Food Smart
An Innovative Food Safety Training Program

“You Can Do It”
Trainer Manual
# Food Smart "You Can Do It" Manual

## Table of Contents

I. Acknowledgements

II. PURPOSE AND USE OF THE FOOD WORKERS' MANUAL

III. The QFO Responsibilities, Food Establishment Classification, and the Law

IV. Introductory Information and Resources
   - A. Employee Attendance Records
   - B. Glossary of Terms You Need to Know
   - C. Internet & Text Book Resource List
   - D. Motivating Employees to Learn

V. FOOD SAFETY LEARNING MODULES

   **LEARNING MODULES:**

   1. Microbiology
   2. Prevent Foodborne Illness
   3. Work only While Well
   4. Handwashing and Neat & Clean Essentials
   5. Potentially Hazardous Food & Ready to Eat Foods and the Temperature Danger Zone
   6. Time/Temperature Controls for Food Preparation & Cooking
   7. Monitor Food Temperatures
   8. Receiving and Storing Food Safely
   9. Cross Contamination
   10. Sanitize means Clean & Safe

VI. Exercise Answer Sheets

VII. Food Smart Trainer Evaluation Forms

VIII. How to Obtain Copies of this Manual
Acknowledgements

This project began with the State of Connecticut, Department of Public Health, Food Protection Program (FPP) and was originally developed by a committee of local and state food inspectors and a representative of the University of Connecticut Cooperative Extension Center. (Committee members included Linda Green, Diane Wright-Hirsch, Laura Pagliaro, Brian Savaugeau, Patrice Sulik, and Karen Rotella.) Linda Green, formerly of the FPP, further developed the material as an independent study for the MPH degree. More recently, Patrice Sulik and Rick Petersen of the Stratford Health Department began working with the FPP to complete the project. With funding obtained by the Stratford Health Department from the Food and Drug Administration, the food safety training modules have been revised and are now ready for pilot testing.
The purpose of this manual is to provide a basic course of food safety instruction for Qualified Food Operators QFO(s) to use to train their employees.

"The Food Smart You Can Do It" training manual provides for a standardized low (or no) cost manual that can be utilized in all of the 98 local health jurisdictions in Connecticut. This will facilitate food safety training by Qualified Food Operators.
QFO REQUIREMENTS
FOOD ESTABLISHMENT CLASSIFICATION AND THE LAW

WHAT TYPE OF FOOD SERVICE ESTABLISHMENT NEEDS TO EMPLOY A QUALIFIED FOOD OPERATOR (QFO)?
Food service establishments classified by local health departments as class III or class IV food service establishments. (Class I & II establishments are not required to employ a QFO)

WHAT ARE CLASS III AND IV FOOD SERVICE ESTABLISHMENTS?
A class III food service establishment prepares potentially hazardous food by heat processing and serves it within 4 hours. If the food is prepared by heat processing and held for more than 4 hours before being consumed it is a class IV food service establishment.

Food service establishments that serve only commercially packaged precooked foods, that are heated in the original container and served within 4 hours; or commercially precooked hot dogs, kielbasa and soup transferred out of the original package heated and served within 4 hours, are exempt from the provisions of this regulation.

WHO CAN BE CERTIFIED AS THE QFO?
The owner, operator or manager can be the Qualified Food Operator or s/he can employ onsite a full-time person in a supervisory capacity who possesses the knowledge and ability to assess the potential for foodborne illness and develop and implement procedures that would eliminate or reduce the risk.

BY WHAT DATE MUST A QFO BE APPOINTED?
Class III and IV establishments must employ a Qualified Food Operator by August 1, 1997 and replace a Qualified Food Operator within sixty days from the date of termination or transfer.

HOW DOES ONE BECOME A QFO IN A FOOD SERVICE ESTABLISHMENT?
A person can become a Qualified Food Operator by: (1) being an owner, operator, manager or supervisor in a food service establishment, and passing an examination administered by one of the three testing organizations approved by the State Department of Public Health, or (2) having the owner/operator of the food service establishment, sign a statement attesting that the Qualified Food Operator has demonstrated knowledge of food safety as specified in The Public Health Code (PHC). The local director of health may require documentation to support the signed statement.

WHAT ARE THE RESPONSIBILITIES OF THE QFO?
The QFO is responsible for:
Operating the food service establishment in compliance with all the provisions of Sec. 19-13-B42, 19-13-B48 and 19-13-B49 of the regulations as is pertinent to the establishment.
Training food preparation personnel in safe food preparation practices, proper food temperature control, food protection, personal health and cleanliness, and sanitation of the facility, equipment, supplies and utensils.
Maintaining written documentation of employee training.
WHAT ARE THE RESPONSIBILITIES OF THE FOOD SERVICE ESTABLISHMENT OWNER/OPERATOR UNDER THIS REGULATION?

Appoint a QFO who is in a full-time supervisory capacity and has demonstrated knowledge in the safe preparation and service of food.
Appoint an alternate person to be in charge at all times when the QFO is not present.
Notify local health, in writing, when the food establishment no longer employs the QFO.
Apply for written approval from the local director of health before changing operations to a different classification.
Appoint a successor QFO within 60 days and notify local health of the appointment.
Maintain on file and provide upon request to local health the following:
Documentation that a QFO has been duly appointed, e.g., certificate from an approved testing organization or signed statement.
Documentation that an alternate QFO has been appointed.
Training records of food preparation employees.

DOES EACH SHIFT OF A FOOD ESTABLISHMENT OPERATED ON A 24 HOUR WORK SCHEDULE NEED A QUALIFIED FOOD OPERATOR?

No. The regulation requires that there be one QFO in a food service establishment. This person is in charge of the food safety operations, of the food service establishment in all departments, all shifts. The manager/owner/operator must appoint an alternate to be in charge when the QFO is absent.
The regulation does not require that the alternate meet the credentials of a qualified food operator. (It is strongly encouraged that other staff achieve the level of knowledge required of the QFO.)

WILL NON-PROFIT CIVIC ORGANIZATIONS WHO ROUTINELY RENT THEIR FACILITIES TO INDIVIDUALS BE REQUIRED TO HAVE A QFO ON PREMISES?

If the non-profit organization (Elks, American Legion, Knights of Columbus etc.), because of its menu and food service functions conducted, meets the definition of a food service establishment then it would have to be classified, according to the PHC guidelines.
If it is classified by the local health department as a class III or IV food service establishment then the manager/operator would have to appoint a QFO, if meals are prepared or served on a regular basis.
If, however, the non-profit civic organization occasionally rents its facilities to other organizations and/or individuals and does not prepare or serve food on a regular basis it is exempt under the regulation.

WILL NON-PROFIT CIVIC ORGANIZATIONS BE REQUIRED TO HAVE A QUALIFIED FOOD OPERATOR ON THE PREMISES?

If the non-profit organization's operation is defined as a "food service establishment" and is designated as class III or IV, a QFO would have to be employed in a supervisory position at the establishment if it routinely prepared meals for the public.
If a non-profit organization is not designated as a food service establishment, but occasionally has special functions, then the exemptions of Section 19-13-B42(s)(4) of the Connecticut Public Health Code would apply and a QFO would not be required for a particular event. "Temporary food service establishments and special events sponsored by non-profit civic organizations such as, but not limited to, school sporting events, little league food booths, church suppers, and fairs," are exempt from the requirements for qualified food operators.
WHAT ARE THE QUALIFICATIONS AND RESPONSIBILITIES OF THE ALTERNATE QFO

It is not required that the alternate be qualified by examination or signed statement. He/she should be knowledgeable about the safe preparation and service of food and be responsible for:

Being in charge of the food safety function when the QFO is absent.
Ensuring that employees comply with the requirements of 19-13-B42.
Ensuring that food is safely prepared.
Handling emergencies, admitting the inspector, and signing the inspection report.

WHEN IS THE QUALIFIED FOOD OPERATOR REQUIRED TO BE RECERTIFIED OR REPLACED?

There is no requirement for recertifying qualified food operators and no specified expiration of their qualified status.

WHAT IF THE DESIGNATED QFO HAS DEMONSTRATED KNOWLEDGE BY PASSING ONE OF THE APPROVED TESTS YEARS AGO?

The law indicates that passing a test by an approved testing organization is acceptable for demonstrating the food safety knowledge of an individual. Therefore, as long as the testing organization is approved by the DPH it does not matter when the individual passed the test.

QUALIFIED FOOD OPERATOR

19-13B-42(s)(4), B48(j)(3), B49(t)(3) of the Public Health Code

Each person owning, operating or managing any food service establishment, itinerant food vending establishment, or food catering establishment designated either as a class III or class IV shall be a qualified food operator or shall employ on-site at least one (1) qualified food operator who is in a supervisory position at said establishment. A Qualified Food Operator is a food operator employed in a full-time position who has demonstrated a knowledge of safe food handling techniques. [Full-time position means 30 hours per week or the number of hours per week the food establishment is open for business, whichever is less.] Supervisory position means that position of a person who directs and inspects the performance of food service workers.

Responsibilities of Qualified Food Operators: The qualified food operator is responsible for operating the food service establishment, itinerant food vending establishment, and catering establishment in compliance with all the provisions of section 19-13-B42, B48, and B49 of the Regulations of Connecticut State Agencies. The qualified food operator of each foodservice establishment, itinerant food vending establishment, and catering establishment is responsible for ensuring training of food preparation personnel. All such personnel shall receive training that shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The qualified food operator shall maintain written documentation of a training program and training records of individual employees, and shall make these records available to the local health department upon request.
QUALIFIED FOOD OPERATOR NOT PRESENT

Section 19-13B-42(s)(8)(B), B48(j)(7)(B), and B49(t)(7)(B)

The owner/operator of the food service establishment, itinerant food vending establishment, and catering establishment shall designate an alternate person who has complied with Section 19-13B-42(s)(6) to be in charge at all times when the qualified food operator cannot be present. This alternate person in charge shall be responsible for: ensuring that all employees comply with the requirements of this section, and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing their inspection report.

REPLACEMENT OF QUALIFIED FOOD OPERATOR

Section 19-13B-42(s)(7), B48(j)(6), B49(t)(6)

Whenever the qualified food operator terminates employment, is terminated or is transferred, the person owning, operating or managing the food service establishment, itinerant food vending establishment, and catering establishment shall notify the local health department in writing. A replacement qualified food operator shall be employed within sixty (60) days from the date of termination or transfer of the qualified food operator.

CLOSURE OF A FOOD ESTABLISHMENT FOR FAILURE TO EMPLOY ON-SITE A QUALIFIED FOOD OPERATOR

Section 19-13B-42(u)(4), B49(v)(4)

If a qualified food operator is not employed onsite, except as provided by the qualified food operator replacement provision in Section 19-13B-42(s)(7), the food service establishment or catering establishment has thirty (30) days to comply. If correction has not been made after thirty (30) days, the Director of Health shall take immediate steps to close the food service establishment or catering establishment.
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# Employer Verification Log Sheet

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Glossary

Glossary of Terms You Need to Know

BACTERIA - Bacteria are germs with only one cell that can multiply into large number when food is in the danger zone.

CALIBRATE - A procedure to check and adjust thermometers so they take accurate temperatures.

CLEAN - A procedure that removes soil and prevents accumulation of food residues.

CROSS-CONTAMINATION - This occurs when germs from one food item are passed to another food item, typically raw food to READY-TO-EAT food.

DANGER ZONE - The danger zone is when the temperature of food is between 41° F and 135° F. This is called the danger zone because bacteria will grow quickly between these temperatures.

EXCLUDE - A prevention step needed to keep an infectious food employee out of a food establishment until he or she is no longer ill.

FDA - U.S. Food and Drug Administration.

FOODBORNE ILLNESS - Sickness caused from germs or toxins in food, also called food poisoning.

FOOD-CONTACT SURFACE - A surface of equipment or a utensil with which food normally comes into contact. Also, a surface of equipment or a utensil from which food may drain, drip or splash into a food, or onto a surface normally in contact with food.

GERM - Disease causing pathogens.

HACCP - Hazard Analysis Critical Control Point. It is a self-inspection program that aids foodservice operators to recognize high-risk food, identify critical control points where foods are at the greatest risk of causing illness, and make changes necessary to reduce or eliminate.

HEALTH DEPARTMENT - The authorized department that works closely with food establishments to ensure the service of safe food.

INCUBATION PERIOD - the period between a person's exposure to bacteria or virus and the appearances of the first sign or symptom of disease.

LISTERIA - A bacteria that can cause Listeriosis, a serious and sometimes deadly infection.
PATHOGEN - Any disease-causing agent such as a bacterium or virus or other microorganism.

POTENTIALLY HAZARDOUS FOOD - Moist, protein-rich foods that bacteria will grow on when the temperature is between 41°F and 135°F.

PPM - Parts per million. Used as a measure for sanitizer concentration.

RAW ANIMAL FOOD - Uncooked animal foods such as eggs, fish, meat, poultry and other foods containing these products.

READY-TO-EAT FOOD - Food that may be safely eaten without additional preparation.

RESTRICT - A prevention step needed to limit an ill food employee to work duties other than working with exposed food, food equipment or utensils or single service items.

SANITIZE - The final step needed to remove bacteria from food contact surfaces that have just been cleaned. A common sanitizing solution is made up of one teaspoon of bleach to one gallon of water and is used to sanitize equipment and utensils.

SANITIZER - Chemicals that reduce disease-causing germs to safe levels, such as chlorine or quaternary ammonia compound.

TEST STRIP - Test paper that measures the concentration in part per million (ppm) of the sanitizer in solution.

USDA - U.S. Department of Agriculture.

WHEN IN DOUBT, THROW IT OUT - If you are unsure about how long a food item has been at the improper temperature, discard it.

VIRUS - Smallest of infective agents that rely on a living host to reproduce. Food handlers not washing their hands are usually source of contamination.

NOROVIRUSES - Groups of related single stranded viruses that cause severe gastroenteritis and/or Foodborne Illness.

E-COLI 0157:H7 - A bacterial pathogen that is found in cattle and other similar animals including deer. Cattle and humans serve as a reservoir for transmission of this Foodborne Illness.
Internet Website and Textbook Resource List

Centers for Disease Control & Prevention: http://www.cdc.gov
City of Berkeley Health & Human Services-Div. of Environmental Health: http://www.ci.berkeley.ca.us/environmentalhealth/
Daydots: https://www.daydots.com
DuPage Safe Food-DuPage County Health Dept.: http://www.dupagehealth.org/safefood
Fight Bac! Partnership for Food Safety Education: http://www.fightbac.org
Focus on Food Safety-Kansas Dept. of Health & Environment: http://www.kdhe.state.ks.us/fofs/index.html
Food & Drug Administration Center for Food Safety & Applied Nutrition: http://www.cfsan.fda.gov/
Food Safety Training & Education Alliance: http://www.fstea.org
Foodborne Illness Education Information Center-U.S. Dept. of Agriculture/FDA: http://www.nal.usda.gov/foodborne
The World's Largest Foodservice Community: http://www.foodservice.com/
Gateway to Government Food Safety Information: http://www.foodsafety.gov/
Glo Germ: www.gogerm.com
Idaho Dept. of Health & Welfare: http://www2.state.id.us/dhw/behs/food_safety/index.htm
Marler Clark Attorneys at Law: http://www.marlerclark.com
Michigan Dept. of Agriculture: http://www.michigan.gov/mda
Minnesota Dept. of Health: http://www.health.state.mn.us
National Restaurant Assn. Education Foundation-National Food Safety Education Month: http://www.nrfa.org/nfsem
Oregon Dept. of Human Services Environmental Health:
http://www.dhs.state.or.us/publichealth/foodsafety/index.cfm
Rhode Island Food Safety Education: http://www.uri.edu/ce/ceec/foodsafety.shtml
Safe Tables Our Priority: http://www.stop-usa.org/
The Handwashing Leadership Forum: http://www.handwashingforlife.com
U.S. Dept. of Agriculture Food Safety & Inspection Service:
http://www.fsis.usda.gov/Food_Safety_Education/index.asp

Pilot Version 08/21/2006
National Sanitation Foundation (NSF) www.nsf.org
National Restaurant Association/Educational Foundation: http://www.nraef.org/
Connecticut Food Protection Program http://www.dph.state.ct.us/BRS/Food/food_protection.htm
Stratford Health Department: www.townofstratford.com/health
Motivating Employees to Learn

- Motivation to learn is critical. Adult learners need to feel they will benefit from the training.
- Adults retain what is relevant to them and what they need to do their job. If they see where they will apply the information, they will be motivated and learn better.
- People learn best by doing which includes active participation in the learning process.
- Everyone does not learn the same way. Use a variety of methods of presenting material, which provides different ways to learn (visual materials, verbal discussion, hands-on experience).
- Create a work environment that encourages and rewards correct food safety behaviors.
- Treat adult learners with respect. There is no such thing as a "dumb" question. If more information is needed, perhaps the meaning was not clear. Adults embarrass easily and need positive feedback to overcome feelings of inadequacy.
- Short sessions are most effective.
- Learners like feedback on their ability to apply what they have learned. Evaluate and inform learners of their progress.
- Know the level of understanding of the adult learners and present material they can easily understand. When employees know what is expected and how to do it, the usual result is satisfactory performance.

