Section II. MANAGEMENT AND PERSONNEL

2-1 SUPERVISION
2-2 EMPLOYEE HEALTH
2-3 PERSONAL CLEANLINESS
2-4 HYGIENIC PRACTICES

2-1 SUPERVISION

2-1.1 RESPONSIBILITY
2-1.2 KNOWLEDGE AND TRAINING
2-1.3 DUTIES

2-1.1 Responsibility (Assignment)

The food establishment manager/permit holder shall be the person in charge or shall designate a person in charge and ensure that a person in charge is present at the food establishment during all hours of operation for food facilities that are categorized as a risk type 3 or 4. Smaller food establishments that are categorized as a Risk Type 1 or 2 require one designated person in charge of the facility. Refer to Section 6-3.4 for explanations of risk categorization of food establishments.

2-1.2 Knowledge and Training

2-1.2.1 Knowledge Demonstration
2-1.2.2 Training Requirements

2-1.2.1 Knowledge Demonstration

2-1.2.1.A Person in Charge
2-1.2.1.B Food Employee

2-1.2.1.A Person in Charge

Based on the risks of food borne illness inherent to the food operation, during inspections and upon request, the person in charge shall demonstrate to the preventive medicine authority knowledge of food borne disease prevention, application of the hazard analysis critical control point principles, and the requirements of the NAVMED P-5010-1, as it relates to the food operation, by:

a. Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee;

b. Explaining the responsibility of the person in charge for preventing the transmission of food borne disease by a food employee who has a disease or medical condition that may cause food borne disease;

c. Describing diseases that are transmissible through food and the symptoms associated with the diseases;

d. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness;

e. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.

f. Stating the required food temperatures and times for safe cooking of potentially hazardous food, including meat, poultry, eggs, and fish;

g. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food;

h. Describing the relationship between the prevention of food borne illness and the management and control of the following:

(1) Cross contamination,

(2) Hand contact with ready-to-eat foods,

(3) Hand washing, and

(4) Maintaining the food establishment in a clean condition and in good repair;

i. Explaining the relationship between food safety and providing equipment that is:

(1) Sufficient in number and capacity, and

(2) Properly designed, constructed, located, installed, operated, maintained, and cleaned;

j. Explaining correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment;

k. Identifying the source of water used and measures taken to ensure it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;

l. Identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure they are safely stored, dispensed, used, and disposed of according to current regulations;

m. Identifying critical control points in the operation; from purchasing through sale or service, that may contribute to food borne illness and explaining steps taken to ensure that the points are controlled by the requirements of this manual;

n. Explaining the details of how the person in charge and food employees comply with a HACCP plan, if a plan is required by current regulations, or an agreement between the regulatory authority and the establishment, and

o. Explaining the responsibilities, rights, and authorities assigned by this chapter to the:

(1) Food employee,

(2) Person in charge, and

(3) Preventive medicine authority (PMA)/regulatory authority.

2-1.2.1.B Food Employee

Based on the risks of food borne illness inherent to the food operation, during inspections and upon request, the employees shall demonstrate to the regulatory authority knowledge of food borne disease prevention, application of the hazard analysis critical control point principles, and the requirements of the NAVMED P-5010-1, as it relates to the food operation, by:

a. Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee;

b. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness;

c. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food; and

d. Explaining correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment.

2-1.2.2 Training Requirements

2-1.2.2.A Person in Charge
2-1.2.2.B Food Employee
2-1.2.2.C Food Employee Training Course
2-1.2.2.D Supervisor/Manager Training Course

2-1.2.2.A Person in Charge

An 18-hour supervisor/manager food service sanitation/food safety training course is required for all personnel designated as a person in charge. This training is required for new personnel prior to assuming the responsibilities as a person in charge. A refresher supervisor/manager course is required every 3 years. The supervisor/manager food service sanitation training course also certifies supervisors/managers to teach the 4-hour employee food safety course.

2-1.2.2.B Food Employee

a. All food service employees must receive a minimum of 4 hours initial food safety training. New food service personnel shall receive this 4 hours training within the first 30 days of employment. All food service employees must receive a minimum additional 4 hours annual food sanitation training. This requirement for annual training need not be conducted in a consecutive 4 hour block of time.

b. Temporary food service personnel assigned for 30 days or less must receive 2 hours initial training and orientation. Personnel assigned in excess of 30 days must receive the minimum 4 hours training required of food service personnel.

c. Bartenders that do not prepare food require 1 hour of initial food sanitation training.

