

Everyone Plays a P.A.R.T. – Norovirus Control in Child Care Facilities

Participant's Workbook

EXECUTIVE DIRECTOR

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National Food Service Management Institute
The University of Mississippi

2013

**National Food Service Management Institute
The University of Mississippi**

Building the Future Through Child Nutrition

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PURPOSE

The purpose of the National Food Service Management Institute is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

MISSION

The mission of the National Food Service Management Institute is to provide information and services that promote the continuous improvement of child nutrition programs.

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The vision of the National Food Service Management Institute is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

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Everyone Plays a P.A.R.T. – Norovirus Control in Child Care Facilities

Forward: This training is designed for child care staff and focuses only on foodservice aspects of norovirus control and does not extend to other areas of the child care facility. Additional policies and training should address excluding ill staff and children, isolation procedures and sick rooms; cleaning and disinfection procedures within the facility including disinfection of toys, sleeping mats, playground equipment, transportation vehicles, soiled linens, carpets and children's clothing; tracking ill students and staff; health department reporting procedures and facility closure and evacuation procedures. The following websites from the Centers for Disease Control and Prevention may be useful in developing these additional policies.

- Updated Norovirus Outbreak Management and Disease Prevention Guidelines, 2011.
<http://www.cdc.gov/mmwr/pdf/rr/rr6003.pdf>
- Guideline for the Prevention and Control of Norovirus Gastroenteritis Outbreaks in Healthcare Settings, 2011. http://www.cdc.gov/hicpac/norovirus/002_norovirus-toc.html

Contact your local health department and state agency for information pertaining to your specific child care facility.

Everyone Plays a P.A.R.T. – Norovirus Control in Child Care Facilities

Lesson Overview and Objectives

The training *Everyone Plays a P.A.R.T. – Norovirus Control in Child Care Facilities* is intended to be a two-hour, face-to-face, hands-on norovirus training curriculum for food handlers in child care facilities. These materials include audience interaction to improve retention of the learning objectives.

After completing this training, participants should be able to:

- Describe why norovirus is a concern in child care settings.
- List the symptoms of norovirus and describe how it is transmitted.
- Describe norovirus prevention and control strategies for foodservice settings.
 - **P**revent
 - List personal hygiene habits that can prevent norovirus.
 - Name illnesses and symptoms of illness that must be reported to the child care director and identify the required director response.
 - **A**ssemble a Body Fluid Cleanup Kit
 - Identify components in a Body Fluid Cleanup Kit and their purpose.
 - **R**espond to an incident
 - Demonstrate correct use of Personal Protective Equipment.
 - Describe proper body fluid cleanup procedures.
 - **T**otal cleanup
 - Explain steps necessary to reopen a foodservice area.
- Locate resources on norovirus prevention and control.

“Everyone Plays a P.A.R.T. – Norovirus Control in Child Care Facilities”

Self-Check

What are the symptoms of Norovirus?

(1) _____ (2) _____ (3) _____

How is norovirus transmitted?

(1) _____ (2) _____

(3) _____ (4) _____

In our title "*Everyone Plays a P.A.R.T. in Norovirus Control*" what do the initials stand for?

P. _____

A. _____

R. _____

T. _____

List preventive steps you can take to prevent norovirus:

(1) _____ (2) _____

(3) _____ (4) _____

What personal protective equipment should be in your body fluid cleanup kit?

(1) _____ (2) _____

(3) _____ (4) _____

What cleaning items will be included in your body fluid cleanup kit?

- (1) _____ (2) _____
- (3) _____ (4) _____
- (5) _____

Give examples of *high touch* areas that should also be cleaned and disinfected:

- (1) _____ (2) _____ (3) _____

Fill in the blanks:

1. All tools such as designated, non-disposable mop heads, buckets, dust pans, and other non-disposable items used in cleanup should be _____ and then _____ using an appropriate _____.

2. For a vomiting incident food should be disposed of and all food contact surfaces disinfected, cleaned and then sanitized within a _____ foot radius.

Everyone Plays a PART in Norovirus Control – Pre/Post Quiz

1. Norovirus can be spread by
 - a. Food and water
 - b. Person-to-person contact
 - c. Tiny, airborne droplets
 - d. All of the above

2. Which CANNOT prevent the spread of norovirus?
 - a. Frequent handwashing
 - b. Bare hand contact with ready-to-eat foods
 - c. Reporting symptoms, like vomiting and diarrhea, to your child care director
 - d. All of the above

3. Norovirus can spread through tiny droplets from nearby vomit and can travel through the air to food and surfaces for up to
 - a. 25 inches
 - b. 25 feet
 - c. 25 yards
 - d. None of the above

4. Which symptoms must be reported to the child care director?
 - a. Diarrhea
 - b. Jaundice
 - c. Exposure to norovirus
 - d. All of the above

5. An employee with norovirus is asked to stay home until symptoms have been resolved for 2 days (48 hours). This is known as
 - a. Exclusion
 - b. Extrusion
 - c. Restriction
 - d. Repelling

6. A child care center employee has diarrhea. What should the child care director do?
 - a. Restrict the employee to non-food and non-food contact surface handling tasks.
 - b. Allow the employee to work while wearing gloves
 - c. Exclude the employee from working
 - d. Assign the employee to work at the three compartment sink only

7. Which employee does NOT have to be excluded?
 - a. An employee with an uncovered, infected cut
 - b. An employee with vomiting
 - c. An employee with diarrhea
 - d. An employee diagnosed with norovirus