Remember it is up to you, the trainer, to implement this training by organizing the staff and motivating them to learn. The FOOD SMART "You Can Do It" curriculum will help your employees understand important food safety principles.

Adapted from Motivating Employees Courtesy of the University of Rhode Island Cooperative Extension Food Safety Education
Our facility is committed to providing safe food to our customers and in order to do that we are providing you training on how the things that you do not see can make our customers and ourselves sick.

This module, Microbiology is the first of a set of 10 modules. We will be reviewing all of the modules over the next _________________.

The modules will teach you specifically how to prevent germs, called pathogens, which are too small to see without a microscope, from growing and spreading throughout the facility.

If you don't understand some of the material, it is important to tell me so we can review it together.

There are many topics that will be covered, and not all apply to everyone, but I want everyone to have an understanding of them all.

I will be giving each person a copy of the manual to read. As the supervisor I will go over each module with every staff member either individually or in a group.

This first module, microbiology, is given to you to ensure that you know that there are many invisible micro-organisms that can affect the food that we prepare. First of all, did you know that on one square inch of our bodies there are as many as 10,000 bacteria? Bacteria are also in the air, water, soil and on the surfaces we come in contact with. Everyone has organisms on their bodies and some actually protect us, but when these and other microorganisms come into contact with food and food contact surfaces they can cause mild to serious illness in people and even death in some cases.

Our facility is very concerned about foodborne disease caused by microorganisms because we do not want to make people sick. If a foodborne outbreak occurred at our facility, caused by careless food handling practices, we could go out of business.

If people are told that there has been a foodborne illness associated with our facility . . . no one will want to eat here. This is another reason why it is so important that you all understand that it is what you CANNOT see, the microorganisms, that can hurt us all.

Did you know that on one square inch of our bodies there are as many as 10,000 bacteria?

Microbes are very small...invisible organisms. We need to understand them, because there are certain types that when they get into the food can cause serious illness or even death to our customers.
Module # 1

At the completion of this module you will be able to:

- Describe why it is important to know about organisms that cannot be seen.
- List places where microorganisms can be found.
- Identify how the food worker can control the spread of harmful microorganisms.

Microbiology is the science that deals with micro (very small) organisms, such as bacteria and viruses and their effects on other forms of life. These bacteria & viruses are so small that if millions were put in a pile they could not be seen with the human eye. You can only see these organisms when you look through a microscope.

Some microorganisms cause disease, others are harmless, and many are helpful. Harmful microorganisms are commonly called germs or pathogens. These germs or pathogens can cause disease by being transmitted through food.

Because harmful organisms cannot be seen, the food worker needs to know where they are in order to keep them from contaminating and growing in food and on food equipment surfaces in a Food Service Establishment.

When you stop harmful pathogens from growing . . . you prevent people from getting FOODBORNE ILLNESS.

Foodborne Illness is sometimes referred to as Food Poisoning.

Where are these microorganisms? They can be found in the home, food service establishments and air, in soil, on vegetables, on flies and insects, in polluted waters, the intestinal tracts of fish and mammals, in the feces (poop) of people and animals, in the nose and throat and on the skin of people, under fingernails and between fingers, on raw meats, raw poultry, raw seafood, and food equipment surfaces.

Microorganisms that contaminate food generally like warm, moist conditions, like food left out at room temperature!

The food worker has a responsibility to know where harmful organisms live, and how to prevent them from contaminating, spreading, and growing on food and food contact surfaces.

There are many things the food worker can do to keep foods safe. The following lessons will teach you proven food safety practices. Your will learn all about:

- Good hand washing procedures
- The correct cooking and re-heating temperatures
- How to cool hot foods rapidly
- Safe handling and storage of chemicals
- How to recognize an approved food source
- Hot & cold temperature requirements
- How to clean food utensils and food surfaces
- How to sanitize food utensils and food surfaces
- How ill food workers can make customers sick
- How to use a thermometer/thermocouple
- How to protect food throughout the facility
- Receiving and storing food safely
1. Can harmful microorganisms (pathogens) be seen directly by the human eye?  
☐ Yes  ☐ No

2. Describe why it is important to know that foodborne pathogens can be found in the food establishment:


3. List four (4) places where you would find potentially harmful microorganisms in a food service establishment?


4. List four (4) food safety lessons that the food worker needs to learn about to prevent harmful microorganisms from contaminating food:


Date of Training: ____________________________

FOOD WORKER’S NAME: ________________________________ Title: ________________

Food Worker’s Signature: ____________________________

Trainer’s Name: ________________________________ Title: ________________

☐ Given as an oral exercise. Translators Name (print): ________________________________

Indicate translated language: ________________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No

☐ Module repeated: Date successfully completed: ________________________________
Al término de este modulo podrá:

- Describir porqué es importante saber acerca de los organismos que no pueden ser vistos.
- Enlistar los lugares donde se pueden encontrar a los microorganismos.
- Identificar como el manejador de alimentos puede controlar la propagación de los microorganismos dañinos.

La microbiología es la ciencia que trata a cerca de los **microorganismos** (diminutos), **tales como las bacterias y virus** y sus efectos en otras formas de vida. Estas **bacterias y virus** son tan pequeños que si se acumularían millones no podrían ser vistos por el ojo humano. Se puede ver a estos organismos solamente a través de un microscopio.

**Algunos microorganismos causan enfermedades, otros son inofensivos y varios son favorables.** Los microorganismos dañinos se los denomina comúnmente **gérmenes o agentes patógenos**. **Estos gérmenes o agentes patógenos** pueden causar enfermedades al ser transmitidos por medio de las comidas.

Debido a que **no se pueden ver** los organismos dañinos, el manejador de alimentos tiene que saber donde están localizados para no haya contaminación y mantenerlos lejos de los alimentos y de las superficies de los utensilios de la cocina en un Establecimiento de Servicio de Comida.

**Cuando para el crecimiento de los agentes patógenos . . . previene que la gente se contagie de la ENFERMEDAD ALIMENTICIA.**

La Enfermedad Alimenticia algunas veces es denominada Intoxicación por Alimentos.

¿Cómo están estos microorganismos? Se los pueden encontrar en casa, establecimientos de servicio de comida y en el aire, suelo, verduras, moscas e insectos, aguas contaminadas, tracto intestinal de los peces y mamíferos, excrementos (caca) de las personas y animales, en la nariz, garganta y piel de las personas, debajo de las uñas de los dedos y entre los dedos, en carnes crudas, en la carne cruda de aves de corral, mariscos crudos y en las superficies de los utensilios de cocina.

**Los microorganismos que contaminan la comida por lo general les gusta el calor, humedad, como la comida sobrante con temperaturas ambientes.**

El manejador de alimentos tiene la responsabilidad de saber donde viven los organismos dañinos, y saber como prevenir la contaminación, propagación y crecimiento en los alimentos y superficies que tienen contacto con los alimentos.

Existen varias cosas que el manejador de alimentos puede hacer para mantener a los alimentos seguros.

Las siguientes lecciones le enseñarán prácticas comprobadas de seguridad de alimentos. Aprenderá todo acerca de:

- **Buenos procedimientos para el lavado de manos**
- **Las temperaturas correctas de cocción y recalentamiento**
- **Como enfriar la comida caliente rápidamente**
- **Manejo y almacenamiento seguro de los químicos**
- **Como reconocer una fuente de comida segura**
  Requisitos de temperatura fría y caliente
- **Como limpiar los utensilios de cocina y superficies de comida**
- **Como desinfectar los utensilios de cocina y superficies de comida**
- **Como los manejadores de alimentos enfermos pueden causar enfermedades en los clientes**
- **Como utilizar un termómetro/par termoeeléctrico**
- **Como proteger los alimentos en todo el establecimiento**
- **Recibir y almacenar los alimentos con seguridad**

Versión Piloto 30/08/2006
1. ¿Se pueden ver a los microorganismos dañinos (agentes patógenos) directamente con el ojo humano?

☐ Sí  ☐ No

2. Describa la razón por la cual es importante saber que los agentes patógenos de la enfermedad alimenticia pueden ser encontrados en los establecimientos de comida:

________________________________________________________________________

3. Enliste cuatro (4) lugares donde encontraría posiblemente a los microorganismos dañinos en un establecimiento de servicio de comida

________________________________________

________________________________________

4. Enliste cuatro (4) lecciones de seguridad de alimentos que el manejar de alimentos tiene que aprender para prevenir que los microorganismos dañinos contaminen la comida:

________________________________________

________________________________________

Fecha de Capacitación: __________________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: __________________________ Puesto: __________________

Firma del Manejador de Alimentos: ________________________________

Nombre del Capacitador: __________________________ Puesto: __________________

☐ Dado como ejercicio oral. Nombre del Traductor (en letra imprenta): ______________________

Indicar idioma traducido: _________________________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Sí  ☐ No

☐ Módulo repetido: Fecha de término exitoso: ____________________________

Versión Piloto 9/21/2006
Did you know that foodborne disease is caused by consuming contaminated foods or beverages. There are three categories of contamination. The first category is biological, and some examples of biological contamination are the disease-causing microbes, or pathogens that can contaminate foods, such as Salmonella bacteria, Norwalk like viruses and Hepatitis A virus. Most bacteria and viruses can be controlled by practicing good handwashing, not working when ill, cooking foods to the right temperatures and other safe food practices. We will be discussing how to control these biological agents in the upcoming modules. Another type of contamination is chemical contamination. Examples include such things as insecticides, dishwashing chemicals, cleaning compounds and poisonous mushrooms. It is essential that these items be handled and stored properly. We will be discussing this in more detail in an upcoming module. The third category is physical contamination which includes items as broken glass, metal shavings, hair and flies. This type of contamination can be easily prevented by being aware of the hazards, such as not scooping ice with a glass container that may chip in the ice bin, or not cleaning the can opener that accumulates with metal shavings from cans. More information on these contaminates will be given in the upcoming modules.

Did you know that when someone gets a foodborne disease they may experience many different types of symptoms, so there is no one “syndrome” that is foodborne illness. Typically, when a microbe or toxin enters the body through the gastrointestinal tract it often causes the first symptoms there, so nausea, vomiting, abdominal cramps and diarrhea are common symptoms in many foodborne diseases.

Did you know that approximately 76 million foodborne illnesses occurs every year in the United States, and that there are approximately 5,200 deaths due to foodborne disease every year according to the Centers for Disease Control in Atlanta, Georgia.

Let’s talk about how food may become contaminated during food handling:
- Foodborne microbes can be introduced from infected humans who handle food. For example, Shigella bacteria, hepatitis A virus and Norwalk virus can be introduced by the unwashed hands of food workers who are themselves infected.
- Foodborne microbes can also be transferred from one food to another food by using the same knife, cutting board or other utensil to prepare both raw animal products and foods that do not require cooking, such as a salads.
- In addition, a food that is fully cooked can become re-contaminated if it touches other raw foods or drippings from raw animal foods that contain pathogens.

Let’s talk about what we can do at our food establishment to protect the food we handle and the customers we serve. Most factors that lead to foodborne illness can be controlled at the food establishment. There are several things we can do: Cooking foods to proper temperatures, monitoring temperatures of foods, avoiding cross-contamination of foods and proper hygienic practices are some of the ways we can prevent foodborne illness. We will learn more about how to protect the food we handle in the upcoming learning modules.

I want to tell you about the laws that foodservice establishments are required to follow in order to stay in business. The State of Connecticut has food service laws and regulations. These laws have been written for the protection of the people that we serve and the establishment we work in. The laws are designed to ensure the safe handling of food and to provide a safe environment for you and the public. We all have a responsibility under these laws, as food service workers, owners, and managers to uphold the public health laws of the State of Connecticut.

These laws can be obtained on the internet, from your local health department or the State Health Department. If anyone wants the web address it is: www.state.ct.us/
We are going to talk briefly about some of the common foodborne diseases. It is important that we know something about these, so that we know where food contamination comes from, and how to prevent it from growing and surviving in our establishment. The modules that follow will provide detailed information on how to work safely in a food service establishment and to prevent people from getting ill from the foods we handle.

The most common foodborne diseases are those caused by the bacteria Campylobacter, Salmonella, and E. coli 0157:H7, and by a group of viruses called Norovirus, also known as the Norwalk and Norwalk-like viruses. Campylobacter is a bacterial pathogen that lives in the intestines of healthy birds, and most raw poultry meat has Campylobacter on it. The foods commonly involved in illness of Campylobacter include meats, poultry, unpasteurized milk and unchlorinated water. Raw chicken is thought to be a major source of foodborne illness. We can reduce the risks associated with this organism by preventing cross-contamination, washing and sanitizing properly and making sure foods are cooked to the proper temperature.

Salmonella is a bacterium that is widespread in the intestines of birds, reptiles and mammals. Eggs, poultry, milk and other foods are safe when handled properly. To reduce the risks associated with this organism proper refrigeration and cooking is essential.

E. coli 0157:H7 is a bacterial pathogen that is found in cattle and other similar animals. Human illness typically follows consumption of food or water that has been contaminated with microscopic amounts of cow feces. Eating undercooked ground beef is the most important risk factor for getting E. coli 0157:H7. Cooking ground beef to the proper temperature will kill disease causing bacteria. Using a thermometer to ensure proper cooking is essential.

Norovirus or Norwalk-like virus is an extremely common cause of foodborne illness. These viruses are commonly found in sewage-contaminated water, in shellfish harvested from polluted water or vegetables irrigated with polluted water. Anyone who consumes food contaminated with Norwalk-like viruses can become ill. This virus is spread primarily from one infected person to another. Infected kitchen workers can contaminate a salad or sandwich as they prepare it, if they have the virus on their hands. There are several things we can do to reduce the risks associated with this organism, such as not working while ill, good handwashing, washing all fruits and vegetables thoroughly, and thoroughly cooking shellfish.

Staphylococcus aureus (staph) is a bacteria that is present in the nasal passages, throats and on the hair and skin of 50% or more of healthy individuals. Food handlers are usually the main source of food contamination in food poisoning outbreaks. Foods that require considerable preparation and that are kept at slightly elevated temperatures after preparation are frequently involved in staphylococcal food poisoning, such as egg, tuna, chicken, potato and macaroni salads, cream-filled pastries, meat and poultry products. What we can do to reduce the risk of spreading staph bacteria is to wash our hands thoroughly, keep foods at proper temperatures, and prevent food workers with infected cuts and burns from handling food or food equipment.

Hepatitis A is a virus. It is excreted in the feces of infected people and can produce disease when susceptible individuals consume contaminated water or foods. Cold cuts, sandwiches, fruits and fruit juices, milk and milk products, vegetables, salads, shellfish, and iced drinks are commonly implicated in foodborne outbreaks. Water, ice, shellfish, and salads are commonly implicated in foodborne illnesses.

Clostridium perfringens is a common foodborne bacteria. In most cases, the actual cause of poisoning by Clostridium perfringens is temperature abuse of prepared foods. When large quantities of food are prepared several hours before serving, and not held under proper temperature control or not cooled down properly, perfringens food poisoning can occur. We can prevent this organism from contaminating our food when we follow proper temperature guidelines and cooling procedures. We will be learning more about proper cooling in an upcoming module.

References:
Centers for Disease Control: Disease Information: www.cdc.gov
Bad Bug Book: www.cfsan.fda.gov
State of Connecticut: www.state.ct.us
Pilot Version 9/21/2006
At the completion of this module you will be able to:

- List the major types of food contamination and provide examples in each category.
- Recognize the names of common foodborne disease organisms.
- List practices that allow harmful organisms to contaminate, grow and survive in food.

FOODBORNE DISEASE IS CAUSED BY EATING CONTAMINATED FOODS OR BEVERAGES

**TYPES OF CONTAMINATION**

◆ Biological: Bacteria, viruses, parasites and mold. Most foodborne illnesses are caused by biological organisms. These harmful organisms are generally referred to as pathogens. Bacteria cause illness by multiplying rapidly in food and by producing toxins in food when the right conditions exist. Viruses do not grow in food, but it only takes a few virus particles to make someone sick.

◆ Chemical: Hazardous products, such as insecticides, dishwashing chemicals, and cleaning compounds are dangers to food. Other dangers to food are metals from pots and utensils and preservatives or additives not used in the proper amounts.

◆ Physical: Foreign particles, such as broken glass, metal shavings, hair, flies, and cockroaches.

**COMMON BIOLOGICAL ORGANISMS**

THE PATHOGENS (GERMS) THAT CAN MAKE PEOPLE SICK FROM CONTAMINATED FOOD

Campylobacter (kamp-la-bacter)  Staphylococcus aureus (staf-lo-kak-es)
Salmonella (sal-mo-nel-a)  Hepatitis A (hep-a-ti-tis)
E. coli 0157:H7 (Esh-er-ish-e-ah-coal-eye)  Clostridium perfringens (kla-strid-e-em purfrin-jenz)
Norovirus, or Norwalk like viruses  Bacillus cereus (bah-sil-lus cer-eus)

The Centers for Disease Control in Atlanta, Georgia estimates that 76 million illnesses, 325,000 hospitalizations, and 5,200 deaths occur each year in the United States due to foodborne disease. That means 1 in 4 people get a foodborne disease each year!

