

Hand-washing

Wisconsin Food Code Fact Sheet #1

Hand washing is the single most effective means of preventing the spread of bacteria and viruses, that can cause infections and food borne illness.

Employees can be a significant source of harmful microorganisms. Proper hand-washing can be the most effective action workers can take to control direct and indirect contamination of food, utensils, and equipment.

When To Wash Hands

- Before starting to work with food, utensils or equipment.
- During food preparation, as needed.
- When switching between raw foods and ready-to-eat foods.
- After handling soiled utensils and equipment.
- After coughing, sneezing, using a tissue, or using tobacco products.
- After eating and drinking.
- After touching your skin.
- After handling animals.



- After using the toilet, wash hands at a hand-wash sink in the restroom and again when returning to work.

Always Follow These Six Steps When You Wash Your Hands

Before washing your hands, remove any jewelry and only wash your hands in sinks designated for hand-washing. Do not wash your hands in utensil, food preparation, or service sinks.

1. Roll up sleeves and wet hands with warm water.
2. Using soap, not a hand sanitizer solution, work up a soapy lather that covers hands and forearms.
3. Rub hands together for at least 20 seconds: make sure to wash palms, back of hands, between fingers, and forearms.
4. Use a fingernail brush to clean under fingernails and between fingers.
5. Rinse hands and forearms in warm water.
6. Dry hands with single-use paper towels or cloth roller towel. Turn off the faucet with paper towels to prevent re-contamination of hands.

Standard Operating Procedure for Hand-washing

Wisconsin Food Code Fact Sheet #2

Chapter 3-301.11

Preventing Contamination from Hands

(A) FOOD EMPLOYEES shall wash their hands as specified under 3-301.11.

- *Except when washing fruits and vegetables as specified under 3-302.15.*
- When acceptable ill worker exclusion 2-201.12 and hand-washing programs are instituted.

(B) The person in charge shall ensure that, "Employees are effectively cleaning their hands, by routinely monitoring the employees' hand-washing."

**FOOD EMPLOYEES may not contact exposed, READY-TO-EAT FOOD with their bare hands and shall use suitable UTENSILS such as deli tissue, spatulas, tongs, SINGLE-USE gloves or dispensing EQUIPMENT.

Interpretation

The Departments recognize that there may be situations where the no bare hand contact rule may be impractical. In these situations, the operator may request exemption from this rule. This procedure spells out the conditions required to be met before a local or State Environmental Health Specialist may grant a ruling of comparable compliance.

Procedure Guidelines

The following conditions MUST be met before an exclusion can be granted.

1. Provide written instructions, such as an employee manual, for all food handlers to inform them of the exclusions and restrictions requirements of **Chapter 2-201.12** (see attached). Include specific examples of how employees exhibiting symptoms, or diagnosed with infectious agents, will be excluded or restricted.
2. Provide written instructions, such as an employee manual, regarding hand washing prior to handling ready-to-eat products. The instructions are to include:
 - Locations of hand wash sinks. Sinks are to be conveniently located with easy and unrestricted access, in compliance with **Chapter 2-301.15. [where]**
 - Specific instructions identifying when employees are required to wash hands, and the exclusion of ill workers. Including prior to handling ready-to-eat products and requirements identified in

Chapter 2-301.14. [when]

- Specific cleaning procedures in compliance with **Chapter 2-301.12**, including identifying cleaning compounds. **[how]**
- The signatures of each employee acknowledging they have been properly trained, understand, and agree to comply with these requirements.

3. Provide written justification for this request, i.e., why is bare hand contact of ready-to-eat foods necessary? (Inconvenience, or the expense of providing disposable single use gloves, is not valid).
4. Create a written plan to identify and isolate potential cross contamination of ready to eat foods. For example, the duties of the sandwich maker should never overlap with the duties of the cashier. The person handling the raw meat at the grill station should not be the person assembling the finished platter. If it is not possible to isolate such duties, explain how safeguards to prevent cross contamination from hand contact will be put in place.
5. Proper signs reminding employees when and how to wash their hands shall be prominently displayed.
6. All employees handling food, including persons washing utensils and dishes, shall be able to demonstrate proper hand-washing techniques, and shall be able to explain when and why they should wash their hands¹.
7. The Person in Charge shall be able to describe the relationship between the prevention of food borne disease and the personal hygiene of a FOOD EMPLOYEE; furthermore, they shall actively monitor the activities of their employees to ensure compliance with these protocols.

The regulatory authority may rescind approval of Standard Operating Procedures (SOP) for the Hand-Washing Program if the regulatory authority finds the food establishment fails to enforce proper hand-washing

dfs-3002-0401 April 2001

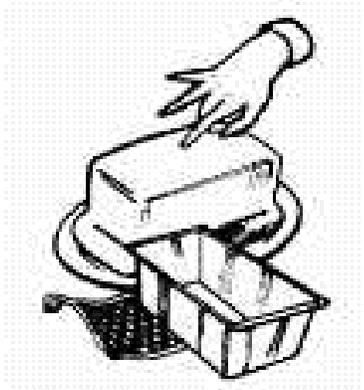
¹The Department recognizes this may not be possible for all employees, such as those who speak no English, the developmentally disabled, etc. An exception will be made in those cases, provided these employees are properly utilizing hand wash facilities.

Bare Hand Contact with Ready-to-Eat Foods

Wisconsin Food Code Fact Sheet #3

Operators of licensed establishments have two options: Either exclude bare hand contact with ready-to-eat foods, or institute programs for excluding ill workers and acceptable hand-washing procedures. Prior to instituting these programs, the operator is required to have them approved by their licensing agency.