8. Which item is NOT personal protective equipment?
 - a. Disposable gown
 - b. Disposable gloves
 - c. Face mask with eye protection or goggles
 - d. Plastic garbage bag

9. Which piece of personal protective equipment would protect you from aerosolized particles of norovirus?
 - a. Disposable gown
 - b. Disposable gloves
 - c. Face mask with eye protection or goggles
 - d. Disposable shoe covers

10. Which is NOT part of a Body Fluid Cleanup Kit?
 - a. Sanitizer
 - b. Disposable paper towels
 - c. Plastic garbage bag
 - d. EPA-approved disinfectant
 - e. All of the above

11. Which statement is correct?
- Any employee in the vicinity of a vomiting incident should respond immediately.
 - Food being prepared nearby should be covered and put away before cleanup begins.
 - Start with immediately covering the waste.
 - Stop all foodservice operations including preparation and service
12. Which would NOT be appropriate for disinfecting a body fluid spill?
- An approved & effective EPA-registered disinfectant
 - Bleach at 5,000 parts per million (ppm)
 - An approved sanitizer safe for food contact surfaces
 - All of the above are appropriate
13. If bleach is used during a vomiting incident, what precautions should be taken?
- Ensure the solution is 5,000 parts per million (ppm)
 - Prepare and use in a well-ventilated area
 - Wear personal protective equipment to mix and use
 - All of the above
14. During and after the cleanup response, waste, paper towels, gloves and other disposable items should be placed into
- A nearby trash can
 - A dumpster
 - A garbage bag and taken to the specified disposal area
 - None of the above
15. After the disinfecting cleanup response, the final step for food contact surfaces is to
- Perform one final disinfection with an EPA-approved disinfectant
 - Wash, rinse, and sanitize following normal procedures
 - Exclude the employee that responded and performed cleanup
 - All of the above

“Everyone Plays a P.A.R.T. in Norovirus Control”

Video Viewing Guide

As you watch the video “*Everyone Plays a P.A.R.T. in Norovirus Control*” look for mistakes made by Nina, Linda and Mia. Record the mistakes below.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Norovirus Fact Sheet

What is norovirus?

Norovirus is a virus that causes illness sometimes referred to as the “stomach flu,” although it is not related to the flu (or influenza). Infection with norovirus affects the stomach and intestines, causing an illness called gastroenteritis. Norovirus was named for Norwalk, Ohio in 1968 after an outbreak in a school. More than half of all foodborne illness outbreaks are caused by norovirus.

What are the symptoms of norovirus?

Norovirus symptoms include nausea, vomiting, diarrhea, and stomach cramps. Some people also complain of headache, fever or chills, and muscle aches. Symptoms usually begin 1-2 days after contact with the virus and usually last for 1-3 days. During that time, people can feel very ill and often vomit violently or have explosive diarrhea many times a day.

How is norovirus spread?

Norovirus is found in the stool or vomit of infected people. Ill people are contagious for up to three days after their symptoms resolve. The virus is very contagious and easily spread by:

- Eating food or drinking liquids contaminated with norovirus.
- Touching surfaces or objects contaminated with norovirus, and then placing a hand to the mouth. For example, a child picks up tongs on a salad bar previously handled by a child with norovirus, takes some carrots, and then eats the carrots with hands. In another example, a child care worker handles a door knob infected with norovirus and then serves food.
- Having direct contact with stool or vomit from a person who is infected.
- Having contact with tiny droplets of vomit that become airborne during a vomiting incident or from splashing. Droplets can travel through the air up to 25 feet to land on food and food contact surfaces.

Why is norovirus important for child care employees?

People working with food who are sick with norovirus can easily make others ill. A sick child care employee can – without meaning to – contaminate the food he or she is handling. Many of those eating the contaminated food may become ill, resulting in an outbreak. People infected with norovirus are contagious from the moment they begin feeling ill to at least 3 days after symptoms are gone. Some people may be contagious for as long as 2 weeks after recovery. It is important for people to use good handwashing and other hygienic practices, especially after they have recently recovered from norovirus illness.