GOOD NEWS! Foodborne disease can be prevented by knowing, understanding and practicing some simple food safety principles. Below are some of the factors that lead to contamination, growth and survival of harmful organisms. You will be learning more about how to control RISK FACTORS in the upcoming food safety lessons.

**RISK FACTORS for foodborne illness:**

- Improper holding temperatures
- Improper cooking temperatures
- Poor personal hygiene
- Contaminated Equipment
- Unsafe food

**How organisms get into food, grow & survive:**

- Not keeping food at a safe temperature while hot or cold
- Not cooking food to the proper internal temperatures
- Not washing hands properly or working while ill
- Not cleaning & sanitizing food utensils & equipment
- Not using food from an approved source
# Prevent Foodborne Illness

**Module # 2**

## WHAT DO YOU KNOW ABOUT:

**FOODBORNE ILLNESS**

1. Name three types of contamination that can cause foodborne illness and list two examples of each type:

<table>
<thead>
<tr>
<th>TYPE OF CONTAMINATION</th>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

2. Do you recognize any microorganisms (bacteria or viruses) below that can grow in food when conditions are ideal? **Check all that apply.**

- [ ] Tuberculosis
- [ ] *Staphylococcus aureus*
- [ ] *Campylobacter*
- [ ] H.I.V. virus (AIDS)
- [ ] *Clostridium perfringens*
- [ ] *Escherichia coli*
- [ ] Hepatitis A virus
- [ ] *Salmonella*

3. List five (5) **RISK FACTORS** that contribute to food contamination.

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

---

**Date of Training:** __________________________________________

**FOOD WORKER’S NAME:** ________________________________________

**Title:** _____________________________________________________

**Food Worker’s Signature:** ____________________________________

**Trainer’s Name:** ____________________________________________

**Title:** _____________________________________________________

[ ] Given as an oral exercise. **Translator’s Name (print):** ________________

**Indicate translated language:** _________________________________

**FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE:** [ ] Yes [ ] No

[ ] Module repeated: **Date successfully completed:** ________________

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Pilot Version 9/21/2006
Prevenir Enfermedades Alimenticias       Módulo # 2

Al término de este módulo podrá:
- Enlistar las clases principales de contaminación de alimentos y dar ejemplos en cada categoría.
- Reconocer los nombres de los organismos comunes de las enfermedades alimenticias.
- Enlistar las prácticas que permiten a los organismos dañinos contaminar, propagarse y sobrevivir en los alimentos.

LAS ENFERMEDADES ALIMENTICIAS SON CAUSADAS AL COMER ALIMENTOS O BEBIDAS CONTAMINADAS

CLASES DE CONTAMINACIÓN

◆ Biológicos: Bacterias, virus, parásitos y moho. La mayoría de las enfermedades alimenticias son causadas por organismos biológicos. Estos organismos dañinos son denominados por lo general como agentes patógenos. Las bacterias causan enfermedades al multiplicarse rápidamente en las comidas y al producir toxinas en los alimentos cuando existen las condiciones correctas. Los virus no crecen en los alimentos, pero se necesita solamente unas pocas partículas de virus para enfermar a una persona.
◆ Químicos: Productos peligrosos, como los insecticidas, químicos para lavar los platos y compuestos de limpieza son peligrosos para los alimentos. Otro peligro para las comidas son los metales de las ollas y utensilios y preservantes o aditivos no utilizados en las cantidades adecuadas.
◆ Físicos: Las partículas externas, como un vidrio roto, raspado metálico, cabello, moscas y cucarachas.

ORGANISMOS BIOLOGICOS COMUNES

LOS AGENTES PATÓGENOS (GÉRMENES) QUE PUEDEN ENFERMAR A LA GENTE POR ALIMENTOS CONTAMINADOS

Campilobacteria (kamp-la-bacter)  aureus (staf-lo-kak-es)
Salmonella (sal-mo-nel-a)  Hepatitis A (hep-a-ti-tis)
E. coli 0157:H7 (Esh-er-ish-e-ah-coal-eye)  Clostridium perfringens (kla-strid-e-em purfrin-jenz)
Norovirus, o Norwalk como virus  Bacillus cereus (bah-sil-lus cer-eus)

Los Centros para Control de Enfermedades en Atlanta, Georgia estiman que 76 millones de enfermedades, 325,000 hospitalizaciones y 5,200 muertes ocurren cada año en los Estados Unidos por causa de la enfermedad alimenticia. ¡Esto significa que 1 de cada 4 personas se contagia de una enfermedad alimenticia cada año!

¡BUENAS NOTICIAS! Las enfermedades alimenticias pueden ser prevenidas al conocer, comprender y practicar algunos principios simples de seguridad en los alimentos. A continuación tenemos algunos de los factores que nos llevan a la contaminación, propagación y subsistencia de los organismos dañinos. Aprenderá más acerca de cómo controlar los FACTORES DE RIESGO en las lecciones próximas de seguridad en los alimentos.

FACTORES DE RIESGO para la enfermedad alimenticia: Como los organismos ingresan a los alimentos, crecen y sobreviven:
- Temperaturas de mantenimiento inapropiadas
- Temperaturas de cocción inapropiadas
- Mala higiene personal
- Utensilios Contaminados
- Alimentos peligrosos

No guardar los alimentos a una temperatura segura mientras está caliente o frío
No cocinar los alimentos con las temperaturas internas adecuadas
No lavarse las manos adecuadamente o cocinar cuando se está enfermo
No limpiar o desinfectar los utensilios y equipo de cocina
No consumir alimentos de una fuente segura

9/21/2006
Prevenir Enfermedades Alimenticias

Módulo # 2

QUE SABE ACERCA DE LA
ENFERMEDAD ALIMENTICIA

1. Nombre tres clases de contaminación que pueden causar una enfermedad alimenticia y enliste dos ejemplos de cada clase:

<table>
<thead>
<tr>
<th>TIPO DE CONTAMINACIÓN</th>
<th>Ejemplo 1</th>
<th>Ejemplo 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2. ¿Reconoce algún microorganismo (bacteria o virus) de abajo que puede crecer en los alimentos cuando las condiciones son ideales? **Señale todos los que aplican.**

- [ ] Tuberculosis
- [ ] Staphylococcus aureus
- [ ] Campylobacter
- [ ] virus V.I.H. (SIDA)
- [ ] Clostridium perfringens
- [ ] Escherichia coli
- [ ] virus de Hepatitis A
- [ ] Salmonella

3. Enliste cinco (5) FACTORES DE RIESGO que contribuyen con la contaminación de alimentos.

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

Fecha de Capacitación: __________________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ____________________________ Puesto: ________________

Firma del Manejador de Alimentos: ________________________________

Nombre del Capacitador: ____________________________ Puesto: ________________

☐ Dado como un ejercicio oral. Nombre del Traductor (en letra imprenta): ________________________________

Indicar idioma traducido: ________________________________________________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE
CAPACITACIÓN: ☐ Si ☐ No

☐Módulo repetido: Fecha de término exitoso: ____________________________

Versión Piloto 9/21/2006
Did you know that many foodborne illness outbreaks at food establishments are caused by food workers who work while they are ill? This is a fact.

When food workers work while they are ill they spread their germs to other workers and to the food they handle. This is bad for business...we lose customers, and we may lose our business.

Today, I am requesting that anyone who experiences symptoms of diarrhea, loose stool, vomiting, sore throat with fever, or fever with any other symptoms notify me right away. In addition you are to let me know if you have any cuts or burns that are infected on your hands, wrists, or an exposed body part. I need this information, so that I can assess the situation and decide if you should not be working.

You are also to let me know if you get a cut or burn on the job. An assessment will be made of the injury.

It is important that cuts and burns, regardless of the size, be treated properly. If the injury is minor we have a first aid kit on-site. It is located: _______________________________. If you have a small cut or burn you will be required to wear a glove over the bandage. If you have a cut that can not be managed with minor first aid, you will not be permitted to continue to work until the injury is under control.

One last note...Even if you are not sick...there are other germs that can cause foodborne illnesses that we all carry with us when we are healthy. These germs can be eliminated by effective handwashing. I expect everyone to perform proper handwashing as described in the handwashing module.

To the Qualified Food Operator: You are required by law to notify the local director of health immediately if you have reason to suspect that any employee has contracted any disease in a communicable form or has become a carrier of such disease.

The Department of Public Health has guidelines for restricting food service workers from commercial food establishments when they are experiencing illness symptoms and have been diagnosed with disease. Your local director of health should be consulted for advice on when a food worker should be excluded or restricted from working and for how long. You should make every effort to work with your local health department in these cases.

A form entitled "Food Employee Reporting Agreement" is on the reverse side of this QFO HELPER for your use.
At the completion of this module you will be able to:
- List illness symptoms and diseases that prevent you from safely working with food and food equipment.
- Describe why you should not work when you have symptom such as diarrhea or vomiting.

IF YOU ARE SICK YOU SHOULD NOT GO TO WORK!

The pathogenic (disease-causing) microorganisms you bring to work can spread onto food, dishes, counters, utensils, forks, knives and spoons, pots and pans, as well as other people.

If you work while ill there is a risk that you could be the person responsible for causing a Foodborne Illness Outbreak. Many people can become ill from just 1 food worker who is sick with vomiting or diarrhea.

DO NOT WORK if you have any of these conditions:
- Diarrhea and/or loose stool
- Throwing up (vomiting)
- If your doctor tells you that you are sick with: Salmonella, Shigella, E. coli 0157:H7, or Hepatitis A virus or any other disease that can be passed through food
- Jaundice (Yellow colored skin and/or eyes)
- Fever with other symptoms
- A cold with a runny nose, coughing & sneezing
- Sore throat with a fever
- Infected cut, burn or sore on your hand and arms not covered properly

What to do if you think you are ill:
- Report diseases and symptoms as stated above, to the person in charge at work.
- Call your doctor.
- Call your local health department if you are not sure if you should be working.
- Practice good personal hygiene, and wash your hands more frequently.
- Never work with food, food equipment, utensils or food contact surfaces when you are ill with the symptoms or diseases discussed above.

Remember: Hand washing is essential for preventing the spread of illness!

do you know how to find the phone number of your local health department?
You can find them listed in the BLUE pages of the phone book.
WHAT DO YOU KNOW ABOUT
WORKING, ONLY WHEN YOU ARE WELL

1) You should not be working in a food service establishment if you have certain illnesses or symptoms. List 3

2) List 3 foodborne diseases that must be reported to the local health department and your employer and require that you not work until cleared by your doctor and the local health department.

3) Describe why it is important that you do not work when you are sick with symptoms such as diarrhea and vomiting.

4) Where do you find the phone number for your local health department?

Date of Training: _________________________________

FOOD WORKER'S NAME: _______________________________ Title: _______________________________

Food Worker's Signature: ________________________________

Trainer's Name: _______________________________ Title: _______________________________

☐ Given as an oral exercise. Translator's Name (print): _________________________________

Indicate translated language: ________________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS MODULE: ☐ Yes ☐ No

☐ Module repeated. Date successfully completed: ________________________________

Pilot Version 9/21/2006
Al término de este módulo podrá:

- Enlistar los síntomas de las enfermedades y las enfermedades que le impiden trabajar con seguridad con los utensilios de cocina y con los alimentos.
- Describir porque no debe trabajar cuando tiene síntomas como diarrea o vómito.

¡SI ESTÁ ENFERMO NO DEBERÍA IR A TRABAJAR!

Los microorganismos de los agentes patógenos (causantes de las enfermedades) que lleva al trabajo pueden propagarse en los alimentos, platos, mostradores, utensilios, tenedores, cuchillos y cucharas, ollas y cacerolas, así como también en otras personas.

Si trabaja mientras está enfermo existe el riesgo que puede ser la persona responsable por causar una Epidemia de Enfermedad Alimenticia. Muchas personas pueden enfermarse de solamente 1 manejador de alimentos que esté enfermo con síntomas de vómito y diarrea.

NO TRABAJE si tiene algunos de estos síntomas:

- Diarrea y/o heces blandas
- Vómito (nausea)
- Si su doctor le dice que está enfermo de: Salmonella, Shigella, E. coli 0157:H7, virus de Hepatitis A o de cualquier otra enfermedad que se puede contagiar por medio de los alimentos
- Ictericia (piel y/o ojos de color amarillo)
- Fiebre junto con otros síntomas
- Resfrío con la nariz acatarrada, tos y estornudo
- Dolor de garganta con fiebre
- Cortadura, quemadura o escocedura infectada en su mano y brazos no cubiertos adecuadamente

Qué hacer si cree que está enfermo:

- Reporte las enfermedades y los síntomas según lo indicado anteriormente a la persona a cargo del trabajo.
- Llame a su doctor.
- Llame a su departamento de salud local si no está seguro si debería ir al trabajo.
- Practique la buena higiene personal y lave sus manos más frecuentemente.
- Nunca trabaje con alimentos, utensilios de cocina o con superficies que tienen contacto con los alimentos cuando está enfermo, con síntomas o enfermedades indicados anteriormente.

Recuerde: ¡El lavado de las manos es esencial para prevenir la propagación de las enfermedades!

¿Sabe cómo encontrar el número telefónico de su departamento de salud local?

Lo puede encontrar enlistado en las páginas AZULES de su guía telefónica.
Trabaje Solamente Cuando Está Saludable

Módulo # 3

QUE SABE ACERCA DE
TRABAJAR, SOLAMENTE CUANDO ESTÁ SALUDABLE

1) No debería trabajar en un establecimiento de servicio de comida si tiene ciertas enfermedades o síntomas. Enliste 3

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

2) Enliste 3 enfermedades alimenticias que tienen que ser reportadas al departamento de salud local y a su empleador y requieren que no trabaje hasta que su doctor y el departamento de salud local lo indiquen.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

3) Describa porque es importante que no trabaje cuando está enfermo, con síntomas de como diarrea y vómito.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

4) ¿Dónde encuentra el número telefónico de su departamento de salud local?

____________________________________________________________________________________

Fecha de Capacitación: ____________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ____________________________ Puesto: ____________________

Firma del Manejador de Alimentos: ____________________________

Nombre del Capacitador: ____________________________ Puesto: ____________________

☐ Dado como un ejercicio oral. Nombre del Traductor (en letra imprenta): ____________________________

Indicar idioma traducido: ____________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO: ☐ Si  ☐ No

☐ Módulo repetido. Fecha de término exitoso: ____________________________

Versión Piloto 9/21/2006
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 0157:H7, and Hepatitis A Virus

The purpose of this agreement is to ensure that Food Employees notify the Person in Charge when they experience any of the conditions listed so that the Person in Charge can take appropriate steps to preclude the transmission of foodborne illness.

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 sp.), Escherichia coli 0157:H7 infection (E. coli 0157:H7), or hepatitis A (hepatitis A virus)

FUTURE HIGH-RISK CONDITIONS:

1. Exposure to or suspicion of causing any confirmed outbreak of typhoid fever, shigellosis, E. coli 0157:H7 infection, or hepatitis A
2. A household member diagnosed with typhoid fever, shigellosis, illness due to E. coli 0157:H7, or hepatitis A
3. A household member attending or working in a setting experiencing a confirmed outbreak of typhoid fever, shigellosis, E. coli 0157:H7 infection, or hepatitis A

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:

Pilot Version

9/21/2006
SICK POLICY

Section 19-13B42(r) of the Public Health Code

No person while affected with any disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, sores or an acute respiratory infection, shall work in any area of a food service establishment in any capacity in which there is a likelihood of such person contaminating food, drink or food contact surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person shall be employed in such an area or capacity.

If the management of the food service establishment has reason to suspect that any employee has contracted any disease in a communicable form or has become a carrier of such disease, he shall notify the local Director of Health immediately 385-4090.

Employees **must be excluded from work and report these diseases to their supervisor/QFO and to the Health Department** if he or she is diagnosed with an illness due to:

- Salmonella Typhus
- Camplobacter
- Trichinosis
- Listeria
- Shigella spp
- Norwalk -like Virus
- Clostidium
- Botulism
- E. coli 0157.H7
- Bacilus Ceres
- Perfringens
- Staph Aureus
- Hepatitis A virus
- Vibrio Infection
- Scombroid
- Toxin

If an employee is diagnosed with any of the four above diseases he/she must not be allowed back to work without a physician authorization.

Employee **must be excluded from any food service work including ware washing** if they have the following illness conditions:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Lesions with Pus
- Fever with GI symptoms
- Sore throat with fever

Infections, cuts and open sores must be properly covered with an impermeable cover or the worker must be excluded from food related work. This includes all food service and ware washing personnel.
Today we are going to discuss handwashing.

