



Virginia Beach Department of Public Health
Office of Environmental Health
4452 Corporation Lane
Virginia Beach, VA 23462
(757) 518-2700
FAX (757) 518-2642

Caterer Plan Review Packet Checklist (revised 01/2024)

Plan review process can take up to 30-45 days

Required Documentation

- ☐ Plan Review Application and \$40.00 Plan Review Fee (**submit page 2**)
- ☐ Plan Review Questionnaire (**submit pages 3-9**)
- ☐ Menu (include seasonal items, off-site, banquet, and sample catering menus)
- ☐ Description of dry food and refrigeration storage space assigned at the respective commissary kitchen
- ☐ Signed commissary agreement. The commissary must be in good standing with the health department
- ☐ Copy of Certified Food Protection Manager Certificate(s)
- ☐ Copy of Employee Health Policy, Allergen Awareness Policy, Bodily Fluid Clean Up Policy, and any special process to include Time used as a public health control.

REQUEST FOR CATERER FOOD SERVICE PLAN REVIEW

Complete and attach the following REQUIRED items: \$40.00 fee, Plan Review Questionnaire, Copy of Menu, and a signed Commissary Agreement.

PLEASE ALLOW 30 DAYS FOR PLAN REVIEW APPROVAL.

TYPE OF OPERATION: ☐ Caterer ☐ Other _____

Is this food establishment located within a hotel or motel: ☐ Yes ☐ No

If yes, name of hotel/motel: _____

Establishment Name: _____

Commissary Address: _____

Establishment Phone: _____ Email Address: _____

Mailing Address (If Different from Above) _____

ADDRESS BELOW MUST BE DIFFERENT THAN ESTABLISHMENT ADDRESS



Name of Owner/Corporate/LLC: _____

Billing Address: _____ Phone #: _____

Name of Contact Person: _____ Phone #: _____

Email Address: _____

Type of Water/Sewage Supply: ☐ Well Water (PWSID # _____) ☐ City Water
☐ Septic System ☐ City Sewage

DO NOT USE THIS APPLICATION FOR MOBILE UNITS, PUSHCARTS, OR FULL-SERVICE ESTABLISHMENT REQUESTS.

Commissary will provide: (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Refrigeration Space | <input type="checkbox"/> Electrical Hookup | <input type="checkbox"/> Toilet and Handwashing Facilities |
| <input type="checkbox"/> Potable Water Supply | <input type="checkbox"/> Grease Disposal | <input type="checkbox"/> Garbage Disposal (including grey water depo |
| <input type="checkbox"/> Food Preparation Space | <input type="checkbox"/> Food Storage (dry foods and temperature-controlled food items) | <input type="checkbox"/> Warewashing Facilities (3-compartment sink or dish machine |

I/we attest to the accuracy of the information provided, affirm to comply with the Regulations of the Health Department, and understand that after the requested Permit is issued, the Commissioner of Health or their authorized representative(s) shall have the right to enter the premises of this establishment at any reasonable time to inspect, conduct tests or collect samples as required/needed. I/we further agree to accept notices issued and served by the regulatory authority. Please note that this office reserves the right to deny the application if not properly completed or facility does not comply with current food regulations. Food Regulations are available at <http://www.vdh.virginia.gov/virginia-beach/environmental-health/>.

Name of Applicant

Signature of Applicant

Date

Caterer Plan Review Questionnaire

To be completed by the food establishment operator prior to Plan Review.

Plans will not be reviewed until the questionnaire is fully completed and all required documents are submitted to the Virginia Beach Department of Public Health (VBDPH).

A meeting can be set up with a VBDPH Environmental Health Specialist (EHS) for assistance in completing the questionnaire. Please call (757)518-2700 opt 3 with any questions.

You can access the food regulations at <http://www.vdh.virginia.gov/virginia-beach/environmental-health/>

General Information:

1. Projected opening date: _____
 - a. Maximum number of meals to be Served: (ex. 10) Breakfast _____ Lunch _____ Dinner _____
 - b. Projected Date for Start of Project: _____
 - c. Projected Date for Completion of Project: _____
2. Who is/are the Certified Food Manager(s)? Attach a copy of certificate.

Name _____ Certification No. _____ Expiration ____/____/____
Name _____ Certification No. _____ Expiration ____/____/____
Name _____ Certification No. _____ Expiration ____/____/____
3. What is the facility's proposed smoking status: (check one)?
☐ Smoke Free ☐ Smoking designated indoor area ☐ Smoking outside only

- If smoking is allowed in a designated area, please apply to the local building official for approval of a separate ventilation system for this area.
4. Commissary Sewage System:

☐ Public System ☐ Private Well

*If using a private system, a copy of the septic and well records including water test must be submitted.