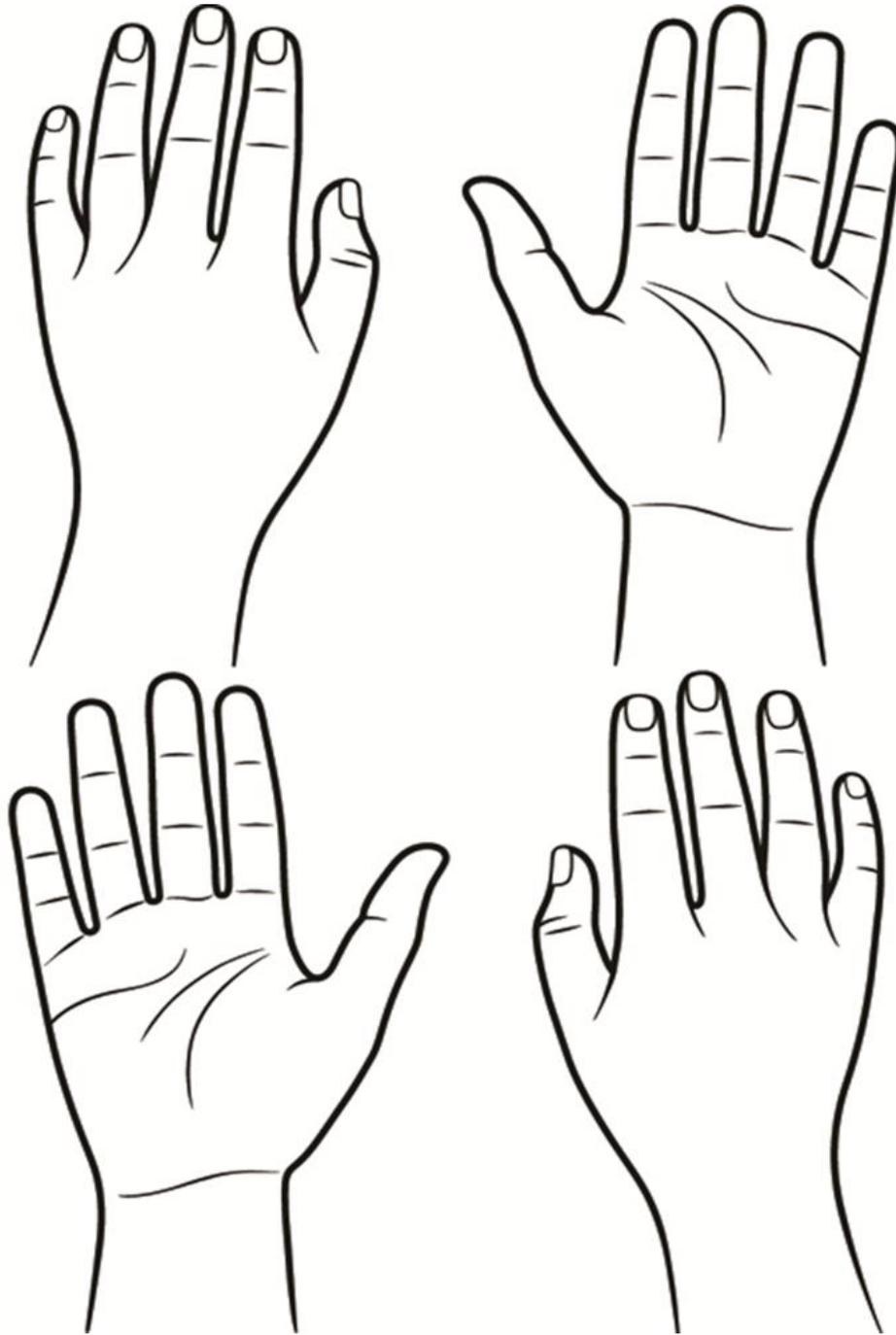
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Handwashing Challenge



“Wash Your Hands: Educating the School Community”
Video Viewing Guide

As you watch the video “*Wash Your Hands: Educating the School Community*” record how hands are washed and when hands are washed below.

How to Wash Hands	When to Wash Hands

Norovirus Fact Sheet

How can norovirus be prevented?

Everyone plays a part in the prevention of norovirus by practicing good personal hygiene, which includes:

- Frequent handwashing with soap and water, especially after each toilet visit, before eating or preparing food, before putting on clean gloves, and after changing diapers in child care settings.
- Preventing bare hand contact with all ready-to-eat and ready-to-serve foods.
- Reporting illness symptoms to your child care director.
 - This includes symptoms of vomiting, diarrhea, jaundice or yellowing of the skin or eyes, a sore throat with fever, and infected cuts on hands, wrists, or exposed arms.
 - You should tell your child care director if you have been diagnosed with or in contact with others having foodborne illnesses, which in addition to norovirus includes Hepatitis A, Shigella, E. coli, Salmonella Typhi and nontyphoidal Salmonella.
- Staying home when you are ill. For illnesses like norovirus, your child care director will ask that you stay home until your symptoms have been resolved for two days.



Norovirus is the leading cause of foodborne disease in the United States and has been the primary source of outbreaks in child care centers. Follow prevention steps to reduce the likelihood of an outbreak in your center.

This fact sheet is part of a series of three fact sheets on norovirus control and prevention.

References:

Public Health Service, Food and Drug Administration. Supplement to the 2009 FDA Food Code. Annex 3; Chapter 2-501.11: Pages 53-56. www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm

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Occupational Safety and Health Administration. (2008). OSHA Fact Sheet: Noroviruses. www.osha.gov/Publications/norovirus-factsheet.pdf

Conference for Food Protection. (2008) Emergency Action Plan for Retail Food Establishments. www.foodprotect.org/media/guide/EmergencyActionPlanforRetailFoodEstablishments2008.pdf

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Effective Handwashing

What is effective handwashing?

Effective handwashing is cleaning hands and exposed arms by applying soap and warm water, rubbing them together vigorously, rinsing them with clean water, and drying them thoroughly. Handwashing is important to get rid of dirt and reduce germs that can cause illness. The following steps are required for effective handwashing:

1. Use the handwashing sink with running warm water.
2. Rinse hands and exposed parts of the arms under running water and apply soap.
3. Lather hands together for at least 10-15 seconds, paying close attention to fingernails, between the fingers/fingertips, and surfaces of the hands and arms.
4. Rinse thoroughly with clean, warm running water.
5. Thoroughly dry the hands and exposed portions of arms with single-use paper towels or a heated-air hand-drying device.
6. Avoid recontamination of hands and arms by using a paper towel to turn off hand sink faucets or to open the restroom door.

Why is handwashing important?