2-1.2.2.C Food Employee Training Course

a. Food safety training must be offered per SECNAVINST 4061.1 series and if approved by the area PMA, other programs (such as the National Restaurant Association, ServSafe® Courses or the Educational Testing Service Program) that meet the

competency based requirements can be substituted. All training programs must be conducted by qualified food sanitation/safety instructors. Qualified food sanitation/safety instructors are:

(1) Independent duty Navy hospital corpsmen (must requalify every 3 years);

(2) Preventive medicine technicians;

(3) Environmental health officers;

(4) Personnel who supervise or train food service personnel and are successful graduates of a supervisor/manager food safety training course approved by the PMA (must re-qualify every 3 years).

b. Navy and Marine Corps food management teams may conduct food service sanitation training during official visits to commands provided the instructors are certified as required by SECNAVINST 4061.1 series.

c. The 4-hour employee food safety training course shall include the following topics.

(1) This course shall be based on the competencies listed in section 2-1.2.1.B of this chapter and consists of the following required topics.

(2) Topics:

(a) Personal Hygiene/Health Requirements

(b) Using Thermometers and Keeping Temperature Logs

(c) Inspection and Storage of Food

(d) Food Preparation and Serving

(e) Cleaning & Sanitizing

d. A separate Food Safety Training Certificate (NAVMED 4061/1) for each food employee, supervisor, and person in charge must be kept on file by the person in charge at the work location. Certificates will not be held by individual personnel except on the occasion of transfer or dismissal. These certificates must be verified by supervisory personnel and the PMA during routine sanitation inspections.

2-1.2.2.D Supervisor/Manager Training Course

a. Food service sanitation/food safety training must be offered per SECNAVINST 4061.1 series and if approved by the area PMA, other programs (such as the National Restaurant Association, Serving Safe Food/Applied Food Service Sanitation ServSafe® Courses or the Educational Testing Service Program) that meet the competency based requirements can be substituted. All training programs must be conducted by qualified food sanitation instructors. Instructors qualified to teach the food safety training for managers and supervisors are:

(1) Environmental health officers;

(2) Preventive medicine technicians;

(3) Other military and civilian personnel who are approved by the cognizant NAVENPVNTMEDU.

b. The 18-hour supervisor/manager food service sanitation/food safety training course shall include the following:

(1) This course shall be based on the competencies listed in section 2-1.2.1.A of this chapter and consists of the following:

(2) Topics:

(a) Administrative/Distribution of Materials

(b) Microbiology and Food borne Illness

(c) Personal Hygiene/Health Requirements

(d) Food Preparation and Serving

(e) Hazard Analysis of Critical Control Points (HACCP)

(f) Inspection and Storage of Food

(g) Ware Washing

(h) Pest Control in Food Service Areas

(i) Cleaning & Sanitizing of Food Service Equipment Safety

(j) Instructor Techniques

c. A refresher supervisor/manager food service sanitation/ safety training course is required every three years. The content and time requirements shall be under the direction of the area PMA.

d. Authority to teach the supervisor/manager food service sanitation training/refresher course resides with the area Environmental Health Officer (EHO) under the direction of the cognizant NAVENPVNTMEDU. Other organizations may request this authority by applying to the Navy Environmental Health Center (ATTN: Director for Preventive Medicine).

e. Instructors responsible for providing the supervisor/manager food service sanitation/safety training course have no specific "refresher course" requirements, but must maintain current knowledge of food service sanitation through continuing professional education.

2-1.3 Duties (Person in Charge)

The person in charge shall ensure that:

a. Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters.

b. Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or ware washing areas. Brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food, clean equipment, utensils, linens, unwrapped single service and single use articles are protected from contamination.

c. Employees and other persons such as delivery and maintenance persons and pesticide applicators entering the food preparation, food storage, and ware washing areas must comply with the provisions of this chapter.

d. Employees are effectively cleaning their hands, by routinely monitoring the employees' hand washing practices.

e. Employees are wearing clean outer clothing as specified in section 2-3.4 through daily visual inspection.

f. Employees are visibly observing foods as they are received to determine they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt.

g. Employees are properly cooking potentially hazardous food, being particularly careful in cooking those foods known to cause severe food borne illness and death, such as eggs and comminuted meats, through daily oversight of the employees' routine monitoring of the cooking temperatures

h. Employees are using proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within 4 hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling.

i. Consumers who order raw or partially cooked foods of animal origin are informed the food is not cooked sufficiently to ensure its safety.

j. Employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing.

k. Consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets.