Ready-to-eat food includes food that is edible without washing, cooking, or additional preparation by the food establishment, and is reasonably expected to be consumed in that form.

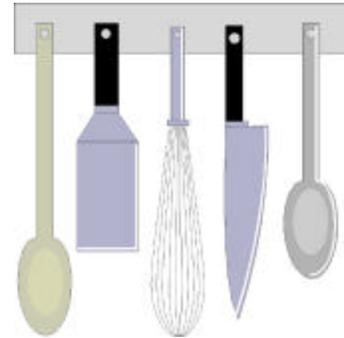


- Deli paper
- Tongs

The only exception is when washing fruits and vegetables.

Other means of handling ready to eat foods include:

- Spatula
- Single-use gloves



The operator must have approved written alternative practices and procedures, if bare hand contact cannot be avoided.

The operator should work with their inspector to determine suitable procedures for their processes. Procedure guidelines can be obtained from the inspector.

Do not forget proper hand-washing. Hand-washing must be practiced in addition to utensil and glove use.

Do not replace hand-washing with use of a hand sanitizer. Hand sanitizers are not intended to replace soap in the hand-washing process. The Wisconsin Food Code does not require the use of hand sanitizers.

Using Disposable Gloves

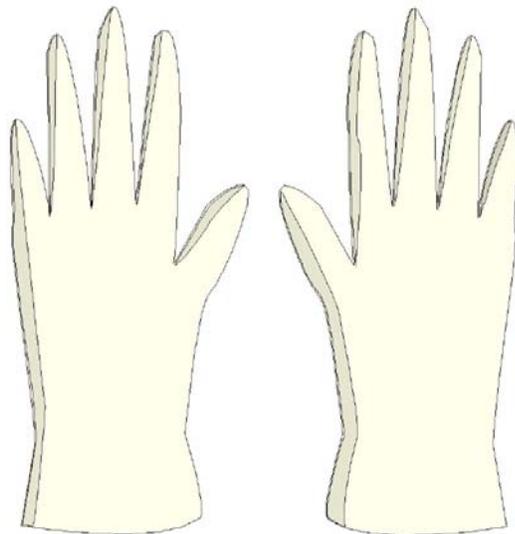
Wisconsin Food Code Fact Sheet #5

Disposable glove use in food processing operations is becoming popular. Many operators feel that wearing gloves prevents the transmission of foodborne related pathogens. However, wearing gloves is not a substitute for appropriate, effective, thorough and frequent hand-washing.

Allergies: Natural rubber latex gloves have been reported to cause allergic reactions in some individuals. Consider this when deciding whether single-use latex gloves will be used during food preparation.

Hands must be carefully washed with soap and warm water, then dried before and after gloves are worn.

Gloves are suitable for mixing, deli sandwich assembly, prep work, vegetable handling, covering non-infected hand abrasions, etc.



Warning: Individuals with infected (red, swollen, warm or pus-forming) wounds on their hand(s) must cover

the infected area with an impermeable cover and wear a single-use glove.

Rules of Glove Use

- Do not reuse gloves.
- Use only single-use gloves, stored and dispensed to prevent contamination.
- Ensure gloves are intact, without tears or imperfections.
- Provide gloves that fit properly.
- Gloves must be changed whenever an activity or workstation change occurs, or whenever they become contaminated.
- Hands are to be washed and dried before putting on new gloves.
- Management must provide education and enforcement of proper glove use.
- Gloves must be replaced after sneezing, coughing, or touching of the hair or face.

Employee Hygiene

Wisconsin Food Code Fact Sheet #6

The Importance of Proper Hygiene

Employees are the most important link in preventing foodborne illness. Good personal hygiene, including proper and frequent hand-washing, is one of the best ways to prevent foodborne illness.

Hand-washing

Always make sure that hands are washed and thoroughly dried before starting work; between tasks; before working with food products, equipment, utensils and linens; and after using the restroom, coughing, sneezing, eating, drinking or smoking. Correct hand-washing includes cleaning the backs of hands, palms, and forearms, between fingers and under the fingernails using warm water, soap and a fingernail brush.

Cuts, Wounds and Sores

Any cuts, wounds or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over any bandages on the hands and fingers.



who serve only drinks or wrapped food products, and wait staff or hostesses/hosts if they present a minimal risk of contamination.

Proper Work Clothing

All employees must wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, single-service and single-use articles.

Personal clothing and other personal items must be kept away from food-handling and storage areas. Employers must provide adequate storage areas for employee's personal belongings. If employees routinely change clothing at the establishment, a room or area must be designated and used for that purpose. Such changing areas must be separate from food, clean equipment and linen.

Wearing of Jewelry

Jewelry should be limited to plain-banded rings only. Necklaces, bracelets, earrings, and other jewelry should not be worn when preparing or serving food (excluding medical alert jewelry).

Hair Restraints

Food employees are required to wear hair restraints such as hairnets, hats, scarves, or beard nets that are effective in keeping their hair in control. This does not apply to counter staff

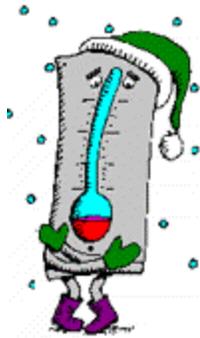
Eating, Drinking & Using Tobacco

All employees must eat, drink or use tobacco only in designated areas where contamination to food, equipment, utensils and other materials cannot occur.