Handwashing reduces contamination on hands and prevents it from passing to food. Organisms can get on hands from a number of sources—such as a dirty cutting board, a pencil, or a refrigerator handle—and then move from hands to food or equipment during preparation and service. An

infected child care employee or one with unclean hands, or exposed portions of arms or fingernails can contaminate food, potentially causing illness. Food equipment contaminated by unclean hands can further spread illness through cross-contamination.

When should child care employees wash their hands?

Hands should be washed immediately:

- When entering a food preparation area;
- Before putting on new, single-use gloves for working with food and between glove changes;
- Before starting food preparation;
- Before handling clean equipment and serving utensils;
- When changing tasks and switching between handling raw foods and working with ready-to-eat foods;
- After handling soiled dishes, equipment, or utensils;
- After touching bare human body parts, for example, hair, face or other exposed skin;
- After using the toilet;
- After coughing, sneezing, blowing the nose, using tobacco, eating, or drinking.

Can hand sanitizers be used in place of adequate handwashing in food preparation areas?

No. Hand sanitizers do not take the place of adequate handwashing, and if used should be applied only after proper handwashing.





No Bare Hand Contact with Ready-To-Eat Foods

Is it necessary to use single-use gloves when preparing food?

When hands are heavily contaminated, effective handwashing may not thoroughly remove microorganisms to ensure safety. The FDA requires the use of suitable utensils such as spatulas, tongs, single-use gloves, or dispensing equipment when handling ready-to-eat foods (i.e., food that is eaten without further washing or cooking). Single-use gloves used after handwashing can be an effective barrier to the transfer of microorganisms from hands to food. However, gloves are effective in preventing contamination only if used properly.



What are the instructions for properly wearing single-use gloves?

1. Always wash hands before putting on gloves.
2. Change single-use gloves between handling raw products and ready-to-eat products.
3. Do not wash or reuse single-use gloves.
4. Replace torn or damaged single-use gloves.
5. Cover an infected cut, burn or boil with pus with a waterproof covering and a single-use glove.



References

Food and Drug Administration. (2010). *Employee health and personal hygiene handbook*. Retrieved May 2, 2010, from <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>

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Restricting or Excluding Ill Child Care Employees

What symptoms or conditions should child care employees report to their center director?

The following symptoms or conditions should be reported:

- Diarrhea or vomiting;
- Sore throat with a fever;
- An infected cut or wound on hands or arms;
- Jaundice (eyes or skin turns yellow);
- Diagnosis with a foodborne illness;
- Exposure to a foodborne illness.



What should managers/directors do once the symptoms are reported?

Depending on the symptom or diagnosis, the manager/director will decide if the employee needs to immediately be “restricted” or “excluded” from duties to prevent foodborne illness.

What is “exclusion”?

Exclusion means a child care employee is not permitted to work in or enter a food preparation site. This requirement applies to areas where food is received, prepared, stored, packaged, served, vended, transported, or purchased.

Most often, this means that the child care employee may not work at all. Though this can result in some loss of income, it is very important that child care employees with certain symptoms not work to prevent others from becoming ill.

What is “restriction”?

Restriction means a child care employee’s activities are limited to prevent the risk of

transmitting a disease that is spread through food. A restricted employee cannot handle exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles. Job duties for employees who are restricted may include working as a cashier; stocking canned or other packaged foods, or working in cleaning or maintenance tasks away from food preparation areas.



Who can *exclude* or *restrict* a child care employee?

The childcare center’s director has the authority to exclude or restrict a child care employee from the center’s food preparation site to prevent the spread of illness through food. The local health department also has the authority to exclude or restrict a child care employee who is suspected of being at risk for transmitting foodborne illness.

Who can lift the exclusions and restrictions?

In most cases, the child care manager/director removes, adjusts, or retains the exclusion or restriction. In some cases, an approval from a medical provider or the local health department is required to lift an exclusion or restriction depending on the illness.



EXCLUDE or RESTRICT?

For each of the symptoms or illnesses should the employee be excluded or restricted?

Definitions:

- **Exclude:** *child care center employee who is not permitted to come to work.*
- **Restrict:** *child care center employee’s activities are limited to prevent the risk of transmitting a disease that is spread through food. A restricted employee cannot handle food, clean equipment, utensils, food linens, or unwrapped single-service or single-use articles.*

	May Work	Exclude	Restrict
Jessica has a cold, with watery eyes, sneezing and sniffles.			
Nina is having bouts of vomiting.			
Jorge has a cut on his hand that is infected and uncovered.			
Mia’s husband has been diagnosed with a foodborne illness.			
Leonard has a persistent cough.			
Aggie has a sore throat and fever.			
Anette has diarrhea			
Linda has been diagnosed with norovirus.			
Ben’s last episode of diarrhea was 48 hours ago.			

Contact your local health department and state agency for information pertaining to your local and state policies.

Identify the Components of the Body Fluid Cleanup Kit

Below are items in a Body Fluid Cleanup Kit.

- Which are for Personal Protective Equipment (PPE)?
- Which are for cleaning?

Items	PPE	Cleaning
Bucket and spray bottle		
Disposable gown		
Effective disinfectant*		
Facemask with eye protection or goggles		
Gloves		
Paper towels		
Plastic garbage bag		
Sand or liquid absorbent material		
Flat edge scoop, small shovel or dustpan		
Shoe covers		

*EPA-registered disinfectants effective against norovirus (http://www.epa.gov/oppad001/list_g_norovirus.pdf) or chlorine bleach (5.25% concentration) at 1000 - 5,000 parts per million (ppm) (5 tablespoons and 25 tablespoons (1.5 cups) of bleach with 1 gallon of water. It is recommended that 1.5 cups of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids.