Everyone in this facility must exercise proper handwashing. There are no exemptions to this rule. This includes supervisors, managers, and owners. Anyone caught not washing their hands according to the training will be ______________________. Today we will discuss when, where and how to hand wash.

Handwashing is the most important thing you can do to prevent food contamination. We do not want our customers or our workers to become ill from the food that is handled at this facility. There is a list of when, where and how to hand wash in your Handwashing Module. Can anyone think of other times when handwashing should be done that is not on the list?

I expect everyone to understand when you need to wash your hands. Use common sense when it comes to handwashing... if you are not sure if you should wash your hands after performing a procedure... assume you should! It only takes 20 seconds!

In this facility we have sinks designated for HANDWASHING ONLY. No one is to wash their hands in the food preparation sink, or the ware washing and/or 3-compartment sink. All sinks in this facility are designated for specific uses.

Let's go into the kitchen and I will show you the designated sinks and their purposes.

I will ask several people to demonstrate proper handwashing. Remember when lathering up that you must lather for a minimum of 20 seconds. It is also very important to wash under the fingernails.

Everyone is responsible for making sure that paper towels and soap are replaced when you find that the dispensers are empty. I will show you all where the supplies are kept or tell you who you should contact when the supplies are low.

I do not want to see anyone using their apron, or clothes for drying their hands. A clean paper towel must be used for this purpose.
At the completion of this module you will be able to:

- Describe why handwashing is important.
- Demonstrate proper handwashing technique.
- Identify where the designated handwashing sinks are in your facility.
- Describe a neat and clean appearance for work.

FREQUENT & THOROUGH HANDWASHING TO REMOVE MICROORGANISMS FROM YOUR HANDS IS ONE OF THE MOST IMPORTANT THINGS YOU CAN DO TO PREVENT FOOD CONTAMINATION

WHEN TO HANDWASH

ANYTIME YOUR HANDS BECOME CONTAMINATED including:

- Before starting work
- Before putting gloves on
- Before you touch any food, utensil, or food equipment
- After using the toilet
- After eating or smoking
- After taking a break
- After cleaning activities
- After sweeping, mopping, or taking out the garbage
- After handling chemicals
- After touching your face, hair, skin, mouth or any body part
- After shaking hands
- After blowing your nose, sneezing, coughing or using a tissue
- After touching raw animal foods, such as meat, poultry, fish
- After handling money

WHERE TO HANDWASH

- Find and use your designated HANDWASH SINK – for handwashing ONLY.
- Handwash sinks must be located where food is cooked, prepared, and served, and in ware washing areas. This includes bars and dishwashing areas.
- Handwash sinks must be supplied with WARM RUNNING WATER, SOAP, PAPER TOWELS (or a WARM AIR DRYSER) & A WASTE CONTAINER.

HOW TO HANDWASH

- Use soap and warm running water.
- Rub hands vigorously for at least 20 seconds with a thick lather.
- Wash all surfaces, including back of hands, wrists, between fingers and under fingernails.
- Rinse well - Dry using a paper towel (not your apron or cloth towel).

GET READY FOR WORK!

To prepare for work you must: bathe daily, wear clean clothes and use a clean apron. Cover or restrain your hair using a cap or net. Keep your fingernails short with smooth edges and clean.
WHAT DO YOU KNOW ABOUT:

PROPER HANDWASHING/NEAT AND CLEAN

1. List at least ten situations when you should be washing your hands when working at a food service establishment:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

2. Locate the handwashing facilities in your food establishment. Find out who is responsible for keeping the soap and paper towel dispensers full. Know where the extra soap and paper towels are stored.

3. Describe the steps to proper handwashing:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

4. WHY is handwashing important? __________________________________________

5. List 3 things you should do to get ready for work:

   __________________________________________
   __________________________________________
   __________________________________________

Date of training: ______________________________

FOOD WORKER’S NAME: _________________________ Title: _______________________

Instructor’s name: ____________________________ Title/job duty: _____________________

☐ Given as an oral exercise. Indicate who translated (print): __________________________

Indicate translated language: __________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No

Module repeated: Date successfully completed: ________________________________

Pilot Version 9/21/2006
Lavado de Manos y las Condiciones de Limpio y Aseado

Módulo # 4

Al término de este modulo podrá:

- Describir porque el lavado de manos es importante.
- Demostrar la técnica adecuada del lavado de manos.
- Identificar donde están los fregaderos designados de lavado de manos en su instalación.
- Describir la apariencia nítida y limpia para trabajar.

EL LAVADO DE MANOS FRECUENTE Y MINUCIOSO PARA REMOVER LOS MICROORGANISMOS DE SU MANOS ES UNO DE LOS ASPECTOS MÁS IMPORTANTES QUE PUEDE HACER PARA PREVENIR LA CONTAMINACIÓN DE LOS ALIMENTOS

CUANDO LAVARSE LAS MANOS

CADA VEZ QUE SUS MANOS SE CONTAMINEN incluyendo:

- Antes de empezar a trabajar
- Antes de ponerse los guantes
- Antes de tocar cualquier alimento, utensilio, o equipo de cocina
- Después de utilizar el baño
- Después de comer o fumar
- Después de tomar un descanso
- Después de las actividades de limpieza
- Después de barrer, trapear, o sacar la basura
- Después de manipular químicos
- Después de tocar su cara, cabello, piel, boca o cualquier parte del cuerpo
- Después de dar la mano
- Después de sonarse la nariz, estornudar, toser o utilizar un pañuelo de papel
- Después de tocar alimentos crudos de animales, como carne, carnes de aves de corral, pescado
- Después de tocar dinero

DONDE LAVARSE LAS MANOS

- Busque y utilice su FREGADERO DE LAVADO DE MANOS designado – SOLAMENTE para el lavado de manos.
- Los fregaderos de lavado de manos deben estar localizados donde se cocina, prepara y sirve los alimentos y en las áreas de lavado de la loza. Esto incluyen los bares y áreas de lavado de platos.
- Los fregaderos de lavado de manos deben tener AGUA CALIENTE, JABÓN, TOALLAS DE PAPEL (o una SECADORA DE AIRE CALIENTE) Y UN BASURERO.

COMO LAVARSE LAS MANOS

- Utilice el jabón y el agua caliente.
- Frote las manos vigorosamente con abundante espuma por lo menos 20 segundos.
- Lave todas las partes, incluyendo los dorsos de las manos, entre los dedos y debajo de las uñas.
- Enjuague bien - Séquelas utilizando toallas de papel (no su delantal o mantel).

¡PREPARARSE PARA EL TRABAJO!
Lavado de Manos y las Condiciones de Limpio y Aseado  
Módulo # 4

Para prepararse para el trabajo tiene que: tomar un baño diariamente, utilizar ropa limpia y un delantal limpio. Cubrir o agarrar su cabello con un gorro o malla. Mantener sus uñas de las manos cortas, limpias y bordes suaves.

**QUE SABE ACERCA DEL:**

**LAVADO DE MANOS ADECUADO/NÍTIMO Y LIMPIO**

1. Enliste por lo menos diez situaciones cuando debería lavarse las manos cuando trabaja en un establecimiento de servicio de comida:
   
   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

2. Localice las instalaciones de lavado de manos en su establecimiento de comida. Averigüe quien es responsable por mantener los dispensadores de jabón y toallas de papel llenos. Conozca donde el jabón y toallas de papel extra están almacenadas.

3. Describa los pasos del lavado de manos adecuado:

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

4. ¿POR QUÉ el lavado de manos es importante?

   __________________________________________________________________________

5. Enliste 3 cosas que debería hacer para alistarse para el trabajo:

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

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Fecha de Capacitación: ________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ________________________ Puesto: ________________

Nombre del Instructor: ________________________________ Puesto/cargo: ________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): ________________________

Indicar idioma traducido: ______________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Sí  ☐ No

Módulo repetido: Fecha de término exitoso: ________________________
Potentially Hazardous Foods & Ready to Eat Foods And

The Temperature Danger Zone

What you need to teach this learning module:
1. Menus
2. Apples or Pears
3. Thermometers

QFO HELPER
Potentially Hazardous Foods & the Temperature Danger Zone:

Potentially hazardous foods include many food items we have in our establishment. Potentially hazardous foods are anything from fresh cut-up melons, sprouts, garlic and oil mixtures, all types of animal products, including dairy products and even tofu.

Go through the your own menu to see if you can identify foods that are potentially hazardous and are not potentially hazardous.

All foods that are potentially hazardous must be kept out of the temperature danger zone. The temperature danger zone is between 41°F and 135°F.

It is necessary to prepare foods, and we cannot prepare foods inside the walk-in cooler, so it is important to think about how much food to take out at one time to work on. If we have to make a large quantity of any one item, and it contains potentially hazardous ingredients, then we will only make a small portion of it at one time and the rest of the ingredients will stay in the cooler.

Whenever possible it is important to pre-chill ingredients prior to preparation. Ingredients such as mayonnaise, tuna and dressings can be pre-chilled prior to use.

We also need to make sure that foods get placed into the proper temperature zone when you go on break. Do not leave potentially hazardous foods out at room temperature when you leave your workstation.

Use your thermocouple to take a temperature of an apple or a pear taken out of the refrigerator. Next leave it out at room temperature for ½ an hour. Now take a temperature of the fruit after 1 hour and again after 1 ½ hours. Make note how quickly the temperature goes into the danger zone.
Potentially Hazardous Foods & Ready to Eat Foods
And The Temperature Danger Zone

At the completion of this module you will be able to:
• Identify a potentially hazardous food.
• Describe the temperature danger zone.
• Describe the proper hot and cold holding temperatures.
• Define Ready-To-Eat Food.

WHAT IS A POTENTIALLY HAZARDOUS FOOD (PHF)?
◆ Any food in which bacteria (germs) can grow quickly and certain foods that has caused foodborne disease such as raw sprouts and garlic in oil.
◆ These foods are usually moist, low in acid content, and high in protein.

EXAMPLES OF POTENTIALLY HAZARDOUS FOODS:
- Garlic & oil mixtures
- Poultry - Eggs - Fish
- Cut Melon
- Tofu
- Dairy Products
- Beef
- Cooked Vegetables and Pasta

THE TEMPERATURE DANGER ZONE: Between 41°F and 135°F.

COLD HOLDING TEMPERATURES: Hold PHFs at 41°F or colder to keep bacteria from growing

HOT HOLDING TEMPERATURES: Hold PHFs at 135°F or hotter to keep bacteria from growing

COOKING TEMPERATURES: Different foods need to be cooked to different temperatures:
See the chart in the next module.

Foods should only be in the danger zone during necessary times of food preparation.

When preparing foods such as tuna salad or sandwiches: Pre-chill ingredients, assemble, then return to the cooler quickly to keep the food at a safe temperature. Example: tuna sandwiches - pre-chill mayo, tuna, and bread; mix; assemble; and store sandwiches in the cooler.

What is a READY-TO-EAT Food? It is a food that is in a form that can be eaten without further washing, cooking, or additional preparation. These foods are ready to serve to the customer as is without further preparation.

Examples of READY-TO-EAT Foods: Washed fruits and vegetables, cut up melons, beverage ice, deli meats, cheeses, sandwiches, cold & hot grinders, pastries, cold salads, garden salad, potato salad, coleslaw, sushi, hot food, pizza, cooked grinders, salad bars and hot food buffet bars and service lines.

Examples of Foods that ARE NOT READY-TO-EAT:
Raw meats, poultry, seafood, dry pasta, dry rice, flour, dough, and unwashed fruits and vegetables and vegetables that will be cooked, such as potatoes.
WHAT DO YOU KNOW ABOUT:
PHF, & READY-TO-EAT FOODS and THE TEMPERATURE DANGER ZONE

1. What are some characteristics of a Potentially Hazardous Food (PHF)?
   Example: MOIST Foods

2. List examples of Potentially Hazardous Foods used in the food establishment's kitchen:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. What is the safe HOT HOLDING temperature for a Potentially Hazardous Food?
4. What is the safe COLD HOLDING temperature of a potentially hazardous food?

5. Circle each food item that is NOT a ready-to-eat food:
   Raw T-bone Steak  Lemon and Lime Wedges
   A Bread Roll  Cooked Rice
   Coleslaw Salad  Cooked French Fries
   Raw Ground Beef  Sliced Tomatoes
   Deviled Eggs  Sliced Cheese
   Sliced Cantaloupe Melon  Sushi
   Raw Chicken Breast  Sliced Cold Roast Beef
   Oven Roasted Chicken  Whole Watermelon
   Chopped Lettuce for a Salad  Parsley for a Garnish

Date of training: ________________________________

FOOD WORKER'S NAME: ___________________________ Title: ___________________________

Instructor's name: ___________________________ Title/job duty: ___________________________

☐ Given as an oral exercise. Indicate who translated (print): ___________________________

Indicate translated language: ___________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No

Module repeated: Date successfully completed: ___________________________

Pilot Version

9/21/2006
Alimentos Posiblemente Peligrosos,
Alimentos Listos para Ser Consumidos
y la Zona de Peligro de Temperatura

Al término de este módulo podrá:
- Identificar un alimento posiblemente peligroso.
- Describir la zona de peligro de temperatura.
- Describir las temperaturas de mantenimiento adecuadas frías y calientes.
- Definir los Alimentos Listos para ser Consumidos.

¿QUÉ ES UN ALIMENTO POSIBLEMENTE PELIGROSO (PHF)?
- Cualquier alimento en el cual las bacterias (gérmenes) puedan crecer rápidamente y ciertos alimentos que han causado enfermedades alimenticias como los brotes crudos y ajo en aceite.
- Estos alimentos usualmente están húmedos, bajos en contenido de ácido y altos en proteína.

EJEMPLOS DE ALIMENTOS POSIBLEMENTE PELIGROSOS:
- Mezclas de ajo y aceite
- Carnes de Ave de Corral - Huesos - Fileteado
- Melón Cortado
- Tofu
- Productos Lácteos
- Verduras Cocinadas y Pasta

LA ZONA DE PELIGRO DE TEMPERATURA: Entre 41°F y 135°F.

TEMPERATURAS DE MANTENIMIENTO FÍO: Mantener los PHFs en 41°F o en más bajas temperaturas para evitar el crecimiento de bacterias.

TEMPERATURAS DE MANTENIMIENTO CALIENTE: Mantener los PHFs en 135°F o en más altas temperaturas para evitar el crecimiento de bacterias.

TEMPERATURAS DE COCCIÓN: Los diferentes alimentos necesitan ser cocinados en temperaturas diferentes. Vea el cuadro en el siguiente módulo.

Los alimentos deben estar en la zona de peligro solamente en tiempos necesarios de la preparación de los alimentos.

Cuando prepare alimentos como ensalada de atún o empaladados: Preenfriar los ingredientes, prepararlos, ponerlos de vuelta al enfriador rápidamente para mantener la comida en una temperatura segura. Ejemplo: empaladados de atún: preenfrie la mayonesa, atún y pan; mezcle; prepare y guarde los empaladados en el enfriador.

¿QUÉ ES UN Alimento LISTO PARA SER CONSUMIDO? Es un alimento que está en una forma lista para ser consumido sin tener que lavarlo, cocinarlo o que necesite una preparación adicional. Estos alimentos están listos para ser servidos a los clientes sin que necesiten una preparación adicional.

Ejemplos de Alimentos LISTOS PARA SER CONSUMIDOS: Frutas y verduras lavadas, melones cortados en pedazos, hielo para bebidas, carnes frías, quesos, empaladados, grinders frío y caliente, productos de pastelería, ensaladas frías, ensalada de hortalizas, ensalada de patatas, ensalada de col, sushi, comida caliente, pizza, grinders cocinado, servicios de ensalada y servicios bufet de comida caliente y líneas de servicio.