Thermometer Calibration

Wisconsin Food Code Fact Sheet #7

Ice Point Method



- Fill an insulated container, such as a wide mouth “thermos” bottle with a mixture of potable crushed ice and water.
- The container must have crushed ice throughout to provide an environment of 32° F, so you may have to pack more ice into the container during the process.
- When the mixture of the water has stabilized after four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth.
- Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid error.
- If your thermometer is not accurate within +/- 2° F of 32° F., adjust the thermometer accordingly.

The ice point method permits calibration to within 0.1° F

Boiling Point Method

- After the water in the container has reached a complete “rolling” boil, insert the instrument to the appropriate immersion depth. The boiling point in Wisconsin is 212° F.
- Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.
- If your thermometer is not accurate within +/- 2° F of 212° F., adjust thermometer accordingly.

The boiling point method permits calibration to within 1.0° F.



Remember:

Sanitize thermometers before use and in between uses, and...
...calibrate thermometers frequently!

Recommended Cooling Procedures

Wisconsin Food Code Fact Sheet #8

When cooling batches or pieces of hot food, reduce the size or volume of the hot food, and place the smaller amount in shallow stainless steel pans. Then using one of the following methods:

Cool hot food from 140° to 70° F or less within two (2) hours and 41° F or less within another four (4) hours.

- Place the pans in larger pans of ice or in an ice bath within a food prep sink, stir the foods as they cool, then place the food in shallow pans in a refrigerator. **Thick food should be placed in pans two inches deep or less, thin foods in pans three inches deep or less.**
- Place pans in cooler so air circulates around them. Cover pans loosely to maintain air-flow, then tightly cover once food product has been cooled.
- Place the food in a quick chill unit (blast chiller), tumbler chiller, or

cold-jacketed kettle to cool. Never use the freezer to cool foods.

- Use cooling paddles to stir food, or add ice as an ingredient to aid in cooling of food.
- Label cooled and stored foods with the date and time they were prepared, or a use-by date. If the food is not used within seven (7) days, discard it.
- Record cooling times required for each type of food prepared and add the cooling procedures to the recipe procedures.



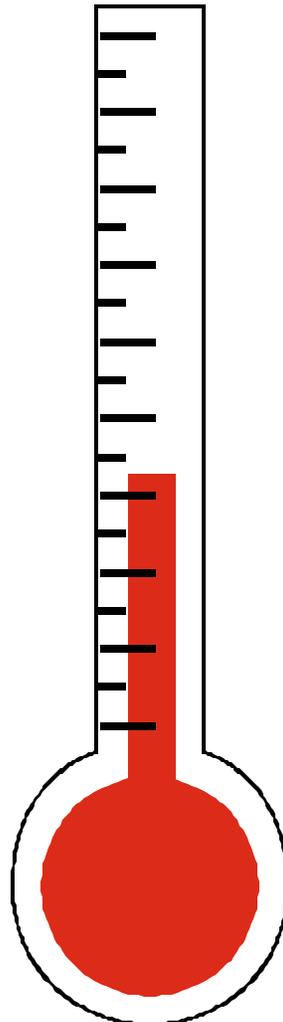
Holding Cold Food

- Use only cold-holding equipment that maintain food at 41°F or less.
- Hold ready-to-eat cold foods in pans or plates, never directly in ice. Ice chilling systems should drain liquid away from the food and drip pans should be sanitized after each use.
- Monitor/Measure the temperatures every two (2) hours.

Checking Food Product Temperatures

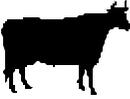
Wisconsin Food Code Fact Sheet #10

- Using a food thermometer to check product temperatures is the only sure way to know if your food has reached the proper temperature to destroy foodborne bacteria.
- Sanitize the thermometer each time before use to prevent cross contamination.
- Allow thermometer to return to ambient range before checking the next product.
- Insert the temperature probe into the product only when a temperature reading is necessary.
- Proper placement of the thermometer is important – place it in thickest part of the food, away from bones and fat.
- Record your results.
- Calibrate thermometers routinely using an approved method, especially when they have been dropped.
- Use only metal, long-stemmed thermometers to check internal temperatures. Do not use liquid-filled glass thermometers to probe products.
- Infrared non-contact thermometers only give surface temperatures. The surface reading may not reflect the internal temperature.
- Keep several thermometers available in case of breakage, loss, damage, and for multiple use.



Preparing & Holding Potentially Hazardous Foods

Wisconsin Food Code Fact Sheet #11

Minimum Cooking Temperatures with Required Durations					
165°F (74°C) for 15 seconds 		Poultry ; live caught or field dressed wild game animals ; stuffed fish, meat, pasta, poultry or ratites (emu/ostrich) and stuffing, casseroles, layered pasta dishes containing fish, meat, poultry or ratites.			
165°F (74°C) in all parts of the food		Microwave Cooking: for raw animal foods: covered, rotated or stirred throughout or midway through the cooking process and held for 2 minutes covered.			
155°F (68°C) for 15 seconds or 145°F (63°C) for 3 minutes 150°F (66°C) for 1 minute 158°F (70°C) instantaneous		Ratites (emu/ostrich); injected meat; comminuted (ground, chopped, restructured, combined, etc.) raw animal foods such as fish, meat, commercially raised game animals, exotic animals or rabbits; and raw shell eggs not prepared for immediate service (pooled or hot hold).			
145°F (63°F) for 15 seconds 		Raw shell eggs prepared for immediate service ; commercially raised game animals, exotic animals or rabbits; and other fish & meat not otherwise specified in this table.			
Whole Roast Of Beef, Corned Beef Roast, Pork Roast And Cured Pork Roast (such as Ham)					
Note: The period of time at each temperature may include post-cooking heat rise.					
					