*Read the label on the bleach bottle:
Sodium hypochlorite is the active ingredient in chlorine bleach. Different brands of bleach may have different amounts of this ingredient; ranging from 5.25-8.25% sodium hypochlorite. Read the label to find out the concentration of sodium hypochlorite and prepare the disinfecting solution as appropriate.

Contact your local health department and state agency for information pertaining to your local and state policies.

Assembling a Body Fluid Cleanup Kit

Why a Body Fluid Cleanup Kit?

All body fluids, including vomit, stool, and blood, should be treated as infectious material. Germs, like norovirus, that are spread through body fluids cannot be killed effectively using common foodservice detergents and sanitizers. If a child care worker or child vomits or contaminates a surface with body fluid, use of special procedures and a special disinfectant is required. It is also important to protect yourself from illness. A Body Fluid Cleanup Kit must contain the correct supplies to protect you and thoroughly disinfect the area. Keep the kit ready for immediate use.

What is included in a Body Fluid Cleanup Kit?

1. Personal Protective Equipment (PPE)

A Body Fluid Cleanup Kit contains PPE to safeguard the individual responding to an incident. These items protect clothes and shoes from contamination. The equipment also protects the face and eyes from splashing and airborne particles, and hands from direct contact with body waste. Each kit should contain:

- Twelve (12) pairs of disposable, non-latex gloves
- One (1) facemask with eye protection or goggles
- One (1) pair of shoe covers
- One (1) disposable gown or apron



2. Cleaning Supplies

A Body Fluid Cleanup Kit contains supplies to safely and thoroughly remove and dispose of the waste. Cleaning supplies to include:

- Multiple packages of disposable paper towels
- Bucket and chemical spray bottle
- Two (2) disposable mop heads
- Plastic garbage bags and twist-ties
- Disposable flat-edge scoop, small shovel, or dustpan
- Sand, or liquid spill absorbent material

3. Disinfectant

Common foodservice detergents and sanitizers are not effective in killing all germs that can be spread through body fluids. A special disinfectant is necessary. The Environmental Protection Agency (EPA) keeps a list of registered disinfectants on its website:

- EPA-registered disinfectants effective against norovirus http://www.epa.gov/oppad001/list_g_norovirus.pdf
- EPA-registered disinfectants effective against blood borne pathogens http://www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf



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Assembling a Body Fluid Cleanup Kit

Chlorine bleach (5.25% concentration) can be used when prepared to a concentration of 1,000 - 5,000 parts per million (ppm). Mix between 5 and 25 tablespoons (1 1/2 cups) of bleach per 1 gallon of water.

- For surfaces that have had direct contact with body fluids, 5,000 ppm is recommended.
- Use a new, unopened bottle of bleach every 30 days for preparing solutions.

This is a very strong bleach solution. Use all protective equipment including gloves and eye protection to mix the bleach solution. The solution should be made fresh before each use because the solution becomes less concentrated over time. Use only in a well ventilated area.

4. Standard Operating Procedures

The kit should contain written procedures for cleaning and disinfecting body fluid spills.

Place all items into a waterproof container. Seal the lid and label with date. The EPA-registered disinfectant or chlorine bleach should be stored with an appropriate container (bucket or spray bottle) for chemical mixing. Store these items in an appropriate area. Keep the kit ready for immediate use.

How can I protect myself from illness?

All body fluids, including vomit, stool, and blood, should be treated as infectious material. The Body Fluid Cleanup Kit contains the correct supplies to protect you and thoroughly disinfect an area after an incident. When cleaning up body fluids, you can protect yourself by wearing the personal protective equipment and following the directions in the standard operating procedures.

This fact sheet is part of a series of three fact sheets on norovirus control and prevention.

References:

Public Health Service, Food and Drug Administration. Supplement to the 2009 FDA Food Code. Annex 3; Chapter 2-501.11: Pages 53-56. www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm

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Using a Body Fluid Cleanup Kit

When should I use a Body Fluid Cleanup Kit?

All body fluids, including vomit, stool, and blood, should be treated as infectious material. If a child care employee or child vomits or contaminates a surface with body fluid, cleaning by special procedures using a special disinfectant is required. Child care employees trained in the appropriate use of the Body Fluid Cleanup Kit should respond to an incident in the food preparation or service areas. The center's custodial staff should handle body fluid cleanup in other areas of the facility.

An employee has vomited in the kitchen. What should I do first?

When someone vomits, germs such as norovirus can spread by air and contaminate surfaces and food as far as 25 feet away. If someone eats these foods or touches these surfaces and accidentally ingests the particles, they can become sick. The first step is to stop all foodservice operations, including preparing and serving food, and dispose of all uncovered exposed food within the 25 foot radius. Remove all individuals within a 25 foot radius from the area and ask them to immediately wash their hands. Potentially contaminated clothing should be removed, machine washed in hot water using the longest available cycle and dried on the hottest setting. Station an employee to block entry into the contaminated area. In addition, discard intact and sealed containers or single-service items within the 25 foot radius if the surface can not be adequately cleaned and disinfected. Send sick staff or students to the school nurse.

How do I use the Body Fluid Cleanup Kit?

The Body Fluid Cleanup Kit contains the correct supplies to protect you from illness and thoroughly disinfect an area contaminated by body fluids. Only child care employees or custodial staff trained in the appropriate use of the Body Fluid Cleanup Kit should respond.