Ejemplos de Alimentos que NO ESTÁN LISTOS PARA SER CONSUMIDOS: Carnes crudas, carnes de aves de corral, mariscos, pasta seca, harina, masa, frutas y verduras no lavadas y las verduras que serán cocinadas como las patatas.
Alimentos Posiblemente Peligrosos,
Alimentos Listos para Ser Consumidos
y la Zona de Peligro de Temperatura

Módulo # 5

QUE SABE ACERCA DE:

PHF, ALIMENTOS LISTOS PARA SER CONSUMIDOS y de LA ZONA DE PELIGRO DE TEMPERATURA

1. ¿Cuáles son algunas características de un Alimento Posiblemente Peligroso (PHF)?
   Ejemplo: Alimentos HÚMEDOS

2. Enliste algunos ejemplos de Alimentos Posiblemente Peligros utilizados en la cocina del establecimiento de comida:
   ______________________________________
   ______________________________________
   ______________________________________

3. ¿Cuál es la temperatura segura de MANTENIMIENTO CALIENTE para un Alimento Posiblemente Peligroso?
   __________

4. ¿Cuál es la temperatura segura de MANTENIMIENTO FRÍO para un alimento posiblemente peligroso?
   __________

5. Circule todo alimento que NO es un alimento listo para ser consumido:
   Bife de Costilla Crudo
   Un Rollo de Pan
   Ensalada de Col
   Carne Moida Cruda
   Huevos Rellenos
   Melon Cantaloupe en Rodajas
   Pechuga de Pollo Crudo
   Pollo Asado al Horno
   Lechuga en Trocitos para una Ensalada
   Rodajas de Limón y Lima
   Arroz Cocinado
   Papas Fritas Cocinadas
   Tomates en Rodajas
   Queso en Rodajas
   Sushi
   Carne de Red Asada Fría Cortada
   Sandía Completa
   Perejil para un Aderezo

Fecha de Capacitación: ________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ___________________________ Puesto: ____________

Nombre del Instructor: ___________________________ Puesto/cargo: ___________________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): ___________________________

Indicar idioma traducido: ___________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE
CAPACITACIÓN: ☐ Si ☐ No

Módulo repetido: Fecha de término exitoso: ___________________________

Versión Piloto 9/21/2006
What you need to teach this lesson:
1. Variety of food products to test temperature
2. Thermocouple, sanitizing wipes
3. Cooling: shallow pans, ice paddles if you use them, sinks for an ice bath setup

OFO HELPER

TIME & TEMPERATURE CONTROLS FOR FOOD PROCESSING AND COOKING

Cooling Food: List the foods that are required to be cooled in your facility. Explain the cooling method to be used for each food. Demonstrate how to cool foods.
For example:
1. Large roasts to be divided into 2 or 3 portions depending on the size, and then placed into a refrigerated unit, un-covered on the top shelf to cool.
2. Thick soups or gravies to be cooled by dividing into small quantities and placed into an ice bath and stirred frequently until desired temperature achieved.
3. Hot foods transferred into pans to be placed directly into the cooler. Explain that food must only be 3” deep and the pan kept un-covered until 41 degrees F. or lower achieved.

It is important that the employee understand how you want them to cool food in your facility. Make sure you have the space and equipment necessary for the food worker to follow your instructions.

Re-heating Food: List foods that are required to be re-heated in your facility. Explain the re-heating method used in your facility. Demonstrate how to re-heat foods. Monitor how long it takes to reheat food to 165 degrees F.
Explain that these foods that have been previously heated and cooled in the facility must be rapidly reheated, and that the internal temperature of the food must reach 165 degrees F. within two (2) hours.
Make sure that you explain what type of equipment to use for re-heating. Appropriate equipment is equipment that is designed for rapid heating. Demonstrate how to set-up hot holding units, such as a steam table.
Explain that food must be reheated prior to being placed into a hot holding unit.

Cooking: Different foods need to be cooked to different temperatures to make them safe. Cook food to at least the temperatures indicated on the lesson. This lesson is made easier if you have temperature charts hanging in the food preparation area that the employee can refer to. Explain that memorizing the temperatures is not important. The important thing is that the employee understands that different cooking temperatures apply to different foods and that they can check the temperature chart as needed. Take the food workers to the kitchen to demonstrate how to take internal cooking temperatures of a variety of foods.

Preparation: Food is to be prepared in small batches so that large amounts of food are not left out at room temperature. When one batch is complete, begin cooking or return the food to refrigeration. Then remove the next batch from refrigeration to preparation. Show the food worker an example of someone in the facility preparing food in small batches. If your operation has a limit on the amount of food prepared at one time, explain the reasoning to the employee. For example, “we only make 20 sandwiches at a time”, or “we only keep out what can be prepped in 30 minutes or less”. This way the food worker will understand your way of operating. They will be less likely to make their own decisions, or make an incorrect decision if they are properly trained.

Supervise your employees to ensure that proper methods are being adhered to.
Time & Temperature Controls

THAWING

Safe ways to defrost or thaw food:
- In the refrigerator at 41°F or colder
- Under cool running water at 70°F or colder
- As part of the cooking process
- In the microwave immediately before cooking

COOLING

 Cooling Rule: REDUCE TEMPERATURE QUICKLY
 Get food cooled down to 41°F in 6 hours or less!
 Do not let the microorganisms grow!

REMEMBER: Reduce temperature of food from
140°F to 70°F within 2 hours -- and then
from 70°F to 41°F within an additional 4 hours.
Faster is even better.

To cool hot foods quickly (Less than 6 hours)
Use these methods:
- Shallow pan(s): Put small amounts of food, 3
inches or less, into loosely covered pan(s) and
then place into the refrigerator and/or
- Fill a sink with ice water and place the hot
container of food into the ice water and STIR
to release the HEAT quickly and/or
- Volume reduction: Cut large roasts and/or
thick meats into smaller portions
- Use ice paddles to speed up the cooling process.

Keep foods UN-COVERED while hot... do not
trap hot air under a cover or pile pans on top of
each other! Cover food ONLY after it is completely
cooled to less than 41°F or lower.

At the completion of this module you will be
able to:
- List methods for thawing and cooling PHF foods.
- Describe how to re-heat foods previously cooked
  on-site.
- Recognize minimum internal cooking temperatures.

RE-HEATING

Any potentially hazardous food that has been
cooked & cooled must be rapidly REHEATED
before service. Reheat to 165°F within 2 hours.

Use equipment that will reheat foods FAST, such as a
cook top oven or commercial microwave oven designed
for cooking foods.

INTERNAL COOKING

Different foods require different cooking temperatures
to make them safe to eat:
- Whole Roasts - Corned Beef - Pork Roasts:
  *130°F. for 121 minutes
  140°F. for 12 minutes
  145°F. for 3 minutes
  *The roast may then be safely hot-held at 130°F.
- Shell Eggs - Fish - Meat - Pork:
  145°F. for 15 seconds
- Ground or Comminuted Meat & Fish Products:
  (Not Poultry)
  145°F. 3 minutes
  150°F. 1 minute
  155°F. 15 seconds
  158°F. Instantaneously
- Game Meats - Poultry (Chicken, Turkey)
- Ground or Comminuted Poultry
- Stuffed: Fish - Meat - Pastas - Poultry
- Stuffing containing potentially hazardous
  ingredients
  165°F. 15 seconds

PREPARING FOOD IN ADVANCE

When getting ready for a large event, prepare foods in
small batches. Do not take large amounts of food out of
temperature control. Keep potentially hazardous food in
the refrigerator as long as possible.
1. List foods in your facility that have to be thawed before use:


Indicate how to properly thaw these foods:


2. How would you cool the following foods:
   Large roast: 
   5-gallon container of clam chowder: 
   Fried rice: 

3. Indicate the minimum internal cooking temperature for the following foods:
   Turkey breast: 
   Quiche with meat: 
   Hamburger patty: 
   Flounder stuffed with breading: 

4. Situation: You take 2 gallons of soup out of the walk-in cooler. The soup was cooked and cooled yesterday. Today you are preparing to serve it for lunch.
   - What equipment in the kitchen do you use to re-heat the soup?
   - How much time do you have to re-heat the soup?
   - What temperature do you reheat the soup to?

Date of training: 

FOOD WORKER’S NAME: _______________________________ Title: _______________________________

Instructor’s name: _______________________________ Title/job duty: _______________________________

☐ Given as an oral exercise. Indicate who translated (print): _______________________________

Indicate translated language: _______________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No
Module repeated: Date successfully completed: _______________________________
Alimentos Posiblemente Peligrosos,
Alimentos Listos para Ser Consumidos
y la Zona de Peligro de Temperatura

Módulo # 6

Al término de este módulo podrá:
- Enlistar los métodos para descongelar y enfriar los
  alimentos PHF.
- Describir cómo recalentar los alimentos previamente
  cocinados en el lugar.
- Reconocer las temperaturas internas mínimas de
  cocción.

RECALENTAR

Cualquier alimento posiblemente peligroso que ha sido cocinado o
enfriado debe ser RECALENTADO RÁPIDAMENTE antes de servirla.
Recalientelo en 165° F, dentro de 2 horas.
Utilice equipo que recaliente los alimentos RÁPIDAMENTE, como un
horno convection o un horno microondas comercial diseñado para cocinar
alimentos.

COCCIÓN INTERNA

Los alimentos diferentes requieren diferentes temperaturas de
cocción:
- Asados Enteros - Carne en Conserva - Asados de Cerdo:
  121 minutos
  140°F.  por 12 minutos
  145°F.  por 3 minutos

*El asado pueden estar seguro en 130°F.
- Huesos sin cáscara - Pescado - Carne - Carne:
  145°F.  por 15 segundos
- Productos de carne y pescado molidos o desmenuzados:
  (No carnes de aves de corral)
  145°F.  3 minutos
  150°F.  1 minuto
  155°F.  15 segundos
  160°F.  Instantáneamente
- Carnes de Caza - Aves (Pollo, Pavo)
- Carnes de Caza Molidas o Desmenuzadas
- Enrollado: Pescado - Carne - Pasta - Carne de Aves
  de Corral
- Rebozos que contienen ingredientes posiblemente
  peligrosos
  165°F.  15 segundos

PREPARAR COMIDA POR ADELANTE

Cuando se alista para un gran evento, prepare la comida en
pequeñas cantidades. No ponga grandes cantidades de comida
fuera del control de temperatura. Mantenga los alimentos
posiblemente peligrosos en la refrigeradora lo más tiempo posible.

Versión Piloto
10/25/2006
QUE SABE ACERCA DE:
LOS CONTROLES DE TIEMPO Y TEMPERATURA PARA LA PREPARACIÓN Y ENFRIAMIENTO DE LOS ALIMENTOS

1. Enliste los alimentos en su instalación que tienen que ser descongelados antes de utilizarlos: 
   ____________________________________________ 
   ____________________________________________ 
   ____________________________________________ 

2. Como enfriaría los siguientes alimentos:
   Carne asada grande: ____________________________________________ 
   Recipiente de 5 galones de sopa de almejas: ____________________________ 
   Arroz frito: ____________________________________________ 

3. Indique la temperatura interna mínima de cocción para los siguientes alimentos:
   Pechuga de pavo: ________________ Quiché con carne: ________________ 
   Hamburguesa: ________________ Lenguado relleno con empanado: ________________ 

4. Situación: Toma 2 galones de sopa del frigorífico. La sopa fue cocinada y enfriada ayer. Hoy va a prepararla para servirla en el almuerzo.
   - ¿Qué utensilio en la cocina utiliza para recalentar la sopa? ________________ 
   - ¿Por cuánto tiempo tiene que recalentar la sopa? ________________ 
   - ¿A qué temperatura recalienta la sopa? ________________ 

Fecha de Capacitación: ____________________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ____________________________ Puesto: ________________

Nombre del Instructor: ____________________________ Puesto/cargo: ________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): ____________________________

Indicar idioma traducido: ____________________________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Si  ☐ No

Módulo repetido: Fecha de término exitoso: ____________________________

Versión Piloto 10/25/2006
QFO HELPER

MONITOR FOOD TEMPERATURES

It is important that food temperatures are monitored. This means that we must take temperatures of foods throughout the facility on a regular basis. This is one of the most important things we can do to keep food safe.

There are several types of thermometers that are used for monitoring food. The type(s) we use are Indicate type: Bi-metallic stemmed and/or thermocouple. In Stratford, Class III and IV establishments must use a thermocouple.

Today we will learn how to calibrate and use a thermometer properly.

QFO Note: Thermometers must be made available. Do not keep them locked up. The thermometers are located: (describe where they are kept) or explain that everyone is responsible to have their own or how you supply thermometers in your facility.

In order to check food temperatures you must be certain that your thermometer is accurate. What good is a thermometer that is not accurate? I will review proper calibration with you.

Ice Method:
- Insert the thermometer probe into an ice and water slush that is mostly ice.
- Wait approximately 20-30 seconds for the thermometer to register
- Does it read 32 degrees F. plus or minus 2 degrees? If yes. No calibration needed.
- If No. An adjustment is needed.
- Adjust the thermometer using a needle nose pliers or a special calibration tool, and adjust the temperature to 32 degrees F.
- If using a thermocouple follow the manufacturers instructions for adjustment.

The QFO should demonstrate how to clean and sanitize the thermometer before use and between each food by using an alcohol swab to clean the stem of the thermometer or by using a sanitizing wiping cloth which is stored in an approved sanitizing solution prior to use to sanitize the stem of the thermometer.
Monitor Food Temperatures

At the completion of this module you will be able to:

- Demonstrate how to calibrate a thermometer/thermocouple
- Demonstrate how to take the temperature of food
- Demonstrate how to sanitize a thermometer

Why use a thermometer or thermocouple?
To check that the food is at a safe temperature.

Food procedures that require temperature monitoring using a thermometer are:

◆ Cooking ◆ Re-heating ◆ Hot Holding ◆ Cold Holding ◆ Cooling

Now that you know the time and temperature requirements of these food procedures learned in the Food Preparation Lesson you can monitor these foods and serve safe food! Monitoring food temperatures is the surest way to prevent harmful pathogens from surviving.

The most common thermometers used in a food service establishment:

Bimetallic Stem  THERMOCOUPLE  Digital Stem

Check the Calibration of Your Thermometer/Thermocouple:

- Insert thermometer probe into an ice and water slush that is mostly ice.
- Wait approximately 15 seconds for the temperature to register.
- Does it read 32 degrees F. +/- 2 degrees?
- Insert probe in boiling water.
- Does it read 212 degrees F. +/- 2 degrees?
- Stem thermometers can be adjusted using the tool on the thermometer or with pliers – adjust under the dial until it reads correctly.
- To adjust a thermocouple, follow the manufacturer's directions – some must be sent to the factory for adjustment.

DON'T TAKE A CHANCE WITH FOOD SAFETY- ALWAYS CHECK TEMPERATURES USING A CLEAN - ACCURATE - SANITIZED THERMOMETER

Use Your Thermometer/Thermocouple

- Check the calibration of the thermometer at least once a week.
- Clean & sanitize the thermometer. Use an approved sanitizer or alcohol wipes.
- Insert the probe into the food. If using a bimetallic thermometer, make sure that the probe is inserted past the dimple on the stem.
- Thermocouples and digitals need only be inserted past the tip. Always read the instructions on the use of your thermometer for specific directions.
- Wait approximately 15 seconds.
- Does the food meet the required temperature?
- Always clean and sanitize the thermometer after use.

Pilot Version 9/21/2006
WHAT DO YOU KNOW ABOUT:
MONITORING FOOD TEMPERATURES

1. List steps to calibrate your thermometer or thermocouple:

Ice Method:  
________________________
________________________
________________________

Boiling Water Method:  
________________________
________________________
________________________

2. Demonstrate to your supervisor how to calibrate your food probe thermometer or thermocouple.

3. Describe how to clean and sanitize your thermometer/thermocouple:

________________________
________________________

4. Demonstrate how to clean and sanitize your thermometer or thermocouple.

5. Demonstrate how to take the temperature of a hot food and a cold food.

Food: ____________________________ Temp: ____________________________

Food: ____________________________ Temp: ____________________________

Date of training: ____________________________

FOOD WORKER’S NAME: ____________________________ Title: ________________

Instructor’s name: ____________________________ Title/job duty: ____________________

☐ Given as an oral exercise. Indicate who translated (print): ____________________________

Indicate translated language: ____________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No

Module repeated: Date successfully completed: ____________________________

Pilot Version 9/21/2006
Monitorear la Temperatura de los Alimentos

Módulo # 7

¿Ya está listo?

Al término de este modulo podrá:
- Demostrar cómo calibrar un termómetro o par termoeléctrico
- Demostrar cómo tomar la temperatura de las comidas
- Demostrar cómo desinfectar un termómetro

¿Porqué utilizar un termómetro o par termoeléctrico?
Para chequear que la comida esté en una temperatura segura.

Los procedimientos de comida que requieren el monitoreo de la temperatura con un termómetro son:

- Cocció
- Recalentar
- Mantenimiento Caliente
- Mantenimiento Frío
- Enfriar

¡Ahora que sabe los requisitos de tiempo y temperatura de estos procedimientos de comida aprendidos en la Lección de Preparación de Comida puede monitorear estos alimentos y servir comida segura! Monitorear la temperatura de los alimentos es la forma más segura para prevenir que los agentes patógenos dañinos sobrevivan.

Los termómetros más comunes utilizados en un establecimiento de servicio de comida:

- Varilla Bimetálica
- Par Termoeléctrico
- Varilla Digital

Verifique la Calibración de su Termómetro/Par termoeléctrico:
- Inserte la sonda termométrica en agua con mucho hielo.
- Espere aproximadamente 15 segundos para que se registre la temperatura.
- ¿Se lee 32 grados F. +/- 2 grados?
- Inserte la sonda en agua hirviendo
- ¿Se lee 212 grados F. +/- 2 grados?
- Los termómetros de tipo varilla pueden ser ajustados con la herramienta en el termómetro o con alicates – ajuste debajo de la perilla hasta que lea correctamente.
- Para ajustar un par termoeléctrico siga las instrucciones del fabricante, algunos se los debe enviar a la fábrica para que sean ajustados.

