

**LESSON PLAN**

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.4 Personal Hygiene and Environmental Health Requirements

Class Period: 1

Lab Period: 0

Enabling Objectives:

- 1.15 **STATE** the health requirements for medical screening, exemptions and reinstatement for work
- 1.16 **IDENTIFY** the proper personal hygiene practices
- 1.17 **DESCRIBE** proper handwashing procedures and practices
- 1.18 **STATE** eating, drinking, and tobacco use policies for food service spaces
- 1.19 **EXPLAIN** the types of inspections

Instructor Preparation:

- A. Review Assigned Trainee Material
- B. Reference Publications:
  - 1. NAVMED P-5010 Ch 1
  - 2. NAVSUP 521
  - 3. NAVSUP 486
  - 4. NAVSUP 520
- C. Training Materials Required:
  - 1. Power Point Presentation

Trainee Support Material:

- A. Trainee Preparation Materials:
  - 1. Student Workbook
- B. Reference Publications: None

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DISCUSSION POINTS

1. Introduction

INSTRUCTOR ACTIVITY

1. Establish contact.

Introduce yourself and give any background on yourself that might be of interest.

Establish readiness.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Refer to Student Workbook and review objectives.

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### DISCUSSION POINTS

### INSTRUCTOR ACTIVITY

#### 2. Health Requirements

##### a. Medical Screening

- (1) All food employees shall be medically screened for evidence of communicable disease prior to initial assignment in food service
- (2) The health screening does not normally include a physical examination but shall be sufficient to detect evidence of diseases that may be transmitted through food
- (3) The health screening may be conducted by a physician or a non-physician health care provider such as
  - (a) Environmental Health Officer
  - (b) Nurse Corps Officer
  - (c) Preventive Medicine Technician
  - (d) Independent Duty Hospital Corpsman
  - (e) Civilian Nurse
  - (f) Civilian Environmental Health Technician

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- (4) Civilian food employees may be screened by local military medical facilities or they must present documentary evidence, acceptable to the local medical authority, that a complete and thorough health screening has been accomplished
- (5) Employees are required to report any past or current illnesses or symptoms which they experience

#### b. Exclusions and Restrictions

- (1) Symptoms associated with an acute gastrointestinal illness including
  - (a) Diarrhea
  - (b) Fever
  - (c) Nausea/Vomiting
  - (d) Jaundice (yellowing of the skin, eyes)
  - (e) Sore throat with fever

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- (2) A lesion containing pus such as a boil or infected wound that is open or draining and is:
  - (a) On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover
  - (b) On exposed portions of the arms, unless the lesion is covered by a dry, durable, tight-fitting bandage
- (3) Personnel experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food, clean equipment, utensils, and linens, or unwrapped single-service or single-use articles
- (4) Prohibited diseases
  - (a) *Salmonella typhi*
  - (b) *Shigella* species
  - (c) *Escherichia coli* O157:H7
  - (d) Hepatitis A virus

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#### c. Reinstatement

- (1) The person in charge (PIC) may reinstate an excluded food employee with approval from the local medical authority
  - (a) The employee must provide written medical documentation from a licensed physician or the local military medical authority
  - (b) The documentation must specify that the excluded employee may work in an unrestricted capacity in a food establishment because the employee is free of the infectious agent of concern

#### 3. Personal Hygiene

##### a. Eating, Drinking, and Tobacco

- (1) An employee shall eat, drink, or use any form of tobacco **only in designated areas** where the contamination of exposed food, clean equipment, utensils, and linens, or unwrapped single-service and single-use articles can not result

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- (2) A food employee may drink from a closed beverage container if the container is handled to prevent contamination of
  - (a) The employee's hands
  - (b) The container
  - (c) Exposed food, clean equipment, utensils, linens, and unwrapped single-service and single-use articles

#### b. Hair Restraints

- (1) Food employees shall wear hair restraints such as
  - (a) Washable or disposable hats (washable hats must be laundered regularly)
  - (b) Hair coverings or nets
  - (c) Beard restraints (beard snoods)
- (2) This criteria does not apply to food employees that pose minimal risk for foodborne illness such as
  - (a) Counter staff who only serve beverages and wrapped or packaged foods
  - (b) Hostesses

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(c) Wait staff

c. Handwashing

(1) Procedure

- (a) Includes cleaning hands and exposed portions of arms
- (b) A hand cleaning compound is required
- (c) Vigorously rub together the surfaces of lathered hands and arms for at least 20 seconds
- (d) Thoroughly rinse with clean water
- (e) Particular emphasis should be placed on the areas underneath the fingernails and between the fingers
- (f) Hand sanitizers may be used in addition to regular handwashing

(2) Frequency (how often to wash hands)

- (a) After touching bare human body parts other than clean hands and clean, exposed portions of arms
- (b) After using the head