2-2 EMPLOYEE HEALTH

2-2.1 DISEASE OR MEDICAL CONDITION
2-2.2 PHYSICAL EXAMINATION (MEDICAL SCREENING)
2-2.3 EXCLUSIONS AND RESTRICTIONS
2-2.4 REMOVAL OF EXCLUSIONS AND RESTRICTIONS
2-2.5 PERSON IN CHARGE RESPONSIBILITIES
2-2.6 EMPLOYEE RESPONSIBILITIES

2-2.1 Disease or Medical Condition

2-2.1.1 Prohibited Diseases
2-2.1.2 Prohibited Symptoms

2-2.1.1 Prohibited Diseases

Prohibited diseases include illnesses caused by:

a. *Salmonella typhi*

b. *Shigella* spp.

c. *Escherichia coli* 0157:H7

d. *Hepatitis A* virus

2-2.1.2 Prohibited Symptoms

Prohibited symptoms caused by illness, infection, or other source that is:

a. Associated with an acute gastrointestinal illness such as:

(1) Diarrhea

(2) Fever

(3) Vomiting

(4) Jaundice

(5) Sore throat with fever

b. A lesion containing pus such as a boil or infected wound that is open or draining and is:

(1) On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single use glove is worn over the impermeable cover, and approved by the PMA.

(2) On exposed portions of the arms, unless the lesion is covered by a dry, durable, tight fitting bandage, and approved by the PMA.

2-2.2 Physical Examination (Medical Screening)

All food employees shall be medically screened for evidence of communicable disease prior to initial assignment in food service. The health screening does not normally include a physical examination but shall be sufficient to detect evidence of diseases that may be transmitted by food. Subsequent health screening (e.g., annual evaluation) is not routinely required. The health screening may be conducted by a physician or a non-physician health care provider, e.g., environmental health officer, nurse corps officer, preventive medicine technician, independent duty hospital corpsman, civilian nurse and civilian environmental health technician. Civilian food employees may be screened by local military medical facilities or they must present documentary evidence, acceptable to the local medical authority, that a complete and thorough health screening has been

accomplished. All screening shall be documented using a locally prepared special Standard Form 600, which shall be reviewed by the local medical authority. An example of this form is found in Appendix C.

2-2.3 Exclusions and Restrictions.

The local medical authority shall:

a. Exclude a food employee from a food establishment if the employee is diagnosed with an infectious agent specified in 2-2.1.1.

b. Restrict a food employee from working with exposed food clean equipment, utensils, and linens; and unwrapped single service and single use articles, in a food establishment if the food employee is:

(1) Suffering from a prohibited symptom specified in Section 2-2.1.2, or

(2) Is not experiencing a symptom of acute gastroenteritis specified in Section 2-2.1.2 but has a stool that yields a specimen culture that is positive for *Salmonella typhi, Shigella* spp., *Escherichia coli* O157:H7, or hepatitis A virus.

c. If the population served is a highly susceptible population, exclude a food employee who has symptoms specified in Section 2-2.1.2 or meets one or more of the following high risk conditions:

(1) Is suspected of causing, or being exposed to a confirmed disease outbreak caused by *S. typhi*, *Shigella* spp., *E. coli* O157:H7, or hepatitis A virus illness or

(2) Lives in the same household as a person who is diagnosed with a disease caused by *S. typhi*, *Shigella* spp., *E. coli* O157:H7, or hepatitis A virus infection,

(3) Lives in the same household as a person who attends or works in a setting where there is a confirmed disease outbreak caused by *S. typhi. Shigella spp., E. coli* O157:H7, or hepatitis A virus infection,

(4) Traveled out of the country within the last 50 calendar days.

2-2.4 Removal of Exclusions and Restrictions

The person in charge may reinstate an excluded food employee if the person in charge obtains approval from the local medical authority. The employee must provide written medical documentation from a physician licensed to practice medicine or the local military medical authority. The documentation must specify the excluded employee may work in an unrestricted capacity in a food establishment because the employee is free of the infectious agent of concern.

2-2.5 Person in Charge Responsibilities

2-2.5.1 Requirements for Initial Physical Examination (Medical Screening) of All Food Employees or Applicants

2-2.5.2 Requirements for Reporting of Active Disease Symptoms of All Food Employees or Applicants

2-2.5.1 Requirements for Initial Physical Examinations (Medical Screening) of All Food Employees or Applicants

The person in charge shall refer all food employees or applicants to the local medical authority for a physical examination (medical screening) prior to employment.

2-2.5.2 Requirements for Reporting of Active Disease Symptoms of All Food Employees or Applicants

The person in charge shall refer all food employees or applicants to the local medical authority or a licensed physician if the food employee or applicant has any symptoms or has been diagnosed with any diseases listed in this section. The person in charge shall not allow food employees or applicants to work until they have a written medical release from the local medical authority or a licensed physician.

2-2.6 Employee Responsibilities

All food employees or applicants shall report to the person in charge or to the local medical authority if the food employee or applicant has any symptoms or has been diagnosed with any diseases listed in this section. These food employees or applicants shall refrain from working until they have a written medical release from the local medical authority or a licensed physician.