1. Use Personal Protective Equipment (PPE)

Put on the PPE to protect your clothes and shoes from contamination, to protect your face and eyes from splashing and airborne particles, and to protect your hands from direct contact with body fluid:

- Put covers over your shoes.
- Pull the disposable gown over your clothes.
- Put on the facemask with eye protection or goggles.
- Put on a pair of disposable, non-latex gloves. Consider double gloving.



2. Contain and remove the waste

Cover the waste with sand or liquid spill absorbent material. Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid. Place the waste into a plastic garbage bag, then gloves. Wash hands and reglove. Consider double gloving.



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Using a Body Fluid Cleanup Kit

3. Clean the area

Clean the affected area with soap and water, using paper towels or a disposable mop head. Dispose of the paper towels, mop head and gloves in a plastic trash bag. Wash hands and reglove. Consider double gloving.

4. Mix disinfectant

The Environmental Protection Agency (EPA) keeps a list of registered disinfectants on its website. Follow manufacturer's directions for mixing and concentration:

- EPA-registered disinfectants effective against norovirus http://www.epa.gov/oppad001/list_g_norovirus.pdf

Chlorine bleach (5.25% concentration) can also be used. Prepare a concentration of 1,000 - 5,000 parts per million (ppm) by mixing between 5 and 25 tablespoons (1 1/2 cups) of bleach per 1 gallon of water.

- For surfaces that have had direct contact with body fluids, 5,000 ppm is recommended.
- Use a new, unopened bottle of bleach every 30 days for preparing solutions. Wear all PPE.

4. Disinfect the area, then rinse

Transfer the solution to a spray bottle. Generously apply the disinfecting solution to all affected areas. For incidences involving vomit, disinfect all areas and surfaces within 25 feet of the spill. Ensure the area is well ventilated. Also disinfect high touch areas (e.g. door handles, carts, telephones) using the disinfectant and paper towels. Leave the bleach solution on these surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions for contact time. Dispose of paper towels, mop head and gloves in a plastic garbage bag. Wash hands and reglove. Consider double gloving.

Rinse disinfectant with clean water and paper towels and/or clean mop head. Allow surfaces to air dry.

6. Dispose of waste

Securely tie garbage bags containing all disposed materials. Place garbage bags in a second bag (double bag). Discard the bag(s) in the disposal area identified by school officials. Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then apply disinfectant. Allow these items to air dry.

7. Wash up

If necessary, remove and bag soiled clothing. These items should be machine washed in hot water using the longest available cycle and dried on the hottest setting. Wash hands, exposed arms, and face with soap. Apply ethanol based hand sanitizer to hands. Put on fresh clothing, if necessary.

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8. Restock

Restock the contents of the Body Fluid Cleanup Kit and store it for the next use. Complete an incident report.

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Using a Body Fluid Cleanup Kit

Can we resume foodservice operations?

For food contact surfaces previously treated with disinfectant and a clear water rinse:
Wash, rinse, and sanitize all food contact surfaces using an approved sanitizer safe for food contact surfaces. After the surfaces have air dried, normal operations can resume.

After a cleanup event, all employees should be alert for the signs and symptoms of norovirus and be reminded to report these foodborne illness symptoms, including vomiting and diarrhea, to their child care director .



This fact sheet is part of a series of three fact sheets on norovirus control and prevention.

References:

Public Health Service, Food and Drug Administration. Supplement to the 2009 FDA Food Code. Annex 3; Chapter 2-501.11: Pages 53-56.
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Everyone Plays a PART in Norovirus Control – Pre/Post Quiz

1. Norovirus can be spread by
 - a. Food and water
 - b. Person-to-person contact
 - c. Tiny, airborne droplets
 - d. All of the above

2. Which CANNOT prevent the spread of norovirus?
 - a. Frequent handwashing
 - b. Bare hand contact with ready-to-eat foods
 - c. Reporting symptoms, like vomiting and diarrhea, to your child care director
 - d. All of the above

3. Norovirus can spread through tiny droplets from nearby vomit and can travel through the air to food and surfaces for up to
 - a. 25 inches
 - b. 25 feet
 - c. 25 yards
 - d. None of the above

4. Which symptoms must be reported to the child care director?
 - a. Diarrhea
 - b. Jaundice
 - c. Exposure to norovirus
 - d. All of the above

5. An employee with norovirus is asked to stay home until symptoms have been resolved for 2 days (48 hours). This is known as
 - a. Exclusion
 - b. Extrusion
 - c. Restriction
 - d. Repelling

6. A foodservice employee has diarrhea. What should the child care director do?
 - a. Restrict the employee to non-food and non-food contact surface handling tasks.
 - b. Allow the employee to work while wearing gloves
 - c. Exclude the employee from working
 - d. Assign the employee to work at the three compartment sink only

7. Which employee does NOT have to be excluded?
 - a. An employee with an uncovered, infected cut
 - b. An employee with vomiting
 - c. An employee with diarrhea
 - d. An employee diagnosed with norovirus

8. Which item is NOT personal protective equipment?
 - a. Disposable gown
 - b. Disposable gloves
 - c. Face mask with eye protection or goggles
 - d. Plastic garbage bag

9. Which piece of personal protective equipment would protect you from aerosolized particles of norovirus?
 - a. Disposable gown
 - b. Disposable gloves
 - c. Face mask with eye protection or goggles
 - d. Disposable shoe covers

