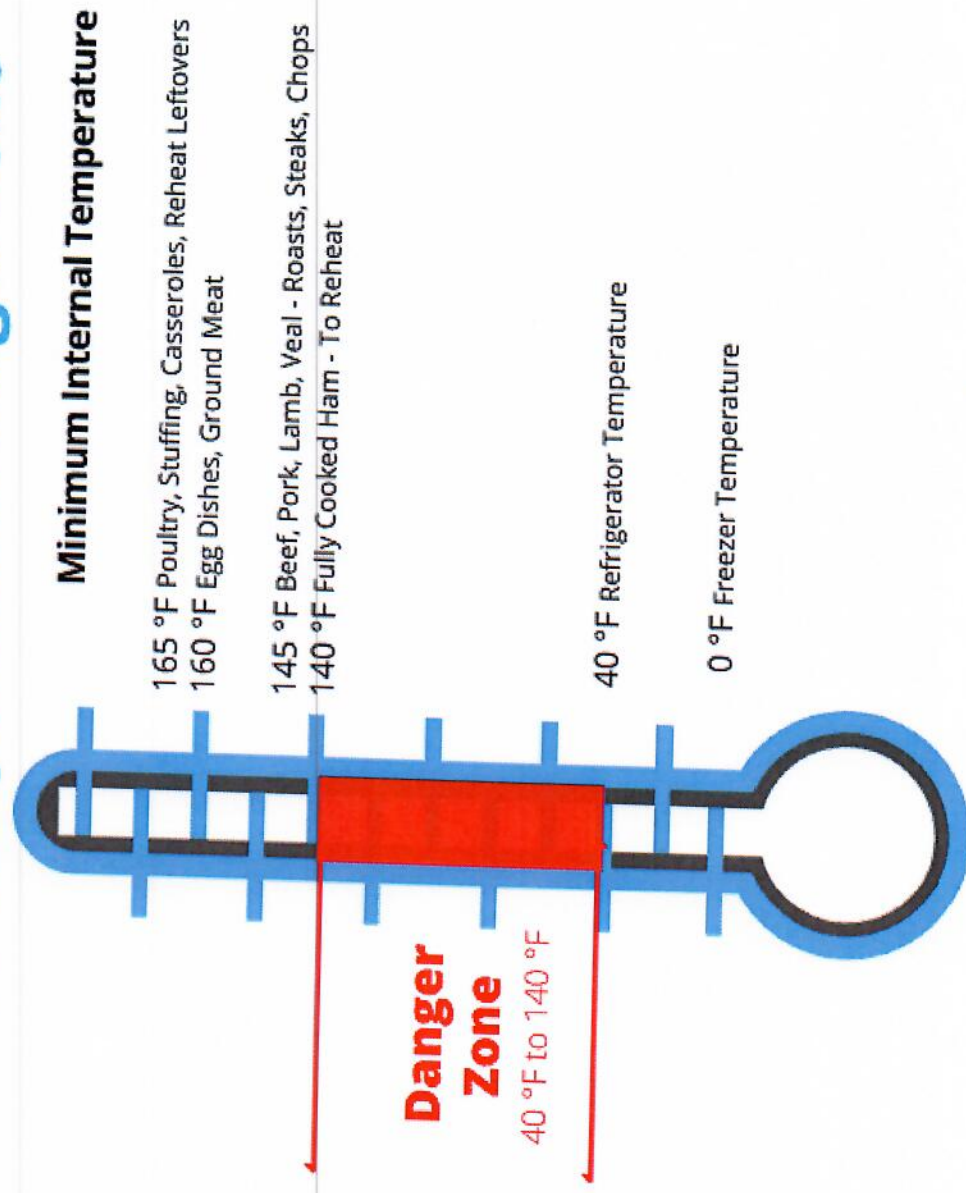


**Tip:** Rinse bottles and buckets before refilling to insure proper dilution. Residual chlorine can elevate sanitizer level.

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# Food Temperature Danger Zone



# Refrigerator Storage Chart

Always store ready-to-eat foods on the top shelf! Arrange other shelves by cooking temperature (highest cooking temperature on the bottom).