Temperature Degrees C (F)	Time (Minutes)	Temperature Degrees C (F)	Time	Temperature Degrees C (F)	Time
54 (130)	112 min.	62 (144)	5 min.	67.2 (153)	34 sec.
56 (132)	71 min.	63 (145)	4 min.	67.8 (154)	27 sec.
57 (134)	45 min.	63.3 (146)	169 sec.	68.3 (155)	22 sec.
58 (136)	28 min.	63.9 (147)	134 sec.	68.9 (156)	17 sec.
59 (138)	18 min.	64.4 (148)	107 sec.	68.9 (156)	17 sec.
60 (140)	12 min.	65 (149)	85 sec.	69.4 (156)	14 sec.
60.6 (141)	9 min.	65.6 (150)	67 sec.	70.0 (158)	11 sec.
61 (142)	8 min.	66.1 (151)	54 sec.	70.6 (159)	10 sec.
61.7 (143)	6 min.	66.7 (152)	43 sec.	71.1 (160)	10 sec.

Preparing & Holding Potentially Hazardous Foods

Wisconsin Food Code Fact Sheet #11

Undercooked Meats: The permit holder may serve undercooked **intact whole muscle**, non-injected meats (i.e., steak, prime rib, etc.) if specifically ordered by the consumer. **Don't forget the Consumer Advisory.**

Cooking Plant Foods for Hot Holding: Fruits & vegetables that will be held hot shall be cooked to the hot holding temperature of 140°F (60°C).



Reheating:

For Immediate Service After Cooking: cooked & refrigerated RTE foods may be served at any temperature (i.e., roast beef sandwich au jus).

For Hot Holding: to be completed 2 hours or less. Leftovers shall be reheated to at least 165°F (74°C) for 15 seconds {microwave is 165°F (74°C) rotated or stirred, covered, held for 2 minutes}, remaining unsliced portion of beef roast cooked as stated above may be reheated with the same initial cooking parameters. Commercially processed, packaged, ready-to-eat (RTE) food shall be reheated to at least 140°F (60°F).



Hot and Cold Holding: Hot food $\geq 140^{\circ}\text{F}$ (60°C), except beef roast cooked or reheated as stated above, may be held at 130°F (54°C.) **Cold foods $\leq 41^{\circ}\text{F}$ (5°C).**

<p>Cooling*: Use rapid chill methods!</p>	<p>140°F to 70°F (60°C to 21°C) within 2 hours, and 70°F to 41°F (21°C to 5°C) within next 4 hours</p>	<p>Ambient temperature ingredients: cooled to 41°F (5°C) within 4 hours, i.e., reconstituted foods, canned tuna</p>
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*Cold receiving: laws allowing shipping temperature $\geq 41^{\circ}\text{F}$ (5°C) for certain products shall be cooled to 41°F within 4 hours, except that time parameters need not apply to eggs.

Frozen Food: The temperature necessary to maintain the product frozen “solid” (varies for products). Freezing fish for parasite destruction (except certain species of tuna): (1) -4°F or -20°C or colder for 168 hours or 7 days; **OR** (2) -31°F or -35°C or colder for 15 hours in a blast freezer

Slacking: moderating the temperature under refrigeration $\leq 41^{\circ}\text{F}$ (5°C), OR at any temperature if the food remains frozen.

Thawing:

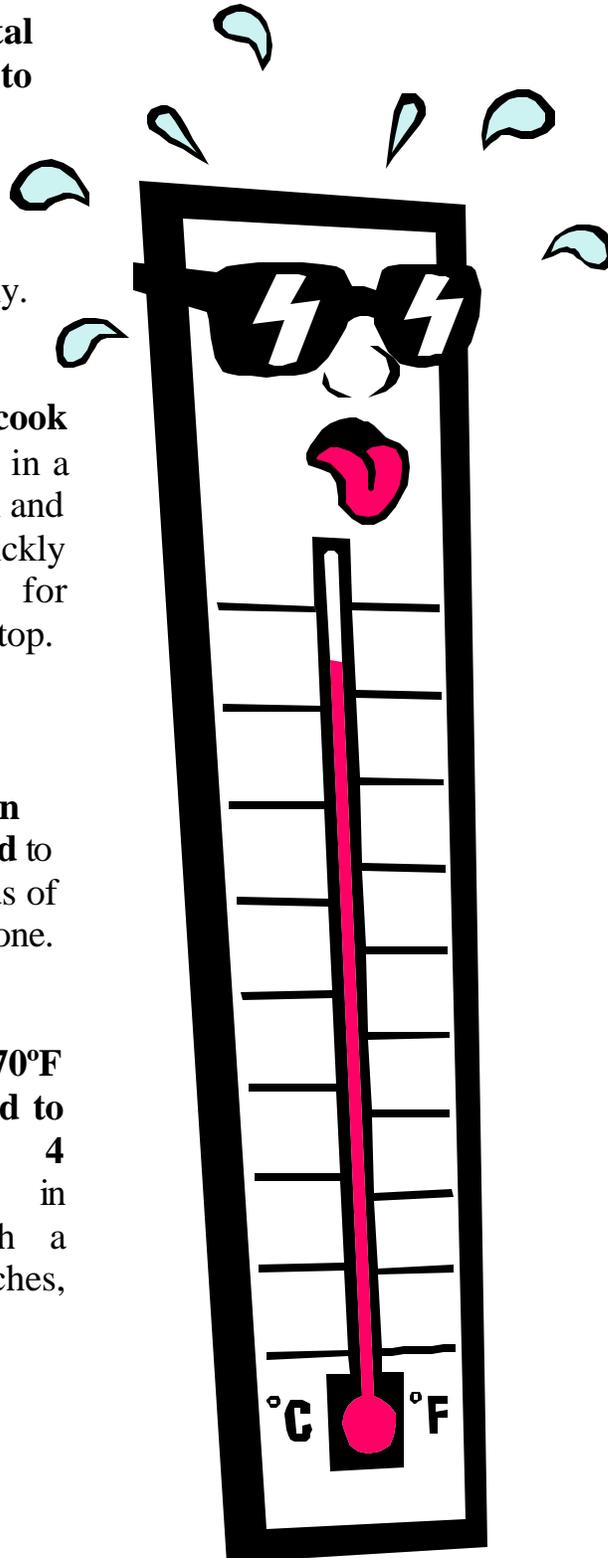
- 1) In the refrigerator $\leq 41^{\circ}\text{F}$ (5°C).
- 2) As part of an uninterrupted cooking process.
- 3) Any procedure for thawing a Ready-to-Eat food (RTE) for immediate service.
- 4) Submerged under running water $\leq 70^{\circ}\text{F}$ (21°C), and no portion of the RTE food rises above 41°F, or for any raw animal foods that will be properly cooked and do not rise above 41°F for more than 4 hours (includes time exposed to running water, preparation & cooling to $\leq 41^{\circ}\text{F}$ (5°C). Running water shall have sufficient velocity & flow to float off loose particles in an overflow.



Temperature Guide

Wisconsin Food Code Fact Sheet #12

- **Always use a metal stem thermometer to monitor food temperatures.** Remember to calibrate your thermometer monthly.
- **Never re-heat or cook on a steam table or in a food warmer.** Cook and re-heat food as quickly as possible; for example, on a stovetop.
- **Pre-chill all ingredients when making a cold salad** to prevent long periods of time in the danger zone.
- **Cool hot foods to 70°F within 2 hours; and to 41°F within 4 additional hours** in shallow pans with a food depth of 2 inches, or ice water bath.



165° F -- Reheat all left-over foods; Cook poultry, stuffed meats, stuffing containing meat; food cooked in the microwave

155° F -- Cook ground raw beef, ground raw pork, injected meat, etc.

145° F -- Cook whole roasts and whole fish fillets

140° F -- Cooking commercially processed and packaged foods and vegetables; hot food holding

Danger Zone

41° F -- Cold food holding

0° F -- Frozen foods

Hand Sanitizers

Wisconsin Food Code Fact Sheet #13

Hand sanitizers are not substitutes for hand-washing.

Hand sanitizers should be used only after proper hand washing has been completed. If sanitizers are used incorrectly they can become another source of food contamination.



Hand sanitizers are considered to be a food additive. The hand sanitizer or its ingredients need to be approved by FDA.

Hand sanitizers are not intended to replace soap in the hand-washing station. They are not effective in removing dirt or other organic materials. However, if used after proper hand washing procedures, they can reduce the number of bacteria and viruses that remain on your hands.

The Wisconsin Food Code does not require the use of hand sanitizers.

How do hand sanitizers work?

Hand sanitizers work by stripping away the outer layer of oil on the skin. This usually prevents bacteria that are present in the body from coming to the surface of the hand. Research shows that hand sanitizers alone do not significantly reduce and in some cases may potentially increase the amount of bacteria on the hand. Hand sanitizers should only be used in conjunction with good hand-washing procedures.

The manufacturers of hand sanitizers test the products on inanimate surfaces therefore they are able to derive the claims of 99.9 % bacteria killed. If the product were fully tested on hands, there would be different results because of the complexity of the human hand. Using inanimate surfaces with controlled variables is the easiest way to obtain consistent results.



Demonstration of Knowledge

Wisconsin Food Code Fact Sheet #14

Based on the risks of foodborne illness inherent to the food operation, during inspections and upon request, the Person in Charge shall demonstrate to the Regulatory Authority, knowledge of foodborne disease prevention, application of the Hazard Analysis Critical Control Point (HACCP) principles and the requirements of this Code.

Items that may need to be described, stated or explained:

- Food borne disease and personal hygiene relationship
- Food borne disease transmission prevention by employee with a food borne disease causing condition
- Food borne disease symptoms
- Time and temperature relationship of potentially hazardous foods and the prevention of food borne disease
- Hazards involved in eating raw/undercooked meat, poultry, eggs or fish
- Time and Temperature requirements needed for safe cooking of potentially hazardous foods (meat, poultry, eggs and fish)
- Time and temperature requirements needed for safe refrigerated storage, hot holding, cooling, reheating and transport of potentially hazardous foods
- Prevention of food borne disease and management control relationship – cross contamination, hand contact with ready to eat food, hand-washing, and food establishment maintenance requirements

- Food safety and equipment relationship
- Cleaning and sanitizing procedures for utensils and food contact surfaces of equipment
- Water source and requirements to maintain safe water
- Toxic materials – storage, use and disposal
- Critical Control Points – relationship to transmission of food borne disease and requirements of the code
- How to comply with HACCP plan when it's required
- Responsibilities, rights and authorities assigned by the Code to food employee, person in charge and regulatory authority



Meeting the “Demonstration of Knowledge” requirement may include answering questions or properly describing safe food-handling issues during the course of the inspection.