Utilizar su Termómetro/Par Termoeléctrico:
- Verifique la calibración del termómetro por lo menos una vez por semana.
- Limpie y desinfecte el termómetro. Utilice un desinfectante aprobado o toallitas de alcohol
- Inserte la sonda en la comida. Si utiliza un termómetro bimetálico, asegúrese que la sonda esté insertada pasada la hendidura en la varilla.
- Los par termoeléctricos y digitales necesitan solamente ser insertados pasada la punta. Lea siempre las instrucciones del uso de su termómetro para saber las instrucciones específicas.
- Espere aproximadamente 15 segundos
- ¿Está la comida en la temperatura requerida?
- Siempre limpie y desinfecte el termómetro después de utilizarlo

NO SE ARRIESgue CON LA SEGURIDAD DE LA COMIDA
SIEMPRE CHEQUEE LA TEMPERATURA UTILIZANDO UN TERMÓMETRO LIMPIO-PRECISO-DESINFECTADO

Versión Piloto 9/21/2006
QUE SABE ACERCA DE:

MONITOREAR LAS TEMPERATURAS DE LOS ALIMENTOS

1. Enliste los pasos para calibrar su termómetro o par termoeléctrico:

   **Método de Hielo:**

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   **Método de Agua Hirviendo:**

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Demostrar a su supervisor cómo calibrar la sonda de su termómetro o par termoeléctrico de alimentos.

3. Describir cómo limpiar y desinfectar su termómetro/par termoeléctrico:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. Demuestre cómo limpiar y desinfectar su termómetro o par termoeléctrico:

5. Demuestre cómo tomar la temperatura de una comida fría o caliente.

   Comida: ___________________________ Temp: ______________________
   Comida: ___________________________ Temp: ______________________

Fecha de Capacitación: _________________________________________

Nombre del Manejador de Alimentos: _____________________________ Puesto: __________________________

Nombre del Instructor: ___________________________ Puesto/cargo: __________________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): __________________________

Indicar idioma traducido: ______________________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Si ☐ No

Módulo repetido: Fecha de término exitoso: __________________________

Versión Piloto

9/21/2006
QFO HELPER

Storing and Receiving Food Safely

Instruct employees not to accept food from a delivery unless it is inspected first. The following rules apply to deliveries:

Cold Potentially Hazardous Foods are 41 F. of colder – Use your thermometer/thermocouple to make sure
Frozen foods are actually frozen
Packages are not leaking, broken, or torn
Dry foods are dry
Reject canned goods that are severely dented or damaged should be rejected.

Instruct employees to put potentially hazardous foods away immediately after checking the temperature

Damaged cans must be kept in a non-food storage area. Do not use severely dented, swollen or rusty cans. Know where your damaged food storage area is located.

Food that is moldy - discolored – smells bad or shows other signs of spoilage must be discarded.

Seafood in a shell, such as lobster, clams, oysters, and mussels must be alive. If seafood dies in the shell it must be discarded. Do not freeze seafood in a shell.

Shellfish must be from an approved source. The shellfish tag must be kept attached to the oysters, clams and mussels while being stored. Shellfish tags must be kept at the restaurant for at least 90 days in an orderly fashion. Keeping shellfish tags for 90 enables a food inspector to trace the source of the shellfish.

Use only meat and poultry products that have been inspected and approved under an official regulatory program and are clearly marked.
Receiving and Storing Food Safely

At the completion of this module you will be able to:
A Identify food deliveries that should not be accepted
A Describe how to store food safely in the dry storage room, refrigerator and freezer

Keeping food safe MEANS protecting it from insects, leakage, and bacteria in dry storage rooms, refrigerators and freezers. In the Storage Room

Food in CLOSED Containers
Cases - Boxes - Cans - Beverages
Store at least 12" off the floor
on storage racks

Food in OPEN Containers
Crates of vegetables - fruits
Store at least 18" off the floor
on storage racks

Why keep containers off the floor 12 - 18 inches?
- To be able to Clean behind and under shelves.
- To be able to Inspect the storage area for rodents and insects that may try to make a home in a dark, dirty out of the way place. Remember, a milk crate or soda crate is not an acceptable shelf.

Never store FOOD, FOOD CONTAINERS or SINGLE Service ITEMS, such as disposable utensils, straws or cups under plumbing drains or piping, with or near kitchen chemicals, cleaners, sanitizers and/or pesticides.

KEEP THE STORAGE ROOM CLEAN:
Sweep, Mop, and Clean-Up spills right away. Do not splash food with the mop water!

Refrigerators and Freezers
- Keep raw foods away from ready-to-eat foods. Keep unwashed raw fruits and vegetables away from ready-to-eat foods, such as prepared salad vegetables or washed whole fruit.
- Separate unlike foods: Do not store raw animal foods such as meat, fish, poultry and eggs above or near ready-to-eat, prepared and cooked foods. Bacteria and other germs that may be present on raw animal foods may get into other foods that are ready-to-eat. Example: Raw ground beef stored over lettuce may drip onto it.
- Store food 12 inches off the floor.
- Store uncovered food on the top shelf or in a protected area while cooling, then cover the food after cooling process is completed.
- Use only commercial food grade containers. Do not re-use plastic containers intended for a single use.
- Label all food with the contents and date.

Monitor Storage Temperatures
All REFRIGERATORS and FREEZERS must have a thermometer that indicates the air temperature of the unit and these units should be monitored during busy times for the correct air temperature.

REFRIGERATED units MUST hold food at or below 41° F. and FREEZER units MUST keep food frozen.
LET YOUR SUPERVISOR KNOW WHEN THE TEMPERATURE IS HIGHER THAN IT SHOULD BE.

Accept a Delivery Only If:
- food arrives at proper temperatures. All refrigerated food items while being transported must be maintained at a temperature of 41°F or below. Frozen foods must arrive frozen
- you use your thermometer/thermocouple to check the temperature of foods while the delivery person is still there.
- food packages are not leaking and do not look as if they have been tampered with. (No broken/torn packaging)
- food packaging and boxes are clean and dry foods are dry.
- it is checked before you sign for it. Make sure that cans are not swollen or rusted, and do not have severe dents or dents along seams. Foods must come from approved commercial sources -not from someone's home.
Receiving and Storing Food Safely  

WHAT DO YOU KNOW ABOUT:

RECEIVING and STORING FOOD PROPERLY

1. Circle the best answer.
   Raw meat and poultry must be received at what temperature?
   a. 41°F or below  
   b. 65°F or above  
   c. any temperature as long as you put it in the cooler right away
   d. none of the above

2. It is okay to accept a case of crackers that looks as if it has been opened. ___ True  OR  ___ False

3. Would you use this product in your food service establishment?
   A can of tuna with a dent on the seam:  YES  NO
   Moldy bread:  YES  NO
   Jelly canned by your grandmother:  YES  NO

   Now conduct a storage room inspection in your facility:
   
   CHECK ITEMS THAT ARE CORRECT IN YOUR FACILITY

   DRY STORAGE AREA:
   □ Storage area is clean and free from spills, trash or food on the floor or shelves
   □ Food products are labeled with the receiving date
   □ Packaging is intact, no rips, tears
   □ There are no signs of rodents or insects (check behind storage shelves, along floor)
   □ No food or paper goods are stored on the floor
   □ Kitchen chemicals are stored separately from food or paper goods
   □ Food is not stored near pipes or other sources of waste water

   REFRIGERATOR
   □ The temperature of the foods in refrigerators is 41°F or lower
   □ Food is covered, unless cooling on the top shelf
   □ Food is labeled with date of preparation and/or expiration or use-by-dates
   □ There is no outdated food on the shelves
   □ No food is stored on the floor
   □ Raw meat, fish, poultry, and eggs are stored separately from ready-to-eat foods and/or fresh produce
   □ Thawing foods are placed on trays on bottom shelves
   □ Refrigerator is clean and free from spills

   FREEZER
   □ The food is frozen solid
   □ Food is labeled with date it was received and/or preparation, expiration, use-by-dates
   □ No food is stored on the floor
   □ Freezer is clean and free from spills

Date of training: ______________________________

FOOD WORKER'S NAME: _______________________ Title: ______________

Instructor's name: ____________________________ Title/job duty: __________________

□ Given as an oral exercise. Indicate who translated (print): ________________________

Indicate translated language: ______________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE:  □ Yes  □ No
Module repeated: ____________________________

Date successfully completed: ______________________

Pilot Version  

9/21/2006
Mantener los alimentos seguros **SIGNIFICA** protegerlos de los insectos, derrames y bacterias en los cuartos de almacenaje en seco, refrigeradores y congeladores. **En el Cuarto de Almacenaje**

**Alimentos en Recipientes CERRADOS**
- Fundas - Cajas - Latas - Bebidas
- Almacene por lo menos 12" alejado del piso en estantes de almacenaje

**Alimentos en Recipientes ABIERTOS**
- Cajas de verduras - frutas
- Almacene por lo 18" alejado del piso en estantes de almacenaje

¿Porqué mantener los recipientes alejados del piso 12 → 18 pulgadas? 
- Para poder Limpiar por detrás y debajo los estantes.
- Para poder Inspeccionar el área de almacenaje por los roedores e insectos que podrían hacer guardias en un lugar oscuro, sucio y apartado. Recuerde, un caja de leche o de gaseosa no es un estante aceptable.

**NUNCA almacene COMIDA, RECIPIENTES DE COMIDA o ARTÍCULOS DE SERVICIO ÚNICO, como utensilios desechables, pajillas o tazas debajo de drenajes de cafetería o tubería, con o cerca de los químicos de la cocina, limpiadores, desinfectantes y/o pesticidas.**

**MANTENGA EL CUARTO DE ALMACENAJE LIMPIO:**
Barra, Trapea y Limpie los derrames en seguida. ¡No salpique la comida con el agua del trapeador!

**Refrigeradoras y Congeladores**
- Mantenga los alimentos crudos lejos de los alimentos listos para ser consumidos. Mantenga las frutas o verduras crudas sucias lejos de los alimentos listos para ser consumidos, como por ejemplo verduras preparadas para ensaladas o frutas enteras lavadas.
- Separe los alimentos diferentes: No almacene los alimentos crudos de animales como carne, pescado, carne de oves de corral y huevos encima o cerca de los alimentos listos para ser consumidos, preparados o cocinados. Las bacterias y otros gérmenes que pueden estar presentes en los alimentos crudos de animales pueden introducir en otros alimentos que están listos para ser consumidos. Ejemplo: Carne molida cruda guardada sobre la lechuga pueden gotear sobre la misma.
- Almacene los alimentos 12 pulgadas alejados del piso.
- Almacene los alimentos no cubiertos en el estante superior o en un área protegida mientras se enfrien, después cubra los alimentos después que el proceso de enfriamiento esté completo.
- Utilice solamente recipientes para alimentos de calidad comercial. No vuelva a utilizar los recipientes de plástico determinados para un solo uso.
- Etiquete todo alimento con el contenido y la fecha.

**Monitorizar las Temperaturas de Almacenaje**
Todas las REFRIGERADORAS y CONGELADORES deben tener un termómetro que indique la temperatura del aire de la unidad, estas unidades deben ser monitoreadas durante las épocas ocupadas para verificar la temperatura correcta del aire.

**Las REFRIGERADORAS TIENEN que mantener los alimentos en o bajo 41° F. y los CONGELADORES TIENEN que mantener los alimentos congelados.**
INFORMELE A SU SUPERVISOR CUANDO LA TEMPERATURA ES SUPERIOR A LO QUE DEBE SER.

**Acepte una Entrega Solamente Si:**
- la comida llega en la temperatura correcta. Todos los artículos refrigerados deben mantenerse en una temperatura de 45ºF o inferior mientras son transportados. Los alimentos congelados deben llegar congelados!
- utilice su termómetro/par termoeléctrico para chequear la temperatura de los alimentos en presencia de la persona que hace la entrega.
- los paquetes de comida no están goteando y no aparenten como si hubieran sido manipulados indebidamente. (No empaquetado roto/rasgado)
- el empaquetado y cajas de comida están limpios y los alimentos secos están secos.
- se chequee antes de firmar. Se asegura que las latas no estén hinchadas u oxidadas y no tienen abolladuras severas o abolladuras a lo largo de las bordes. Alimentos tienen que llegar de fuentes comerciales aprobadas - no de la casa de alguien.

Versión Piloto
9/21/2006
Recibir y Almacenar los Alimentos con Seguridad

Módulo # 8

QUE SABE ACERCA DE:

RECIibir y AlMACEÑAR Los ALIMENTOS ADECUADAMENTE

1. Haga un círculo en la mejor respuesta.
   ¿En qué temperatura se tiene que recibir la carne cruda y carne de aves de corral?
   a. 41°F o inferior
   b. 65°F o superior
   c. cualquier temperatura siempre y cuando la coloque en el enfriador en seguida
   d. ninguna de las anteriores

2. Está bien aceptar una funda de galletas que se mira como si hubiera sido abierta. ___Verdadero  O ___Falso

3. ¿Utilizaría este producto en su establecimiento de servicio de comida?
   Un lata de atún con una abolladura en el borde: SI  NO
   Pan con moño:  SI  NO
   Jalea enlatada por su abuela: SI  NO

Ahora realice una inspección al almacenamiento en su instalación:

VERIFIQUE LOS ARTÍCULOS QUE ESTÁN CORRECTOS EN SU INSTALACIÓN

ÁREA DE ALMACENAJE SECO:
- Área de almacenaje esta limpio y sin derrames, basura o comida en el piso o estantes
- Los productos de comida están etiquetados con la fecha de recepción
- El empaquetado esta intacto, sin rasgones, desgarreaduras
- No existen señales de roedores o insectos (chequeo detrás de los estantes de almacenaje, a lo largo del piso)
- Ningún alimento o artículos de papel están guardados en el piso
- Químicos de la cocina están almacenados por separado de la comida y artículos de papel.
- Alimentos no están guardados cerca de tuberías o de otras fuentes de agua de desechos

REFRIGERADORA
- La temperatura de los alimentos en la refrigeradora está en 41° F. o inferior
- La comida está cubierta, o no ser que se esté enfriando en el estante superior
- La comida está etiquetada con la fecha de preparación y/o expiración o fechas de caducidad.
- No haya comida pasada de tiempo en los estantes
- Ningún alimento sea guardado en el piso
- La carne cruda, pescado, carne de aves de corral y los huevos están guardados por separado de los alimentos listos para ser consumidos y/o de los productos frescos
- Los alimentos descongelados están colocados en bandejas en los estantes inferiores
- Refrigeradora esta limpia y sin derrames

CONGELADOR
- Los alimentos están sólidamente congelados
- La comida está etiquetada con la fecha de recepción y/o preparación, expiración, fechas de caducidad.
- Ningún alimento esta guardado en el piso
- Congelador esta limpio y sin derrames

Fecha de Capacitación: ________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: _____________________________Puesto: ______________

Nombre del Instructor: ____________________________Puesto/cargo: ______________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): __________________________

Indicar idioma traducido: ______________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE
CAPACITACIÓN: ☐ Si ☐ No Módulo repetido:

Fecha de término exitoso: ______________________________

Versión Piloto 9/21/2006
Materials Needed
1. 3 compartment sink with detergent sink, rinse sink, sink & sanitizing sink and two drain boards
2. Cutting Boards.
3. Hand sink with soap and dispenser.

QFO Helper

Safe Handling of Raw Animal Foods

CROSS-CONTAMINATION is the transfer of harmful bacteria from one food to another, by your hands, unclean equipment or work surfaces. RAW ANIMAL FOODS like beef and poultry naturally carry many types of disease-causing bacteria. Foodborne illness can occur if juices from RAW ANIMAL FOODS contaminate other foods. Safe food handling practices can help prevent CROSS-CONTAMINATION.

What's the Law?

- Properly wash your hands before and after handling RAW ANIMAL FOODS.
- Minimize bare hand contact with RAW ANIMAL FOODS by wearing disposable gloves or using utensils.
- Separate RAW ANIMAL FOODS from READY-TO-EAT FOODS during preparation and storage.
- Clean and sanitize FOOD-CONTACT SURFACES between RAW ANIMAL FOODS and READY-TO-EAT FOODS.

DISCUSSION POINTS
• CROSS-CONTAMINATION: When germs form one food item are passed to another food item, typically from raw meant to READY-TO-EAT-FOOD.

• FOOD-CONTACT SURFACE: A surface of equipment or a utensil with which food normally comes into contact.

• RAW ANIMAL FOOD: Uncooked animal foods such as eggs, fish, meat, chicken, and other foods containing these RAW ANIMAL FOODS.

• READY-TO-EAT-FOOD: Food that may be safely eaten without additional preparation.

• Foodborne illness can occur if juices from RAW ANIMAL FOOD contaminate other foods.

• CROSS-CONTAMINATION can easily occur between RAW ANIMAL FOODS and READY-TO-EAT FOODS.

• Unwashed hands or contaminated utensils and FOOD CONTACT SURFACES can transfer harmful bacteria from RAW ANIMAL FOODS to other foods.

• CROSS CONTAMINATION may also occur when raw unwashed vegetables CONTACT READY-TO-EAT FOODS.