## Ready-to-Eat Foods (Top Shelf)

### Lowest Cooking Temperature

**135°F (57°C)**

Any food that will be hot held that is not in other categories

**145°F (63°C)**

Whole seafood; beef, pork, veal, lamb (steaks and chops); roasts; eggs that will be served immediately

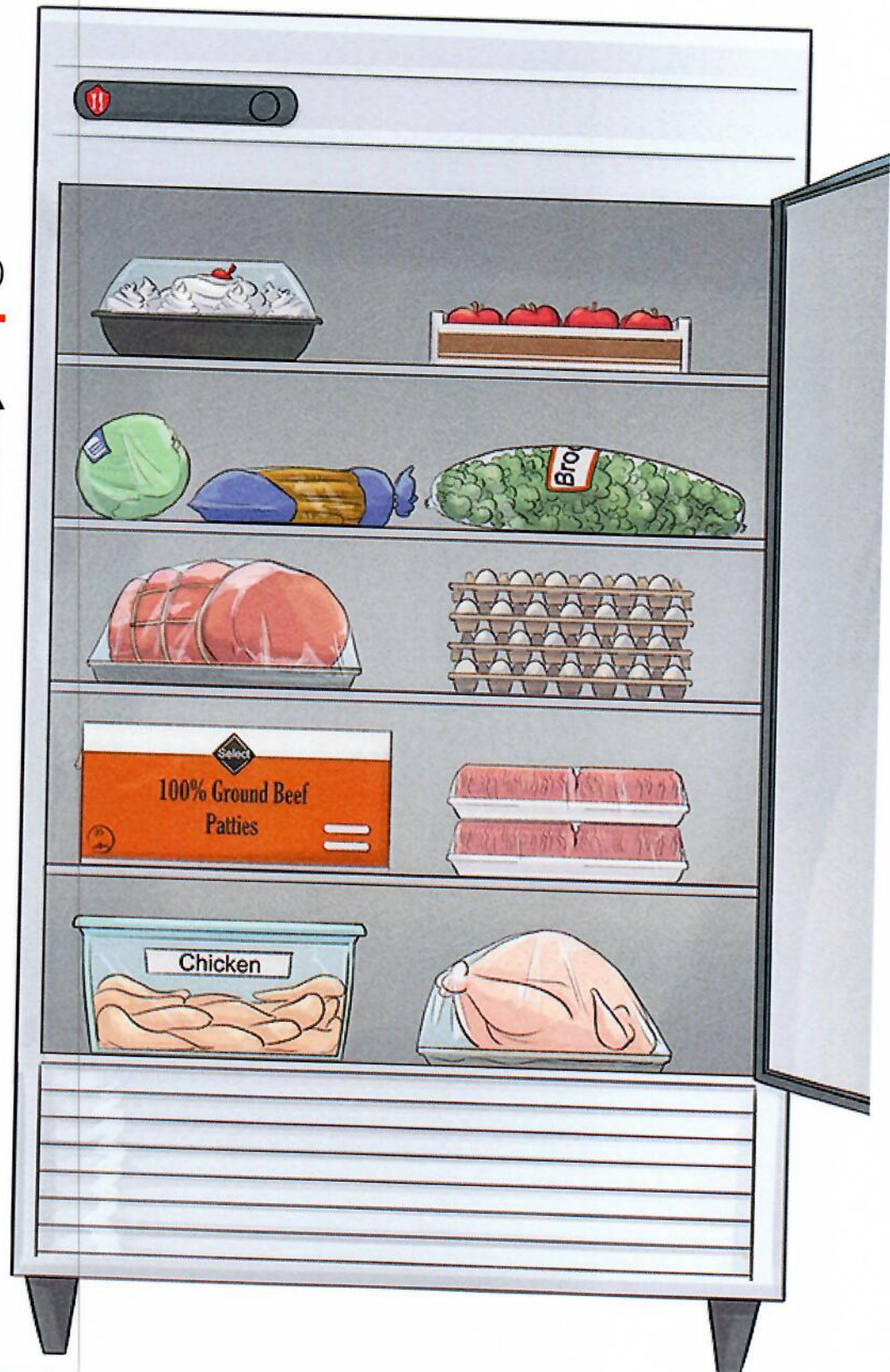
**155°F (68°C)**

Ground, injected, marinated, or tenderized meats; eggs that will be hot held

**165°F (74°C)**

All poultry (chicken, turkey, duck, fowl); stuffing made with foods that require temperature control; dishes with previously cooked foods (casseroles)

### Highest Cooking Temperature





# Date Marking

Ready-to-eat TCS foods **MUST** be marked if held for longer than 24 hours.

Ready-to-eat TCS foods can only be held for 7 days example (stored Oct. 1 discard Oct 7)

If ingredients in a food (soup) have 2 different use by dates, use the earliest prepared date