Date Marking of Potentially Hazardous, Ready-to-Eat Foods

Wisconsin Food Code Fact Sheet #16

Date marking must be used for:

- Potentially hazardous, ready-to-eat foods (i.e. cold foods made with meat, eggs, dairy products, etc.) that are prepared at a retail food establishment and are intended to be held in the refrigerator for more than 24 hours; or
- Potentially hazardous, ready-to-eat foods that are made and packaged at a processing plant which are opened and are intended to be held in the refrigerator for more than 24 hours.

Once the product has been made or opened, its container must be dated.

- The date must show the day by which the food must be sold, consumed or discarded.
- This date must be seven (7) days from the date it was processed or opened. It must include the day the product was made or opened. For example, if the food product was opened on April 10, 2001 then it must be date marked April 16, 2001.



The Potentially Hazardous, Ready-to-Eat food may be frozen during this time. If it is frozen, it either needs to be labeled with the number of days it was in refrigeration before freezing, or when thawed it must be consumed or discarded within 24 hours.

- If frozen food is properly labeled when placed in the freezer and the intent is to hold the food for more than 24 hours after removal from the freezer, it must be date marked to indicate the day the food is to be consumed, sold or discarded.

- To determine the proper date, you must take seven minus the number of days the food was in refrigeration before freezing. This number tells you how many days that you have left to use the product. The final date on the package must include the day in which the food is taken from the freezer.

- For example, if the food was held in refrigeration for 3 days, you would subtract 3 from 7 ($7-3=4$) to get 4 days. Therefore, the food must be consumed in 4 days including the day it was removed from the freezer. If this product was taken out on April 10, 2001 then it would have to be sold, consumed or discarded by April 13, 2001.

The date marking system is not for the consumers. It is an in-house system that all employees working with the food must understand.

Smoked fish sold at retail must comply with the dating, labeling and temperature requirements specified in section 70.22, Wis. Adm. Code, Label and Sale of Smoked Fish. This product has a 14- day shelf life.

Exemptions for Some Commercially Processed Foods:

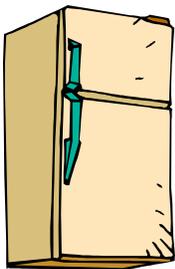
- Aged hard cheeses, such as Cheddar, Colby or Swiss and some semi-soft cheeses; and
- Whole, unsliced portions of a cured and processed product with the original casing maintained on the remaining portion, such as bologna, salami, or other sausage in a cellulose casing.

Thawing Foods Safely

Wisconsin Food Code Fact Sheet #17

To keep food SAFE during thawing make sure you thaw food in one of the following ways:

IN THE REFRIGERATOR:



Thaw food in a refrigerator that maintains a temperature of 41°F or below. This method requires advance planning because larger foods may take several days to thaw.

UNDER RUNNING WATER:



Thaw food completely submerged under running water at a temperature of 70°F or below.

Use sufficient water velocity to agitate and float off loose particles in an overflow for a period of time that does not allow thawed portions of food to rise above 41°F.

When thawing portions of raw animal foods under running water that will require cooking, the temperature may not go above 41°F for more than four hours. This includes the time needed for preparation of cooking the food or the time it takes to lower the food temperature back to 41°F under refrigeration.

IN THE MICROWAVE:

Thaw in a microwave if the food is to be cooked immediately afterward.