10. Which is NOT part of a Body Fluid Cleanup Kit?
 - a. Sanitizer
 - b. Disposable paper towels
 - c. Plastic garbage bag
 - d. EPA-approved disinfectant
 - e. All of the above

11. Which statement is correct?
- Any employee in the vicinity of a vomiting incident should respond immediately.
 - Food being prepared nearby should be covered and put away before cleanup begins.
 - Start with immediately covering the waste.
 - Stop all foodservice operations including preparation and service
12. Which would NOT be appropriate for disinfecting a body fluid spill?
- An approved & effective EPA-registered disinfectant
 - Bleach at 5,000 parts per million (ppm)
 - An approved sanitizer safe for food contact surfaces
 - All of the above are appropriate
13. If bleach is used during a vomiting incident, what precautions should be taken?
- Ensure the solution is 5,000 parts per million (ppm)
 - Prepare and use in a well-ventilated area
 - Wear personal protective equipment to mix and use
 - All of the above
14. During and after the cleanup response, waste, paper towels, gloves and other disposable items should be placed into
- A nearby trash can
 - A dumpster
 - A garbage bag and taken to the specified disposal area
 - None of the above
15. After the disinfecting cleanup response, the final step for food contact surfaces is to
- Perform one final disinfection with an EPA-approved disinfectant
 - Wash, rinse, and sanitize following normal procedures
 - Exclude the employee that responded and performed cleanup
 - All of the above

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www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm
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Resource List**National Food Service Management Institute**

- Employee Health and Personal Hygiene
<http://www.nfsmi.org/ResourceOverview.aspx?ID=430>
- Food Safety Standard Operating Procedures
<http://www.nfsmi.org/ResourceOverview.aspx?ID=75>
- Norovirus Resource Page
<http://www.nfsmi.org/norovirus>
- *Serving Safe Food in Child Care, 3rd Edition*
<http://nfsmi.org/documentlibraryfiles/PDF/20111209121908.pdf>

Centers for Disease Control and Prevention

- General norovirus information
<http://www.cdc.gov/norovirus>
- *Norovirus and Working with Food*
<http://www.cdc.gov/norovirus/food-handlers/work-with-food.html>
- Updated Norovirus Outbreak Management and Disease Prevention Guidelines.
www.cdc.gov/mmwr/preview/mmwrhtml/rr6003a1.htm

Conference for Food Protection

- *Emergency Action Plan for Retail Food Establishments, (2008)*
<http://www.foodprotect.org/media/guide/EmergencyActionPlanforRetailFoodEstablishments2008.pdf>

Environmental Protection Agency (EPA)

- List of disinfectants registered as effective against norovirus
http://www.epa.gov/oppad001/list_g_norovirus.pdf

The Food and Drug Administration

- *Employee Health & Personal Hygiene Handbook*
<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>

- Employee Health & Personal Hygiene Interactive Resource Disk

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm266434.htm>

- Employee Health & Personal Hygiene Satellite Broadcast

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm211949.htm>

- FDA Oral Culture Learner Project - Educational Materials for Food Employees

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm212661.htm>

- *FDA Food Code*

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/default.htm>

Annex 3	2-201.11	Reporting of Symptoms (2009)
Annex 3	2-201.12	Exclusions & Restrictions (2009)
Annex 3	2-201.13	Removal of Exclusions & Restrictions (2009)
Annex 3	2-3	Hands and Arms (Cleaning) (2009)
Annex 3	3-301.11	Preventing Contamination from Hands (2009)
Annex 3	2-501.11	Clean-up of Vomiting and Diarrheal Events (2011 Supplement)

- *The Bad Bug Book*, 2nd edition.

<http://www.fda.gov/Food/FoodborneIllnessContaminants/CausesOfIllnessBadBugBook/default.htm>

Food Marketing Institute

- *Norovirus Information Guide*, (2010)

http://www.fmi.org/docs/food-safety/norovirus_info_guide.pdf?sfvrsn=2

National Education Association Health Information Network

- *The Stomach Bug Book*, (2010)

<http://www.neahin.org/educator-resources/stomach-bug-book-english.html>

Don't Work When Sick



Many illnesses can be spread to others through food prepared by sick child care employees



You must report these symptoms to your center director:

- ▶ Vomiting
- ▶ Diarrhea
- ▶ Jaundice (yellowing)
- ▶ Sore throat with fever
- ▶ Cuts or infected wounds on hands, wrists, or lower arms
- ▶ Current or recent foodborne illness
- ▶ Recent exposure to someone with a foodborne illness



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Report Your Symptoms



August 2011

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Use a Body Fluid Cleanup Kit

Treat all body fluids as potentially harmful

Keep safe:
Wear personal protective equipment



Follow written procedures and use the special disinfectant*

** Do not use standard foodservice sanitizers*

Dispose of waste and exposed food properly



Wash hands thoroughly



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Food Safety Sample SOP

Assembling a Body Fluid Cleanup Kit

PURPOSE: To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

PROCEDURES:

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
 - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
 - Waterproof container sufficient in size to store personal protective and cleaning equipment
 - Personal protective equipment (PPE):
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
 - Disposable gown or apron, and shoe covers
 - Face mask with eye protection, or goggles
 - Cleaning supplies:
 - Sand, or liquid spill absorbent material
 - Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
 - Plastic garbage bags and twist-ties
 - Liquid soap
 - Disposable paper towels
 - Disposable mop head
 - Disinfecting supplies:
 - Bucket designated for chemical use
 - Spray bottle
 - Household bleach (5.25% concentration, unscented)⁺
 - Measuring spoon (tablespoon) and cup (1/2 cup)
 - Disposable paper towels
 - Disposable mop head
 - Plastic garbage bags and twist-ties