• Examples of CROSS-CONTAMINATION include:
  
  • Cutting raw chicken then lettuce without washing and sanitizing the cutting board in-between processes.
  
  • Handling raw meat with gloved hands and then making a cold deli sandwich with the same gloves on.
  
  • Using the same knife to cut raw fish and READY-TO-EAT sandwiches without washing the knife in-between uses.
  
  • Raw unwashed celery was diced and added to a READY-TO-EAT pasta salad.

• Thoroughly wash hands after handling raw meat.

• Use color-coded cutting boards when cutting different foods, such as red for raw meat and white for precooked foods.

• Properly clean and sanitize all FOOD CONTACT SURFACES and utensils before and after use.

• Provide a separate area for preparing RAW ANIMAL FOODS and READY-TO-EAT FOODS to prevent CROSS-CONTAMINATION.

• Discard any worn or pitted cutting boards, as they breed bacteria.

• Color-Coded Cutting Boards can be used to reduce the possibility of CROSS- CONTAMINATION.
  
  • Blue - Raw Seafood Fish
  
  • Yellow – Poultry
  
  • Green – Fruits & Vegetables
SAFE HANDLING OF RAW ANIMAL FOODS REVIEW

1. What is CROSS-CONTAMINATION?

   Answer:
   CROSS-CONTAMINATION is the transfer of harmful bacteria from one food to another.

2. Describe 3 ways that CROSS-CONTAMINATION can occur.

   Answer:
   ▪ Unwashed or poorly washed hands
   ▪ Poorly maintained cutting boards or boards that are not cleaned and sanitized between cutting raw chicken and lettuce.
   ▪ Food preparation sink not cleaned and sanitized between thawing frozen fish and washing produce.

3. If I wear gloves when handling raw poultry, do I need to discard my gloves and wash my hands before I handle lettuce? Why?

   Answer:
   Yes, bacteria like Salmonella may be naturally present on raw poultry products and can be transferred to lettuce by your gloves and unwashed hands. Remember clean disposable gloves or utensils are required when handling lettuce.

4. What precautions should be taken when handling RAW ANIMAL FOODS.

   Answer:
   ▪ Provide a separate area for preparing RAW ANIMAL FOODS and READY-TO-EAT FOODS.
   ▪ Designate color-coded cutting boards for RAW ANIMAL FOODS preparation.
   ▪ Clean and sanitize all surfaces, equipment and utensils before and after use.
   ▪ Limit bare hand contact with RAW ANIMAL FOODS.
   ▪ Wash your hands after handling RAW ANIMAL FOODS.
Red-Raw Meat
White Precooked Foods

1. In the summer, two restaurants in the USA were implicated in an E.coli 0157:h7 outbreak that infected 72 people and killed a 3-year-old child. The source of the contamination was determined to be E.coli bacteria from the raw ground beef that contaminated employees' hands, cutting boards, utensils, and other food-contact surfaces. Health officials said that improper handling of food by the employees spread the bacteria from the uncooked meat to watermelon and other products served on the salad bars at both restaurants.

**Solution:** Designate separate areas for handling raw animal food and ready-to-eat food, thoroughly clean and sanitize utensils and work surfaces after handling raw animal foods and ensure employees use proper handwashing procedures. Consider using color-coded cutting boards for raw animal food processing.

2. In the fall, during a Health Department foodborne illness investigation at a restaurant, the health inspector observed raw chicken being rinsed in a two-compartment food prep sink. Water used to rinse the chicken splattered onto cutting boards stored above the sink and produce being rinsed in the adjacent sink, a classic example of CROSS-CONTAMINATION. After the chicken was rinsed, the sink and cutting boards were cleaned only with water. This cleaning method was not adequate to remove bacteria from the raw chicken present in the sink or on the observations by the health inspector support CROSS-CONTAMINATION from bacteria from the raw chicken onto fresh produce and clean cutting boards as the likely source.

**Solution:** Designate separate areas for handling RAW ANIMAL FOOD and READY-TO-EAT FOOD and thoroughly clean and sanitize utensils and food contact surfaces after handling RAW ANIMAL FOODS.
CROSS CONTAMINATION

At the completion of this module you will be able to:

- Know how to protect food from contamination during preparation, display and service.
- Handle, store, transport, and use ice safely.

PREVENT CROSS CONTAMINATION

CROSS-CONTAMINATION occurs when you are not careful!
Don't allow ready-to-eat foods like bread, washed fruits or vegetables, cold cuts, and tuna salad to come into contact with foods that need to be washed or cooked before eating like fresh unwashed lettuce, raw chicken, raw shellfish, or raw eggs.

YOU can prevent CROSS CONTAMINATION:

- Wash your hands after going to the bathroom, sneezing coughing, scratching your head, touching your dirty apron, after cleaning activities, and before handling food.
- Wash all raw fruits and vegetables before serving or cooking.
- Prepare raw meat, poultry, eggs, fish or shellfish away from ready to eat foods. Use a cutting board that is used only for these raw foods.
- Clean and sanitize all utensils, counters and cutting boards after preparing raw foods.
- Do not use a hand washing sink for food preparation- use a food prep sink that has been cleaned and sanitized.
- Keep anyone out of the kitchen that does not work there.
- Wash your hands after handling raw food, different types of raw food (example - switching from chicken to ground beef), after handling money, covering a sneeze, or taking out the garbage.

***When serving food to customers***

- Do not let customers bring their dirty dishes back to a buffet or serving table for more food. Give them clean plates. Have clean plates available and post a sign indicating that customers should not re-use plates.
- Keep your hands off of the parts of dishes that customers eat from—rims of cups, the top of a plate or the bowl of the spoon. Do not eat off customers' plates.
- Use gloves, utensils or serving papers when serving food to customers do not touch ready-to eat food (even bread) with bare hands.

Remember, ice is food. If it becomes contaminated with pathogens, many customers can get sick. When handling ice:

- Use a clean, sanitized scoop with a handle to get the ice from the bin. Never use a drinking glass, as it is hard to tell the difference between broken glass and ice.
- Never use your hands to get ice from the ice bin. It is too easy to contaminate the entire bin. Do not use a bucket to scoop ice. Buckets are often found sitting on the floor or stored on a dirty surface.
- Store the scoop in a clean and sanitized container. Do not leave it on the top of the machine where it can get dirty and contaminated.
WHAT DO YOU KNOW ABOUT:
CROSS CONTAMINATION

WHAT WOULD YOU DO? DISCUSS OR DESCRIBE:

**Situation 1:** You only have only one cutting board and you need to cut up raw chicken and cut green lettuce for a salad. Discuss/describe a procedure that would prevent cross contamination:


**Situation 2:** You are in the process of making hamburger patties, and your supervisor asks you to stop and help him get a large order of cold sandwiches ready right away. What do you do to prevent cross contamination? Discuss/describe best practices:


**Situation 3:** You are asked to supply ice from the main ice machine to 5 ice bins at service stations. Discuss/describe how you would handle the ice to prevent contamination.


**Situation 4:** You are asked to wash all the vegetables for the salad to be prepared tonight. Discuss/describe where and how you would do this task.


**Situation 5:** You are asked to slice lemons and limes for the bar this evening. Discuss/describe how to keep these items from becoming contaminated during this process.


Date of training: ________________________________

FOOD WORKER'S NAME: ________________________ Title: ________________________

Instructor's name: ______________________________ Title/job duty: ___________________

☐ Given as an oral exercise. Indicate who translated (print): ________________________

Indicate translated language: __________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: ☐ Yes ☐ No

Module repeated: Date successfully completed: __________________________

9/21/2006
CONTAMINACIÓN CRUZADA

Al término de este modulo podrá:
- Saber como proteger los alimentos de la contaminación durante la preparación, exhibición y servicio.
- Manipular, guardar, transportar y utilizar hielo con seguridad.

PREVENIR LA CONTAMINACIÓN CRUZADA

¡La CONTAMINACIÓN CRUZADA sucede cuando no es precavido!

No permita que los alimentos listos para ser consumidos como pan, frutas o verduras lavadas, embutidos y ensalada de atún tenga contacto con los alimentos que deben ser lavados o cocinados antes de consumirlos como lechuga fresca sin lavar, pollo crudo, marisco crudo o huevos crudos.

USTED puede prevenir la CONTAMINACIÓN CRUZADA

- Lave sus manos después de ir al baño, estornudar, toser, rascar su cabeza, tocar su delantal sucio, después de las actividades de limpieza o antes de manipular alimentos.
- Lave todas las frutas y verduras crudas antes de servirlas o cocinarlas.
- Prepare la carne cruda, carne de aves de corral, huevos, pescado o mariscos lejos de los alimentos listos para ser consumidos. Utilice una tabla para cortar que se utilice solamente para estos alimentos crudos.
- Limpie y desinfecte todos los utensilios, mostradores y tablas para cortar después de preparar los alimentos crudos.
- No utilice un fregadero para el lavado de las manos para la preparación de la comida, utilice un fregadero para preparar alimentos que ha sido limpiado y desinfectado.
- Mantenga a todas las personas que no trabajan en la cocina fuera de la misma.
- Lave sus manos después de manipular alimentos crudos, clases diferentes de alimentos crudos (ejemplo: al cambiar de pollo o carne molida), después de tocar dinero, estornudar o sacar la basura.

***Cuando sirve la comida a los clientes***

- No permita que los clientes traigan sus platos sucios de regreso a un buffet o a la mesa para servir para más comida. Entrégueles platos limpios. Tenga platos limpios disponibles y coloque un letrero que indique que los clientes no deben volver a utilizar los platos.
- Mantenga sus manos fuera de las partes de la vajilla de donde comen los clientes, bordes de las tazas, la parte superior del plato o la concavidad de la cuchara. No coma de los platos de los clientes.
- Utilice guantes, utensilios o papeles de servir cuando sirve la comida a los clientes, no toque la comida lista para ser consumida (incluso el pan) con las manos desnudas.

Recuerde, el hielo es comida. Si se contamina con agentes patógenos, muchos clientes se pueden enfermar. Cuando manipule hielo:

- Utilice una cuchara limpia, desinfectada con una agarradera para agarrar el hielo del recipiente. Nunca utilice un vaso para beber, ya que es difícil diferenciar entre un vaso roto y hielo.
- Nunca utilice sus manos para agarrar hielo del recipiente. Es muy fácil contaminar todo el recipiente. No utilice un balde para recoger hielo. Por lo general los baldes están en el piso o guardados en una superficie sucia.
- Guarde la cuchara en un recipiente limpio y desinfectado. No lo deje en la parte superior de la máquina donde se puede ensuciar y contaminar.
Contaminación Cruzada

QUE SABE ACERCA DE:
CONTAMINACIÓN CRUZADA

¿QUÉ HARIÁ? DISCUta O DESCRIBa:

Situación 1: Solamente tiene una tabla para cortar y necesita cortar pollo crudo en pedazos y cortar lechuga verde para una ensalada. Discuta/describa un procedimiento para prevenir la contaminación cruzada:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Situación 2: Está en el proceso de hacer hamburguesas y su supervisor le pide que pare y lo ayude con una orden grande de emparedados fríos de inmediato. ¿Qué haría para prevenir la contaminación cruzada? Discuta/describa los mejores procedimientos:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Situación 3: Se le pide que suministre hielo de la máquina principal de hielo en 5 recipientes de hielo en las estaciones de servicio. Discuta/describa como manipularía el hielo para prevenir la contaminación:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Situación 4: Se le solicita que lave todas las verduras para la ensalada que va a ser preparada esa noche. Discuta/describa donde y como haría esta tarea.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Situación 5: Se le solicita que corte en rodajas los limones y limas para el bar de esta noche. Discuta/describa como no contaminar estos productos durante este proceso.

________________________________________________________________________

Fecha de Capacitación: __________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: __________________________ Puesto: __________________________
Nombre del Instructor: __________________________ Puesto/cargo: __________________________
☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): __________________________
Indicar idioma traducido: __________________________
EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Si ☐ No
Módulo repetido: Fecha de término exitoso: __________________________

Versión Piloto 9/21/2006
Sanitizing Means Clean & Safe

OFO HELPER

What are the Risks

Food residues on food-contact surfaces and equipment can provide an ideal environment for the growth of disease-causing bacteria, which can easily contaminate other foods. Soiled wiping cloths can also become a breeding ground for bacteria that could be transferred to other surfaces. If food residues are not CLEANED within the required frequency, bacteria may multiply to dangerous levels. Routine CLEANING and SANITIZING of food-contact surfaces and equipment, either after use or at timed intervals is necessary to prevent the growth of bacteria. In addition, because food debris on any surface may attract insects, rodents, and other pests, all areas of a food establishment must be frequently CLEANED.

Cleaning and Sanitizing on items of equipment such as a slicing machine that is in continuous use must be done at regular intervals. These items must be cleaned and sanitized at least every 4 hours or more often if needed.

Discussion Points

- **Test Strip**: Test Paper that measures the concentration in parts per million (ppm)
- **Clean**: A process that removes and prevents accumulation of food.
- **Potentially Hazardous Food**: Foods bacteria will grow in when the temperature is in the danger zone between 41°F and 135°F.
- **PPM**: Parts per million. Used as a measure of sanitizer concentration.
- **Sanitize**: The final step needed to remove bacteria from food contact surfaces that have just been CLEANED. A common sanitizing solution is made up of one teaspoon of bleach to one gallon of water and is used to SANITIZE surfaces and equipment.
- **Sanitizer**: Chemicals that reduce disease-causing germs and bacteria to safe levels.
- **Examples of food-contact surfaces and equipment that may require frequent cleaning and sanitizing are**: cutting boards, tabletops, slicers, grinders and food preparation sinks.
- The most common SANITIZERS used are chlorine (bleach) or quaternary ammonia compounds (quat).
- Food-contact surfaces, like cutting boards or knives, must be CLEANED and SANITIZED at least every 4 hours when used continuously with POTENTIALLY HAZARDOUS FOOD.
- Food-contact surfaces used for non-POTENTIALLY HAZARDOUS FOODS such as baking equipment must be cleaned at least every 24 hours or whenever contamination occurs.
- Nonfood-contact surfaces such as the outside surface of a refrigerator or utensil storage shelves must be kept CLEAN to prevent the accumulation of dirt and food debris.
ACTIVITIES

WIPING CLOTH BASICS

Supplies Needed:

- Bucket(s)
- Chlorine and/or quaternary ammonia
- Test strips
- Wiping cloths
- Spray bottles (optional)

Instructions for making a chlorine sanitizer solution:

- In a bucket, mix one teaspoon of chlorine in 1 gallon of water.
- Using chlorine test strips, dip the test strip in the solution to measure the concentration of chlorine SANITIZER.
- Be sure that the level is 50 - 100 ppm chlorine.
- Chlorine should be used with warm water (110° F) for best results.
- Never mix ammonia-based products with chlorine.

Instructions for making a quat sanitizer solution:

- In a bucket, mix solution according to the directions on the label.
- Using quat test strips, dip the test strip in the solution to measure the concentration of quat SANITIZER.
- Be sure that the level is according to manufacturer’s specifications.

Tips:

- Check and change the solution as necessary, especially if solution is visibly soiled.
- Wet wiping cloths must soak in the bucket of SANITIZER solution when not in use to prevent bacteria from growing.
- With spray SANITIZER, use only single-use paper towels or dry cloths and discard or launder after use.
- Label all wiping cloth buckets and spray bottles accordingly.
- Safely use and store wiping cloth solutions away from food.
- Test the SANITIZER strength a few times per shift to make sure the SANITIZER is strong enough to reduce disease-causing germs and bacteria.
- Store the test strips near the utensil washing area. Be sure to keep them dry.

It is important to never mix other cleaning chemicals with sanitizer solutions because of product effectiveness. More importantly, mixing chemicals can be toxic, which can result in serious illness and even death.
Sanitizing Means Clean & Safe

Manual Utensil Washing

Scrape Limpiar

Wash Lavar

Rinse Enjuajar

SANITIZE Desinfectar

Air Dry Secar al Aire

Change your water frequently. Cambie el agua con frecuencia.

<table>
<thead>
<tr>
<th>SANITIZER</th>
<th>CONCENTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine</td>
<td>50 – 100 ppm</td>
</tr>
<tr>
<td>Quaternary Ammonia</td>
<td>200 ppm or according to instructions</td>
</tr>
<tr>
<td>Iodine</td>
<td>12.5 – 25 ppm</td>
</tr>
</tbody>
</table>

Note: Concentrations below the approved chemical levels are not effective and concentrations above these levels can be toxic. To ensure the correct concentration, always read the directions on the label and use the proper test strips to check the concentration. Water temperature should be 75° F to 110° F.

What’s the Law?

CLEAN and SANITIZE food-contact surfaces:

Between cutting different types of raw meat
Between working with raw meats and ready-to-eat-foods
Anytime contamination has occurred.

Store wet wiping cloths in a chemical SANITIZING solution between uses

Keep chemical SANITIZING solutions at the appropriate concentration and free from food debris and visible soil.

Use test strips for checking chemical SANITIZING solutions.