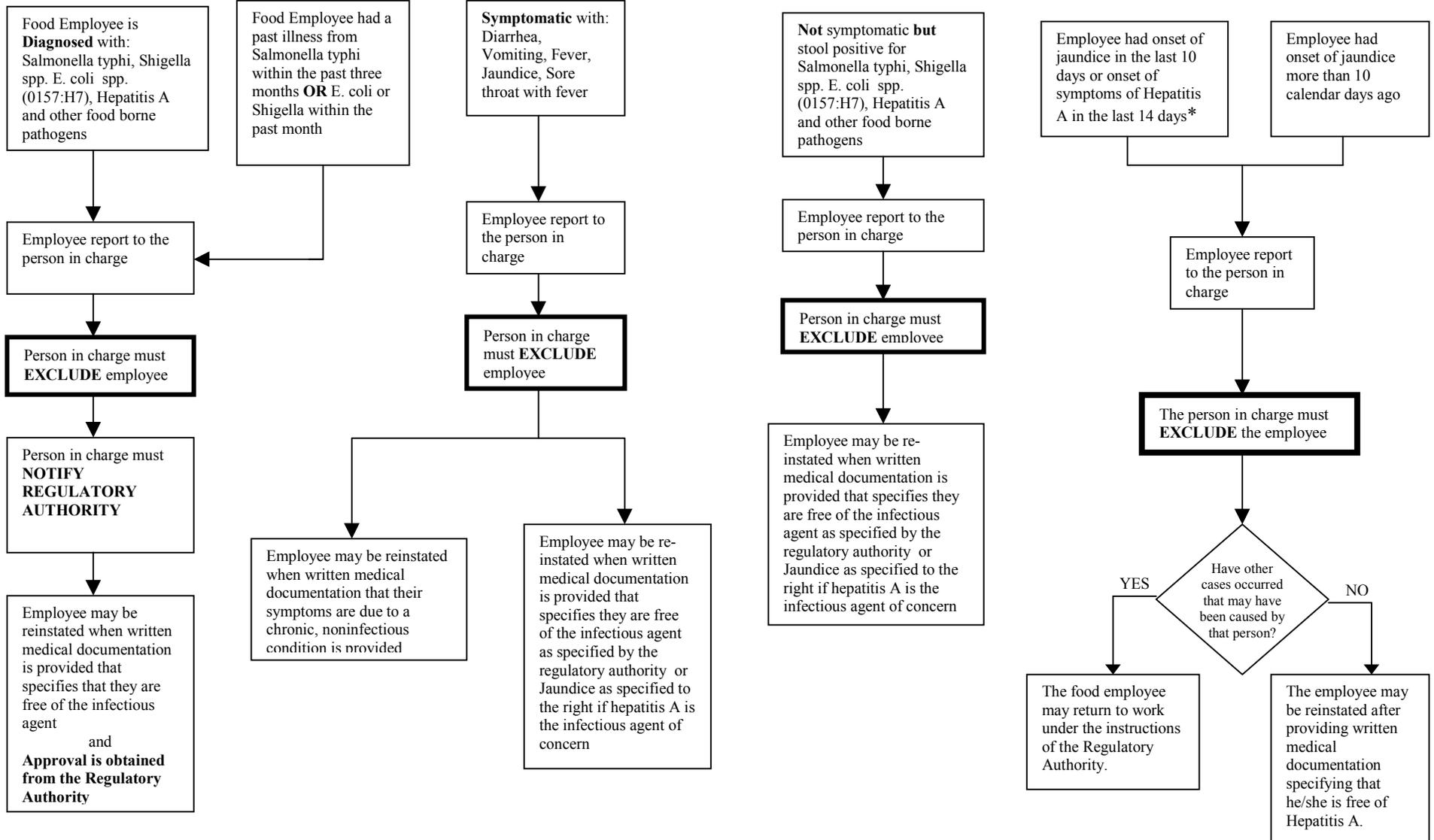
WHEN COOKING:

Thaw as part of the cooking process.



Action by the Person in Charge When Serving a Highly Susceptible Population and Presented With a Sick Employee

Wisconsin Food Code Fact Sheet #19b



*Foodborne And Waterborne Disease Outbreak Investigation Manual, DHFS, DPH, CDS 4/98

Employee Health Definitions

Wisconsin Food Code Fact Sheet #19c

Confirmed: verification of absence or presence of a pathogen by lab analysis.

Diagnosed: the identification or recognition of a disease by a physician, physician's assistant or nurse practitioner.

Exclude: prohibit a food employee from entering or working in a food establishment.

Food employee: person working with unpackaged food or food equipment, utensils or contact surfaces.

General Public: means persons who are served a meal, but are not part of the household.

(a) "General public" includes but is not limited to members and guest of churches, religious, fraternal, youth or patriotic organizations, and members, guest, employees, customers and occupants of public or private service clubs, civic organizations, industrial plants, office buildings and businesses.

(b) "General public" does not include personal guest in private homes; residents or employees of governmental institutions; residents, patients or employees of health care facilities or of community-based residential facilities, defined in s. 50.01 (1), Stats.; residents, clients or employees of facilities licensed under ch. 48, Stats.; visitors of patients or of residents of health care facilities, community-based residential facilities, defined in s. 50.01, Stats., or governmental institutions; and visitors of residents or clients of facilities licensed under ch. 48. Stats.

Highly susceptible population: group of persons who are more likely than other groups to experience foodborne disease because they are immunocompromised, older adults, or preschool age children.

Infectious agent: an organism, usually a microorganism, but including helminthes, which is capable of producing infection or infectious disease.

Jaundice: Yellowish discoloration of tissues and body fluids with bile pigment caused by any of several pathological conditions in which normal processing of bile is interrupted.

Other food-borne pathogens: See Food Code Fact Sheet #18 "Foodborne Illnesses"

Person-in-charge: the individual present at the food establishment who is responsible for the operation at the time of inspection.

Regulatory Authority: the local, state, or federal enforcement body or authorized representative having jurisdiction over the food establishment.

Reinstated: To restore to previous position (at the job).

Restrict: prohibit a food employee from working with exposed food, utensils, linens, equipment, unwrapped single service and single use articles etc. in a food establishment.

Symptomatic: having any of the following subjective conditions: diarrhea, fever, vomiting, sore throat, jaundice, infected wound, etc.

Written medical documentation: official printed record as verification by a physician, physician's assistant, or nurse practitioner that confirms the absence or presence of infectious agents.

Organizing Your Walk-In Coolers

Wisconsin Food Code Fact Sheet #20

Organizing your walk-in cooler can maintain food safety, cut food costs, save labor, and most of all, reduce the risk of foodborne illness.

Separate

If possible, designate separate sections of walk-in cooler for raw and ready-to-eat products. This will minimize the chances of cross-contamination. For example, designate one rack of shelves for raw products and one rack for ready-to-eat products.

Another option if space is limited is to put all raw foods on the bottom shelves and all ready-to-eat foods on the top shelves. Also, separate foods by cooking temperatures. Fish, whole-muscle beef and pork on top, ground beef and pork next and all poultry products on the bottom shelves.