Food Source and Storage:

1. Please list all food suppliers (include all vendors):

2. What are the projected frequencies of food purchases for:
 - a. Frozen Foods: _____
 - b. Refrigerated Foods: _____
 - c. Dry Goods: _____
3. How will food items be stored off the floor at the commissary?

4. Are storage containers constructed of safe food-grade materials to store bulk food products?

☐ Yes

☐ No

Indicate the type of containers used:

5. What is your procedure if food items are discovered to be damaged or otherwise unwholesome? _____

6. Are you utilizing raw foods of animal origin as an ingredient? (Example: burger patties, poultry, seafood, etc.) ☐ Yes ☐ No

7. Will raw meats, poultry, and seafood be stored in the same refrigeration and freezers as cooked/ready-to-eat foods? ☐ Yes ☐ No

If so, how will you prevent cross-contamination: _____

Preparation Review:

1. Will any raw or undercooked food of animal origin be offered on the menu, such as sushi, tartare, raw shellfish, eggs, and/or ground meats?

☐ Yes; ****consumer advisory is REQUIRED. Review the menu with EHS before printing the final copy.***

If yes, how will the food temperature be maintained while being transferred from the kitchen to the service area? _____

☐ No

2. Does this facility propose to do a special process on-site? (Check all that apply)

***Special processes REQUIRE a variance. Variance applications must be approved BEFORE the procedure is put into practice.**

☐ Sprouting seeds or beans

☐ Fermentation of sausages or custom processing of meat

☐ Vacuum packaging food or canning

☐ Smoking or curing of meat, poultry, or fish (i.e., jerky)

☐ Packaging juices

☐ Molluscan shellfish or using Support Tank (i.e., oysters, clams, mussels)

☐ Other: _____

☐ None of the above special processes

3. Will raw animal products be cooked using a non-continuous process? (Ex: Flash frying chicken wings to 125°F, cooling them down, and re-cooking them at a later time to 165°F)

☐ Yes, **attach written procedures**

☐ No

4. Will this facility be using any food additives?

☐ Yes, if yes please list items _____

☐ No

If yes, are all food additives approved or Generally Recognized as Safe (GRAS)

☐ Yes

☐ No

Time/Temperature Control:

1. If foods are prepared 4 hours (or more) in advance of service, please indicate methods for cooling after cooking **or** mixing ingredients. Must cool items from 135°F to 41°F with 6 hours (135°F to 70°F in 2 hours or less, then from 70°F down to 41°F *i.e., soup, chili, roast meats, etc.*). When mixing at room temperature, products must be cooled to 41°F in no less than 4 hours (*i.e., pasta salad, tuna salad, etc.*)

*Please note specific food product and method used to cool properly:

Name of Food Product	Shallow Pans	Ice Bath	Reduce Volume/Size	Blast Chiller	Other (describe)

2. Please list all foods prepared more than 12 hours in advance of service.

3. Will this facility be using TIME control instead of temperature control? *TIME control may be used for time/temperature control for safety food (TCS) that is displayed or held for service without temperature control IF written procedures are prepared and approved in advance. 12VAC5-421-850.*

☐ Yes, **attach written plan**

☐ No

4. How will TCS foods that are cooked, cooled and reheated for hot holding be reheated so that all parts of the food reach a temperature of 165°F for 15 seconds in under two hours?

5. Will all produce be washed on-site prior to use? YES NO

6. Is there a planned location used for washing produce? YES NO

Describe: _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

7. Describe the procedures used to minimize the length of time TCS foods will be kept in the danger zone (41°F-135°F) during preparation: _____

8. Number of refrigeration shelves assigned at the commissary:
 Walk-In Cooler_____ Upright Cooler_____ Under Counter_____
 Sandwich Prep Unit_____ Other_____
9. Number of freezer shelves:
 Walk-In Freezer_____ Upright Freezer_____ Chest_____ Other_____
10. Will ingredients for cold ready to eat foods such as tuna and egg salads and sandwiches be pre-chilled before being mixed and/or assembled? YES_____ NO _____
 If not, how will ready-to-eat foods be assembled? _____
11. Does each refrigerator have a thermometer? ☐ Yes ☐ No
12. Thawing Time/Temperature Control for Safety Foods:

*Please indicate how you plan to thaw TCS foods by checking the appropriate boxes below:

Approved Thawing Method	Thick Frozen Foods (> 1")	Thin Frozen Foods (< 1")
Refrigeration (41°F or less)		
Under cold running water (70°F or less)		
Microwave (immediately cook after)		
Cooked from frozen state		

13. Do you have food thermometers to check cooking and holding temperatures?
☐ Yes
☐ No
 Please describe what type:_____
-
- Will there be any outdoor cooking equipment used? ☐ Yes ☐ No
 If yes, you **MUST** obtain pre-approval. Please describe:

-

Ventilation:

1. Are all areas at the commissary well ventilated and hood systems approved by the Fire Marshal?
☐ Yes ☐ No
2. How are the commissary ventilation hood system cleaned? How often and by **whom**?

-

Employee Training:

1. How will employees be trained in food allergens and food sanitation practices? How often? Where are records kept?

2. Is there documented allergy awareness training?

☐ Yes

☐ No

3. Is there a written employee health policy to exclude or restrict food workers who are sick or have infected cuts and lesions?

☐ Yes, **attach written policy**

☐ No

Please briefly describe employee health policy: _____

Food Transport:

1. How are food items transported to the venue or end consumer? _____

Vehicle type: _____

2. What type of food storage containers are used during transport?

3. What protocols are in place to prevent temperature abuse during transport?

4. How are food temperatures monitored at delivery?

5. Will a food temperature log be utilized at delivery? ☒ Yes ☐ No

Handwashing:

1. Do you have hand-washing procedures and techniques in place for food employees?

☐ Yes ☐ No

If yes, describe:

*Hand sinks must have a mixing valve capable of 85°F minimum hot and cold running water.

2. Are hand drying facilities (paper towels, air blowers, etc.), hand cleanser and receptacle available at all handwashing sinks?
☐ Yes ☐ No
3. Are handwashing signs posted at all hand sinks used by employees?
☐ Yes ☐ No

Warewashing:

1. Does the three-compartment sink at the commissary have a large enough capacity to accommodate your largest piece of equipment? ☐ Yes ☐ No
2. How will non-food and food contact surfaces, countertops, and other non-submergible food contact surfaces be washed, rinsed, and sanitized?

3. What type of sanitizer will be used for the three-compartment sink?
☐ Chlorine ☐ Quaternary Ammonium ☐ Hot Water ☐ Iodine ☐ Other: _____
Concentration? _____
4. Are proper test kits available for checking sanitizer concentrations and temperature levels?
☐ Yes ☐ No

Plumbing:

1. Is there a grease trap installed?
☐ Yes
☐ No

If yes, who will be responsible for grease trap maintenance?

2. Does your menu require a grease trap? ☐ Yes ☐ No

Facilities:

1. Is there an area for employees to change and store personal items in the facility? ☐ Yes ☐ No
If so, describe: _____
2. Is there an area for food employees to eat, drink, and/or take their breaks? ☐ Yes ☐ No
If so, describe: _____
3. Describe the storage location for all toxic chemicals; this includes personal medication. All toxic chemicals must be stored away from food areas and clean equipment):

4. SMALL EQUIPMENT REQUIREMENTS

Please specify the type, number, and location of any equipment that you provide:

Example:

- a. Slicers _____
- b. Cutting boards _____
- c. Can openers _____
- d. Mixers _____
- e. Floor mats _____
- f. Other _____

If all equipment is provided by the commissary, mark ☐ N/A.

AS A CONDITION FOR RECEIPT OF THE PERMIT I AGREE TO:

1. Read and be familiar with the laws, orders, rules and regulations, etc. governing the handling of food in the Virginia Beach Health District.
2. Abide by the conditions of such laws, orders, rules, regulations, etc.
3. Freely permit an authorized agent of the Virginia Department of Health to inspect the premises under my control and at such time to take samples there from as many be necessary.
4. Immediately discontinue operations and notify the regulatory authority if an imminent health hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, the onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, or other circumstance that may endanger public health.

I FURTHER UNDERSTAND THAT:

1. Health Department food establishment permits must be renewed annually with a permit fee that must be submitted 30 days before the existing permit expiration.
2. Permits cannot be transferred from one operator to another or from one location to another. The Health Department must be notified of any sale or change of ownership.
3. Permits are subject to revocation for just cause.
4. The Health Department must be notified when the applicant ceases to be responsible for the establishment.
5. All food establishment employees in the Virginia Beach Health District are required by local ordinance to have a Certified Food Manager present at least 8 hours a day during operation.
6. If any menu changes occur, your local Health Department must be notified.
7. The Health Department must be notified of plans to expand or modify the establishment before making changes.