2-3 PERSONAL CLEANLINESS

2-3.1 HANDS AND ARMS
2-3.2 FINGERNAILS
2-3.3 JEWELRY
2-3.4 OUTER CLOTHING
2-3.5 PERSONAL EFFECTS

2-3.1 Hands And Arms

2-3.1.1 Clean Condition
2-3.1.2 Cleaning Procedure
2-3.1.3 When to Wash
2-3.1.4 Where to Wash
2-3.1.5 Hand Sanitizers

2-3.1.1 Clean Condition

Food employees shall keep their hands and exposed portions of their arms clean.

2-3.1.2 Cleaning Procedure

Food employees shall clean their hands and exposed portions of their arms with a cleaning compound by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers.

2-3.1.3 When to Wash

Food employees shall clean their hands and exposed portions of their arms as noted above at the following times:

a. After touching bare human body parts other than clean hands, and clean exposed portions of arms;

b. After using the toilet room;

c. After caring for or handling authorized support animals;

d. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;

e. After handling soiled equipment or utensils;

f. Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single service and single use articles;

g. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;

h. When switching between working with raw foods and working with ready to eat foods;

i. After engaging in other activities that contaminate the hands.

2-3.1.4 Where to Wash

a. Food employees shall clean their hands in a hand washing lavatory when available and should not clean their hands in a sink used for food preparation, in a service sink, or in a curbed cleaning facility used for the disposal of mop water and similar liquid waste unless no other facilities are available.

b. Conspicuous signs requiring hand washing must be posted in food service and toilet areas.

2-3.1.5 Hand Sanitizers

Hand sanitizers may be used in addition to regular hand washing. Consult the PMA for guidance concerning the use of hand sanitizers.

2-3.2 Fingernails

Food employees shall keep their fingernails trimmed short, filed, and maintained so the edges and surfaces are cleanable and not rough.

2-3.3 Jewelry

While preparing food, food employees may not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band.

2-3.4 Outer Clothing

Food employees shall wear clean outer clothing. When moving from a raw food operation to a ready-to-eat food operation, food employees shall wear a clean outer covering over clothing or

change to clean clothing if their clothing is soiled.

2-3.5 Personal Effects

Clothing and personal effects of food service personnel must not be kept in food preparation and serving areas; nor will personnel use these same areas for changing their clothes.

2-4 HYGIENIC PRACTICES

2-4.1 FOOD CONTAMINATION PREVENTION
2-4.2 HAIR RESTRAINTS
2-4.3 ANIMALS

2-4.1 Food Contamination Prevention

2-4.1.1 Eating, Drinking, or Using Tobacco.
2-4.1.2 Discharges from the Eyes, Nose, and Mouth.

2-4.1.1 Eating, Drinking, or Using Tobacco

a. An employee shall not eat, drink, or use any form of tobacco except in designated areas, or as specified in paragraph b of this section. This policy should be particularly enforced where the contamination of any of the following may occur: exposed food; clean equipment, utensils, and linens; unwrapped single service and single use articles; or other items needing protection.

b. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of:

(1) The employee's hands;

(2) The container;

(3) Exposed food; clean equipment, utensils, and linens; and unwrapped single service and single use articles.

2-4.1.2 Discharges from the Eyes, Nose, and Mouth

Food employees experiencing persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, and linens; or unwrapped single service or single use articles.

2-4.2 Hair Restraints (Effectiveness)

a. Except as provided under paragraph b of this section, food employees shall wear hair restraints such as washable or disposable hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food; clean equipment, utensils, and linens; and unwrapped single service and single use articles. Washable hats shall be laundered regularly.

b. This section does not apply to food employees such as counter staff who only serve beverages and wrapped or packaged foods. Hostesses and wait staff present a minimal risk of contaminating exposed food, clean equipment, utensils, linens, and unwrapped single service and single use articles.

2-4.3 Animals

a. Food employees may care for their support animals if they wash their hands as specified in section 2-3.1.3 before working with exposed food; clean equipment, utensils, and linens; or unwrapped single service and single use articles. Support animals are only allowed in areas that are not used for food preparation.

b. Edible fish or decorative fish in aquariums, shellfish or crustacean on ice or under refrigeration, and shellfish and crustacean in display tanks are authorized.

c. Live animals must not be permitted in food establishments, except:

(1) Edible fish or decorative fish in aquariums, shellfish or crustacea on ice or under refrigeration, or shellfish and crustacea in display tank systems are allowed.

(2) Working dogs accompanying security or police officers in offices and dining/sales and storage areas, sentry dogs running loose in outside fenced areas, or support animals accompanying persons in dining/sales areas are allowed.