Don't Overload

Do not put more food in a cooler than it is designed to hold. This will decrease its ability to keep foods at proper temperatures by taxing its cooling units and decreasing cold air circulation around the products.

Hint: Allow 1 – 1.5 cubic feet of walk-in space for every meal a day.

Thermometers

Keep at least one accurate thermometer in the warmest part of the walk-in cooler to measure the air temperature. It is better to have several placed throughout the unit. For example, have one by the door, in the middle and near the back. Thermometers should be checked everyday to make sure the air is cold enough to keep the internal temperature of the food below 41°F. Internal temperatures of the food should also be taken to ensure the cooler is working properly.

Arrangement of Food

One way to arrange food when concerned about temperatures is to put potentially hazardous foods like meats, fish, poultry and dairy products in the back of the cooler and produce closer to the front; or store potentially hazardous foods on shelves below the raw food.

Arrangement of Shelves

Keep shelves at least six inches off the floor for ease of cleaning. Keep the shelves low enough to prevent the food from touching the ceiling. Arrange items in such a manner that good cold-air circulation is maintained around all food. Shelves should not be lined; lining the shelves will block the circulation needed for proper cooling of foods.

Protection of Food

Food should always be covered to protect it from contamination from the environment. If cooling foods, the food may be left uncovered until proper temperatures are reached; but then the food must be adequately covered.

Labeling of Food

Label all food to avoid confusion and continually rotate all products. Labeling of the shelves can contribute to quicker and safer storage and removal of food items. Labels should include type of food, date it was put in the cooler, and the date by which it must be used. Remember once a potentially hazardous ready-to-eat food is made or once its intact package is opened, it must be used in 7 days.

Hint: Remember FIFO, first in, first out. Rotate stock so that the food bought first is used first.

Washing and Sanitizing Food Contact Surfaces

Wisconsin Food Code Fact Sheet #22

SANITIZING – the application of heat or chemicals to a clean food contact surface in order to reduce the number of disease causing organisms to a safe level.

Manual ware washing - use 3 separate sink compartments:

1. Scrape – prewash - soak as needed

2. Sink 1 - Wash

After scraping and soaking to remove all large food particles wash utensils in hot (110°F.) soapy water.

3. Sink 2 - Rinse

Rinse utensils in clear, clean water – rinse to remove all food particles and soap.

4. Sink 3 – Sanitize

Sanitize by one of the following methods:

****Hot water:**

Sanitize by hot water immersion – water must be maintained at 171°F

****Chemical:**

Sanitize by the use of a *DHFS approved chemical sanitizer *according to manufacturer's label instructions* to achieve proper concentration:

Chlorine – 50 ppm -100ppm
(at 55-75°F)

Iodine – 12.5 - 25 ppm
(at 75°F)

Quaternary Ammonia - 200-400 ppm
(at 75°F)

Anionic Acid – according to label directions

Provide a test kit or device to measure concentration of solution.

5. Air Dry

Do not use a towel to dry

Mechanical ware washing

Mechanical dishwashers have a high temperature or chemical injected final rinse to sanitize items.

Check the machine's data plate for specific details on proper operation.

1. Scrape – prewash - soak as needed

2. Wash – per manufacturer's specifications.

3. Rinse - per manufacturer's specifications.

4. Sanitize - Check for proper sanitizing method by the using temperature sensitive labels/tape with high temperature machines. Use chemical test strips with chemical injection dishwashers.

High temperature rinse:

<u>Machine type</u>	<u>Temp.</u>
Single temp-Stationary rack	165°F
All other machines	180°F

Chemical injected sanitizer:

Same requirements as manual sanitizing.

5. Air Dry

Chemical test strips/kits must be available to check sanitizer concentration. Improper concentration will not provide effective sanitizing and high concentrations may leave a toxic residue

****Clean In Place Equipment**

Must use the same 5 step process

Other options for sanitizing must be discussed with the Regulatory Authority

*Dept. of Health & Family Services

More details are available on the website:
<http://www.legis.state.wi.us>

Wisconsin Food Code Fact Sheet #19 Supplement

Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Food Employees with Emphasis on illness due to **Salmonella Typhi**, **Shigella** spp., **Escherichia coli** O157:H7, and Hepatitis A Virus

It is recommended that this document be used as an agreement between employees and management to help ensure that Food Employees notify the Person in Charge when they experience any of the symptoms listed below. The Person in Charge will then take appropriate steps to prevent the transmission of foodborne illness. The use of this document should help demonstrate to the regulatory authority that there is an Employee Health Program in place.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

FUTURE SYMPTOMS and PUSTULAR LESIONS:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist, or an exposed body part
(such as boils and infected wounds, however small)

FUTURE MEDICAL DIAGNOSIS:

Whenever diagnosed as being ill with typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp.), *Escherichia coli* O157:H7 infection (E. coli O157:H7), or hepatitis A (hepatitis A virus) or Any other pathogen that can be transmitted through food such as: *Salmonella* spp. (non-typhoid); *Entamoeba histolytica*, *Campylobacter* spp.; *Calicivirus*; *Cryptosporidium* spp.; *Giardia* spp.; *Yersinia* spp.; *Staphylococcus aureus*; or *Listeria monocytogenes*.

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 high-risk conditions 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.

Applicant or Food Employee Name (please print)

Signature of Applicant or Food Employee _____ **Date** _____

Signature of Permit Holder's Representative _____ **Date** _____

**Household Bleach as a
Food Contact Surface
Sanitizer:**

$\frac{1}{2}$ oz per gallon warm water