Pilot Version

9/21/2006
**MIXING A CHLORINE SANITIZING SOLUTION**

**Wiping Cloth Container**

100 ppm
1-teaspoon chlorine in 1-gallon water

**SINK COMPARTMENT**

100 ppm
1-tablespoon chlorine in 3-gallons water
At the completion of this module you will be able to:

- Identify the type of chemical sanitizer in use for food contact surfaces
- Prepare a sanitizer solution and check the strength using a test strip
- Set-up a 3 bay sink correctly

ALL FOODSERVICE EQUIPMENT MUST BE PROPERLY CLEANED & SANITIZED BEFORE USE

CLEAN means removing visible soil. Wash with hot soapy water and rinse with clean water. SANITIZE means reducing the number of germs (harmful micro-organisms). Acceptable chemical sanitizers are those approved for use on food contact surfaces. Another way to sanitize is by using 180 Degree F. hot water. Hot water sanitizing requires a hot water booster to produce water at the proper temperatures.

What type of chemical sanitizer do you use in your kitchen?

APPROVED SANITIZERS: Chlorine based (bleach), iodine and quaternary ammonium compounds (QUAT) are common sanitizers. Sanitizers must be used properly. Mixing with water may be necessary. The label on the container will tell you how to dilute the sanitizer with water so it is the proper strength for food contact surfaces. When mixing sanitizers with water be sure to use lukewarm water around 75° F. for the best results. Use a chemical sanitizer test strip kit to make sure the solution is properly mixed for food contact surfaces. Solutions that are too strong can be toxic. Solutions that are too weak will not reduce harmful micro-organisms. Label all chemical bottles and containers. How to MIX a sanitizing solution: 1) Read the chemical label 2) Measure the right amount of water and chemical into a container to be used for wiping cloths and/or the third compartment of the 3 compartment sink 3) Dip the test strip into the solution for the time period stated on the directions 4) Compare the color/strength of your test strip with the color/strength on the label.

A 3 BAY SINK IS NECESSARY FOR MANUAL CLEANING & SANITIZING OF FOOD EQUIPMENT & UTENSILS

Follow these instructions:

- Scrape and dispose of excess food
- Fill with Hot soapy water
- Fill with Hot, clean, clear water
- Add sanitizer into 75°F. water

SINK 1  SINK 2  SINK 3

- Air-dry food equipment and utensils
- Store equipment and utensils after they have air-dried

THE SANITIZING STEPS: WASH, RINSE and then SANITIZE.
Do not rinse or wipe off sanitizer. ALLOW dishes/utensils/pots & pans TO AIR DRY!
Check Sanitizer Solution often and replace if solution is visibly soiled and/or at the wrong concentration.
WHAT DO YOU KNOW ABOUT:

SANITIZING MEANS CLEAN AND SAFE

1. What type of sanitizer is used at your food service facility:
   Check all that apply:
   - □ Chlorine
   - □ Iodine
   - □ Quaternary Ammonium
   - □ Hot Water (180° F.)

2. Locate the sanitizer chemicals used to make a sanitizing solution.
   A. What is the product name: _________________________________
   B. Read the label.
   C. Write down the amount of chemical needed and the amount of water needed to make a sanitizing solution used for food contact surfaces.

3. How does your food service facility check sanitizer strength? _________________________________

4. Prepare a bucket of sanitizer solution for soaking wiping cloths.
   - Test the sanitizer for proper strength.
   - Indicate the sanitizer strength: _________________________________
   - How do you know when to change a sanitizer solution? _________________________________

5. Demonstrate or describe the proper setup of a 3 bay sink for ware washing
   A. Clean/scrub the sink bays with soap and water
   B.
   C.
   D.

6. Test or describe how to determine if the sanitizer solution is the proper strength.

Date of training: _________________________________

FOOD WORKER'S NAME: _________________________________ Title: _________________________________

Instructor's name: _________________________________ Title/job duty: _________________________________

□ Given as an oral exercise. Indicate who translated (print): _________________________________

Indicate translated language: _________________________________

FOOD WORKER HAS SUCCESSFULLY COMPLETED THIS TRAINING MODULE: □ Yes □ No

Module repeated: Date successfully completed: _________________________________

Pilot Version t9/21/2006
Desinfectar Significa Limpio y Seguro

At the completion of this module you will be able to:
- Identify the type of chemical sanitizer in use for food contact surfaces
- Prepare a sanitizer solution and check the strength using a test strip
- Set-up a 3 bay sink correctly

TODO EL EQUIPO DE SERVICIO DE COMIDA DEBEN SER LIMPIADO Y DESINFECTADO ADECUADAMENTE ANTES DE SER UTILIZADO

LIMPIAR significa remover la tierra visible. Lavar con agua caliente jabonosa y enjuagar con agua limpia.
DESINFECTAR significa reducir el número de gérmenes (microorganismos dañinos). Los desinfectantes químicos aceptables son aquellos aprobados para el uso en las superficies que tienen contacto con los alimentos. Otra forma de desinfectar es utilizando agua caliente en 180 Grados F. Para desinfectar con agua caliente se requiere un impulsor de agua caliente para que esté en las temperaturas adecuadas.

¿Qué clase de desinfectante químico utiliza en su cocina?

DESINFECTANTES APROBADOS: (Blanqueador) con cloro, compuestos de yodo y de cuaternario de amonio (QUAT) son los desinfectantes comunes. Los desinfectantes deben ser usados adecuadamente. Puede ser necesario mezclarlos con agua. La etiqueta en el recipiente le informará como diluir el desinfectante con agua para que sea propicio para las superficies que están en contacto con los alimentos. Cuando mezcle los desinfectantes con agua asegúrese de utilizar agua templada, alrededor de 75° F. para mejores resultados. Utilice un kit de tira reactiva de desinfectante químico para asegurar que la solución esté mezclada adecuadamente para las superficies que están en contacto con los alimentos. Las soluciones que son demasiado fuertes pueden ser tóxicas. Las soluciones que son demasiado suaves no reducirán los microorganismos dañinos. Etiquete todas las botellas y recipientes de químicos.

Como MEZCLAR una solución desinfectante: 1) Lea la etiqueta del químico 2) Mida la cantidad correcta de agua y del químico en un recipiente para utilizar con las toallas de limpieza y/o con el tercer compartimiento del fregadero 3) Sumerja la tira reactiva de prueba en la solución para el período de tiempo indicado en las instrucciones 4) Compare el color/fuerza de su tira reactiva con el color/fuerza de la etiqueta.

ES NECESARIO UN FREGADERO DE 3 COMPARTIMIENTOS PARA LA LIMPIEZA Y DESINFECCIÓN MANUAL DEL EQUIPO Y UTENSILIOS DE COCINA

Siga estas instrucciones:

- Lleve con agua jabonosa Caliente
- Lleve con agua clara, limpia, Caliente
- Agregue desinfectante al agua con 75°F.

FREGADERO 1 FREGADERO 2 FREGADERO 3

- Secar con aire el equipo y utensilios de cocina
- Guardar el equipo y utensilios después que se hayan secado con aire.

PASOS PARA DESINFECTAR: Lavar, Enjuagar y después Desinfectar.
No enjuague O límpie con un paño el desinfectante. ¡PERMITA que la vajilla/utensilios/ollas y cacerolas SE SEQUEN CON AIRE!
Chequee la Solución del Desinfectante a menudo y reemplace si la solución esta visiblemente sucia y/o con una concentración incorrecta.
QUE SABE ACERCA DE:

desinfectar significa limpio y seguro

1. ¿Qué clase de desinfectante es utilizado en su instalación de servicio de comida:

Señale todos los que aplican:

☐ Cloro ☐ Yodo ☐ Cuaternario de Amonio ☐ Agua Caliente (180° F.)

2. Localice los químicos desinfectantes utilizados para hacer una solución desinfectante.

A. Cuál es el nombre del producto: _____________________________

B. Lea la etiqueta.

C. Escriba la cantidad de químico necesario y la cantidad de agua necesaria para hacer una solución desinfectante utilizada para superficies que están en contacto con los alimentos.

3. ¿Cómo checea su instalación de servicio de comida la fuerza del desinfectante?

__________________________________________________________

4. Prepare un balde de solución de desinfectante para mojar las toallas de limpieza.

- Pruebe el desinfectante para verificar la fuerza adecuada.
- Indicar la fuerza del desinfectante: _________________________
- ¿Cómo sabe cuando cambiar una solución desinfectante?

5. Demostrar o describir la configuración adecuada de un fregadero de 3 compartimentos para el lavado de la loza

A. Limpiar/fregar los compartimentos del fregadero con agua y jabón

B. 

C. 

D. 

6. Pruebe o describa como determinar si la solución desinfectante está con la fuerza adecuada.

__________________________________________________________

Fecha de Capacitación: ________________________________

NOMBRE DEL MANEJADOR DE ALIMENTOS: ___________________________ Puesto: _________________

Nombre del Instructor: _____________________________ Puesto/cargo: ________________________

☐ Dado como un ejercicio oral. Indicar quien tradujo (en letra imprenta): _____________________________

Indicar idioma traducido: _____________________________

EL MANEJADOR DE ALIMENTOS HA COMPLETADO EXITOSAMENTE ESTE MÓDULO DE CAPACITACIÓN: ☐ Sí ☐ No

Módulo repetido: Fecha de término exitoso: _________________________________

Versión Piloto

139/21/2006
Sanitizer Check Log

Type of Sanitizer:

Required Concentration:

<table>
<thead>
<tr>
<th>Date</th>
<th>Sanitizer Concentration</th>
<th>Action Taken</th>
<th>Initials</th>
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Exercise Answers for Modules 1-10

Module 1 Microbiology

1. No.
2. The food worker needs to know where the foodborne pathogens can be found so they can keep them from contaminating and growing on the food and/or food equipment.
3. Raw meats, raw poultry, raw seafood, food equipment, on food workers skin, nose, & hands, on soil, on vegetables, on flies and insects. (Only four are required for the trainee to answer the question)
4. Good hand washing procedures, correct cooking and re-heating temperatures, how to cool hot foods rapidly, how to sanitize food utensils and food surfaces, illness conditions that are hazardous to food, how to protect food throughout the facility, how to use a thermometer or thermocouple, food hot & cold temperature requirements.

Module 2 Prevent Foodborne Illness

1. Biological -------------- Bacteria, viruses, parasites, mold
   Chemical----------------- Insecticides, dishwashing & cleaning chemicals
   Physical----------------- Broken glass, medal shavings, hair, and flies
2. Bacteria or viruses that apply are Staphylococcus aureus, Campylobacter, Clostridium perfringens, Escherichia coli, Hepatitis A virus, and Salmonella
3. Improper holding temperatures, improper cooking temperatures, poor personal hygiene, contaminated equipment and unsafe food

Module 3 Work only While Well

1. Diarrhea and/or loose stool, Sore throat with a fever, Fever with other symptoms, A cold with a runny nose, coughing & sneezing, Throwing up (vomiting), Jaundice (Yellow tinge to skin and/or eyes), Infected cut, burn or sore on your hand and arms. If your doctor tells you that you are sick with: Salmonella, Shigella, E. coli 0157:H7 or Hepatitis A virus.
2. Salmonella, Shigella, E. coli 0157:H7 or Hepatitis A virus
3. The pathogenic (disease-causing microorganisms) you bring to work can spread onto food, dishes, counters, utensils, forks, knives and spoons, pots and pans, as well as other people. If you work while ill there is a risk that you could be the person responsible for causing a foodborne illness outbreak. Many people can become ill.
4. The blue pages of the phone book

Module 4 Handwashing/Neat & Clean Essentials

1. Before starting work, Before putting gloves on, Before you touch any food, utensil or food equipment, After using the toilet, After eating or smoking, After taking a break, After cleaning activities, After taking out the garbage, sweeping, or mopping, After handling chemicals, After touching your face, hair, skin, mouth or any body part, After shaking hands, After blowing your nose, sneezing, coughing or using a tissue, After touching raw animal foods, such as meat, poultry, fish, After handling money.
2. Food Worker must show and tell the trainer the answers.
3. Use soap and warm running water, rub hands vigorously for at least 20 seconds with a thick lather, wash all surfaces including back of hands, wrists, between fingers and under fingernails, rinse well and then dry your hands with a paper towel.
4. Frequent and thorough hand washing is the most important thing you can do to prevent food contamination.
5. Bathe daily, wear clean clothes, use a clean apron, restrain hair, keep fingernails short with smooth edges and clean.

Module 5 Potentially Hazardous Foods & Ready to Eat Foods and the Temperature Danger Zone

1. Low-acid foods and high protein foods
2. Garlic & oil mixtures, cut melon, poultry, eggs, beef, fish, tofu, dairy products, cooked foods and vegetables
3. 135°F or above
4. 41°F or below
5. Foods not Ready to eat, raw T-bone steak, raw ground beef, raw chicken breasts

Module 6 Time & Temperature Controls for Food Preparation & Cooking

1. Trainer should have food worker review items in the facility that need to be thawed before cooking. Foods can be properly thawed by: Thawing them in the refrigerator at 41°F or colder, under cool running water at 70°F or colder, as part of the cooking process, and in the microwave oven immediately before cooking.
2. How would you cool a large roast, by cutting the roast into smaller pieces and placing the pieces in a two inch pan in a refrigerator at 41°F or colder; Cooling a 5 gallon container of clam chowder, by placing the container in a food prep sink so that the container is immersed in ice with cool running water flowing over the ice and stirring the clam chowder while it is cooling; fried rice, in very small containers that hold less than a quart in a refrigerator at 41°F or colder.
3. Turkey Breast 165°F for 15 seconds, Quiche/meat 165°F for 15 seconds, Hamburger Patty 155°F for 15 Seconds, Flounder stuffed with breading 165°F for 15 seconds
4. Cook top oven and/or commercial microwave oven; 2 Hours; 165°F for 15 seconds

Module 7 Monitor Food Temperatures

1. Ice Method: Calibrate Your Thermometer/Thermocouple: Ice Method is the most commonly used. Insert thermometer probe into an ice and water slush that is mostly ice. Wait approximately 15 seconds for the temperature to register. Does it read 32 degrees F. +/- 2 degrees. If the needle does not read 32 degrees F. adjust under the dial using the tool on the thermometer or using your pliers. To calibrate a thermocouple follow the manufacturer's instructions.
2. Trainer to evaluate food worker on calibration procedure.
3. Clean and sanitize the thermometer/thermocouple using an approved sanitizer or alcohol wipes.
4. Trainer to evaluate food worker on their ability to sanitize thermometer/thermocouple
5. Trainer to evaluate food worker while they take food temperatures with the thermometer/thermocouple.
Module 8 Receiving and Storing Food Safely

1. 41°F or below
2. False
3. No; No; No;

Module 9 Cross Contamination

1. Wash, Rinse and Sanitize Cutting Board prior to starting work on chicken then wash rinse and sanitize cutting board prior to working on salad and then after finishing work on salad the cutting board should be washed rinsed and sanitized and then air dried.
2. Return Hamburger Meat to the refrigerator, wash rinse and sanitize work area including prep table, cutting boards, knives etc. Food worker must wash their hands at the hand sink prior to starting work on cold sandwiches.
3. Food worker to wash their hands at the hand sink and then using an approved ice bucket and ice scoop they should transfer the ice in the ice bucket from the ice machine to the ice holding bins at the service stations using the ice scoop.
4. Food Worker must wash their hands at the hand sink, then using a washed rinsed and sanitized cutting board, food prep table and/or prep sink the food worker would gather small quantities and/or batches of salad materials from the refrigerator and proceed to process this batch. After the batch is finished it would be returned to the refrigerator and the next batch would be assembled for processing. All cut salad materials would be stored in covered containers.
5. Food Worker must wash their hands at the hand sink, then using a washed rinsed and sanitized cutting board, food prep table and/or prep sink the food worker would gather lemons and limes from the refrigerator and proceed to process them. They would then be returned to the refrigerator. All cut lemons and limes would be stored in covered containers.

Module 10 Sanitizing Means Clean and Safe

1. Food worker trainee must check the answers that apply
2. Food worker trainee must follow the directions in question
3. By using a test strip approved for the sanitizer in use to check the strength of the sanitizer.
4. Food worker trainee tests the sanitizer using a test strip, and then writes down the results; the trainee should note the approved strength from the sanitizer manufacturer and if the test strip results are below the approved strength then the sanitizer must be changed.
5. Clean/scrub the 3 compartment sink bays with soap and water; fill the first sink with hot soapy water; fill the second sink with clean clear hot water; fill the third sink with the correct amount of sanitizer and 75°F water
6. Food worker trainee should note the approved strength from the sanitizer manufacturer, test the third compartment of the 3 bay sink using the approved test strip and if the test strip results are above the approved strength then the sanitizer must be changed by adding water and/or draining the sink and refilling the sink with fresh clean clear 75°F water and the approved amount of sanitizer. If the sanitizer is below the approved strength then a small amount of sanitizer can be added so that the new total strength of sanitizer in the third compartment of the 3 bay sink is at the approved strength.