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- (c) After coughing, sneezing, using a handkerchief or disposable tissue
- (d) After using tobacco, eating, or drinking
- (e) After handling soiled equipment or utensils
- (f) Immediately before engaging in food preparation including working with exposed food, clean equipment, utensils, unwrapped single-service and single-use articles
- (g) During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
- (h) When switching between working with raw foods and working with ready-to-eat foods
- (i) After engaging in other activities that contaminate the hands
- (j) After caring for, or handling, authorized support animals (e.g. seeing eye dog)

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(3) Handwashing Facilities

- (a) Food employees must clean their hands in a handwashing lavatory
- (b) FE should not clean hands in either a sink used for food preparation or in a service sink
- (c) FE should not clean hands and exposed portions of arms in a curbed cleaning facility used for the disposal of mop water and similar liquid waste

(4) Signs requiring hand washing must be posted in food service areas and heads

d. Fingernails

- (1) Trimmed short and filed
- (2) Maintained so that edges and surfaces are cleanable and not rough

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e. Jewelry

- (1) While preparing food, jewelry on arms and hands is not authorized with the exception of a plain wedding band or similar plain band

f. Clothing and Personal Effects

- (1) Clean uniforms required
- (2) Change uniform when soiled or use outer covering over clothing to prevent soiling of uniform
  - (a) Change outer covering when moving from raw food operation to a ready-to-eat food operation
- (3) Clothing and personal effects of food service personnel must not be kept in food preparation and serving areas
- (4) Personnel will not use food preparation and serving areas to change their clothes

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#### 4. Inspections

##### a. Frequency, Exemptions, Circumstances & Reports

##### (1) Frequency

- (a) The PMA will inspect all food establishments at least once each month
- (b) When a food establishment exceeds critical violation limits the PMA must promptly notify the CO and increase the frequency of inspections for the food establishment until the compliance history significantly improves
- (c) Special requests by management for more frequent inspections by the PMA should be given favorable consideration as workload permits

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- (2) Exemptions From Monthly Inspections
  - (a) May be granted by the installation PMA to food establishments that have demonstrated by past performance, current training, and effective management that the exemption will most probably not adversely affect overall sanitary conditions
  - (b) In all cases Navy and Marine Corps food establishments must be inspected at least once each quarter
  - (c) Written exemptions are not required
- (3) Circumstances
  - (a) Generally, inspections are unannounced to obtain a more accurate assessment of normal operating practices and conditions
  - (b) Exceptions include construction and pre-operational inspections, HACCP studies, and follow-up inspections requiring the presence of specific personnel from the establishment

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(c) Full documentation should be maintained on each inspection as a part of the establishment's official agency record

(4) Reports

(a) Detailed reports are prepared at the conclusion of each inspection and presented to the PIC

(b) Non-compliance with a written standard is categorized as critical or noncritical

(c) Repeat items are also noted

(d) The NAVMED P-5010-1 section violation is included in the report citation section

b. Types of Inspections (categorized by purpose)

(1) Pre-operational Inspection

(a) A pre-operational inspection shall be conducted to ensure the establishment is built or remodeled in accordance with the approved plans and specifications

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- (b) The PMA should have plans and specification documents available prior to and during the inspection
- (2) Routine Inspection
  - (a) A full review of the food establishment operation and facility and their impact on food safety is conducted
  - (b) Includes assessment of food employee and management health, practices, and knowledge of food safety; food flows, source, storage, thawing, preparation (including cooking temperatures and times) and post-preparation processes; equipment and facility construction; cleaning and sanitizing processes; water sources; sewage disposal; and vermin control
- (3) Follow-up Inspection
  - (a) PMA personnel shall verify that critical violations have been corrected at the time of inspection or within 10 days of the initial routine inspection

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(b) Follow-up inspections should be briefer than the routine inspection, since they concentrate on the critical violations previously reported

#### (4) HACCP Inspection

(a) HACCP plans are inspected differently than other routine inspections

(b) HACCP critical limits must be routinely monitored and recorded by the establishment and elements of the plan must be verified by the inspector

(c) Copies of the HACCP plan must be available during these inspections

#### (5) Complaint Inspection

(a) Consumer complaints received by the PMA about a food establishment requires investigation

(b) Quick response is required for complaints related to foodborne illnesses since personal memories of the foods eaten may fade quickly and food and environmental samples become

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too difficult to collect

- (c) HACCP principles can be used to supplement traditional investigation procedures

1 Focuses attention on foods epidemiologically linked with foodborne illness

- (d) Other food items should not be discounted as potential foodborne illness sources. As more information becomes available, those items not historically linked to foodborne illness may be implicated.

- (e) Consumer complaints about food establishments should be evaluated in terms of public health significance before scheduling inspections.

For example, allegations about an establishment purchasing shellfish from an illegal source should receive higher priority than unsanitary public restrooms

#### 5. Summary

##### a. Health requirements

- (1) Medical screening
- (2) Exemption from food service work

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(3) Reinstatement

b. Personal hygiene

(1) Eating, drinking, and tobacco use

(2) Hair restraints

(3) Handwashing

(4) Fingernails

(5) Jewelry

(6) Clean clothing

c. Inspections

(1) Frequency, exemptions, circumstances and reports

(2) Types of inspections