⁺ EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at www.epa.gov/oppad001/list_g_norovirus.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:
 - Place the following supplies into a waterproof container:
 - Twelve (12) pairs of disposable, non-latex gloves
 - One (1) disposable gown or apron
 - One (1) pair of disposable shoe covers
 - One (1) face mask with eye protection, or goggles
 - One (1) package of disposable paper towels

- Two (2) disposable mop heads
- One (1) disposable flat-edge scoop, or equivalent
- Two (2) dry cups of sand, or liquid spill absorbent material
- Four (4) Plastic garbage bags and twist-ties
- Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP [Cleaning and Disinfecting Body Fluid Spills](#)
- Seal the waterproof container with a lid and label with the date.

* Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.

3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train foodservice employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

MONITORING:

The foodservice manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. Foodservice employees are trained to properly use:
 - PPE, and
 - The Body Fluid Cleanup Kit.

CORRECTIVE ACTION:

The foodservice manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain foodservice employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate foodservice employees in how to properly use PPE and the Body Fluid Cleanup Kit.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a [Damaged or Discarded Product Log](#) when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.

- 3. Document training sessions for foodservice employees in proper use of PPE and the Body Fluid Cleanup Kit using an [Employee Food Safety Training Record](#).

APPROVED BY: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

REVISED BY: _____ **DATE:** _____

REFERENCES:

- 5. Public Health Service, Food and Drug Administration. [Supplement to the 2009 FDA Food Code](#). Annex 3; Chapter 2-501.11: Pages 53-56.
www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm
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Use a Body Fluid Cleanup Kit

Treat all body fluids as potentially harmful

Keep safe:
Wear personal protective equipment



Follow written procedures and use the special disinfectant*

** Do not use standard foodservice sanitizers*

Dispose of waste and exposed food properly



Wash hands thoroughly



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Food Safety Sample SOP

Cleaning and Disinfecting Body Fluid Spills

PURPOSE: This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

PROCEDURES:

1. Contain the affected area
 - Discontinue foodservice operations if spill occurred in food preparation or service areas.
 - Refer to [Alternate Meal Service](#) SOP to safely continue meal service.
 - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
 - Send sick staff and students to the school clinic/nurse for assistance.
 - Exclude (i.e., send home) foodservice employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the Food Safety Sample SOP [Exclusions and Restrictions for Ill or Infected Food Service Employees](#).
 - Allow only foodservice employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid Cleanup Kit. Refer to the Food Safety Sample SOP [Assembling a Body Fluid Cleanup Kit](#).
3. Put on personal protective equipment (PPE), including:
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
 - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
 - A disposable gown or apron, and disposable shoe covers.
 - A face mask with eye protection, or goggles.
4. Remove visible body fluid
 - Pour sand, or liquid spill absorbent material, on body fluid spill.
 - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.

- Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

5. Clean the affected area

- Put on new disposable gloves. Consider double gloving.
- Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfected, all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

6. Disinfect the affected area

- Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine bleach disinfecting solution.*
 - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
 - Prepare solution immediately before applying it to surfaces using unscented, household bleach (5.25% concentration) and water. Once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.
 - Mix between 5 tablespoons and 25 tablespoons (1.5 cups) of bleach with 1 gallon of water (solution concentration of 1000 – 5000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1.5 cups of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids.
 - Transfer solution to a spray bottle.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
 - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
 - Use in a well-ventilated area

- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.
- Put on new disposable gloves. Consider double gloving.
- Dispose of paper towels in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

* EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at www.epa.gov/oppad001/list_g_norovirus.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf.

Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170°F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

7. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
 - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.

- Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a [Damaged or Discarded Product Log](#).
 - Remove gloves. Dispose of gloves in a plastic garbage bag.
 - Wash hands.
8. Dispose of PPE, and cleaning and disinfecting materials.
- Put on new disposable gloves. Consider double gloving.
 - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
 - Place garbage bags in a second garbage bag (double bag).
 - Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then disinfect. Allow these items to air dry.
 - Remove PPE, including disposable gloves, and place in second garbage bag.
 - Securely tie the second garbage bag.
 - Discard the bag(s) in the disposal area identified by school officials.
 - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP [Cleaning and Sanitizing Food Contact Surfaces](#).
11. Restock the contents of the Body Fluid Cleanup Kit.
12. Complete an [incident report](#).

MONITORING:

The foodservice manager will:

5. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
6. Ensure that at least one foodservice employee per shift is:
 - Designated and trained to implement this SOP, and
 - Trained in the use of the Body Fluid Cleanup Kit.
7. Ensure that foodservice employees are:
 - Educated on illnesses and symptoms that must be reported to managers.
 - Monitored for signs and symptoms of illness.

CORRECTIVE ACTION:

The foodservice manager will:

5. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
6. Retrain designated foodservice employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
7. Retrain/educate foodservice employees in Food Safety Sample SOP *Exclusions and Restrictions for Ill or Infected Food Service Employees*. Restrict or exclude ill foodservice employees in accordance with SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will:

4. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
5. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
6. Document training sessions for foodservice employees on applicable SOPs using an [Employee Food Safety Training Record](#).

APPROVED BY: _____

DATE:

REVIEWED BY: _____

DATE:

REVISED BY: _____

DATE:

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