Approval of these plans and specifications by the Virginia Beach Department of Public Health does not indicate compliance with any other code, law, or regulation that may be required- federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Virginia Beach Department of Public Health may nullify final approval.

Print Name(s): _____

Signature(s): _____ Date: ____/____/____

Opening Inspection Checklist

- ☐ Food thermometer 0°F-220°F
- ☐ Ambient air thermometers in all refrigeration units
- ☐ All refrigeration units are operating at the correct temperature of 41°F or below for proper cold-holding
- ☐ Three-compartment sink dish detergent and sanitizer
- ☐ Applicable sanitizer test strips
 - ☐ Chlorine test strips for chlorine-based sanitizer (i.e., unscented bleach)
 - ☐ Quaternary test strips for multi-quat sanitizer (i.e., ammonium chloride)
 - ☐ Thermolabels or a maximum registering holding thermometer for high heat sanitizing dish machine
- ☐ All hand sinks provided with:
 - ☐ Hot water (at least 100°F)
 - ☐ Soap
 - ☐ Drying provisions
 - ☐ Employees Must Wash Hands signage
- ☐ Certified Food Manager certificate available at the facility during inspection
- ☐ Employee illness reporting forms completed
- ☐ Employee allergen awareness information
- ☐ Dumpster/trash cans available on non-absorbent surface
- ☐ Lighting intensity required. *12VAC5-421-3080 lighting intensity*
- ☐ Lighting at least 10ft candles in walk-in cooler and dry food storage?
- ☐ Lighting at least 20ft candles in the salad bar, reach-in coolers, warewash area, bar, and toilet rooms?
- ☐ Lighting at least 50ft candles where employee safety is a factor? (Slicers, knives, grinder)
- ☐ Proper grease disposal, if applicable
- ☐ Mop sink
- ☐ Restrooms
 - ☐ Women's restroom has a covered receptacle (trash can lid)
 - ☐ Self-closing doors
- ☐ All doors and windows open to the outside are self-closing and vermin-proof (i.e., drive-thru window); screens are 16 mesh/inch
- ☐ Walls and ceilings in restrooms and food prep and utensil washing areas are to be smooth, easily cleanable, and non-absorbent materials
- ☐ "No Smoking" sign must be visible
- ☐ All food from an approved source
- ☐ Menu with correct consumer advisory, if applicable
- ☐ Proper documentation (i.e., parasite destruction) from the supplier must be provided if serving raw or undercooked fish, if applicable

NOTE: All inspections by Permits and Inspections must be completed, and a Certificate of Occupancy must be issued before the restaurant can serve the public.

VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH FOOD ESTABLISHMENT CONSTRUCTION AND EQUIPMENT SPECIFICATIONS

The following are food establishment construction and equipment specifications as required by the Commonwealth of Virginia Board of Health Food Regulations, 12 VAC 5-421, (REGULATIONS). If you have any questions regarding these requirements please contact the Virginia Beach Department of Public Health, Office of Environmental Health at (757) 518-2646. The REGULATIONS are available at www.vdh.virginia.gov (Select VDH Programs, then Environmental Health Services, then Food and General Environmental Services) OR <http://www.vdh.virginia.gov/virginia-beach/environmental-health/>

WATER, SEWAGE, AND GARBAGE

Sufficient water from an approved water supply must be provided to meet the needs of the food service establishment (2120, 2050).

All sewage must be disposed of by a public sewerage system or by a sewerage disposal system constructed and operated in accordance with applicable laws and regulations (2570).

Suitable facilities are to be provided for the cleaning of all garbage containers. Hot water and detergent, or steam must be provided and used for washing containers. Liquid waste from compacting or cleaning operations must be disposed of in the approved sewerage disposal system. Disposal into storm drain systems is not approved (2570, 2670).

Garbage and refuse containers, dumpsters, and compactor systems located outside are to be located on a smooth surface of non-absorbent material such as concrete or machine-laid asphalt. These surfaces must be graded to drain (2600).

The walking and driving surfaces of all exterior areas of the food facility are to be surfaced with concrete, asphalt with gravel, or similar material effectively treated to facilitate maintenance and minimize dust. These surfaces must be graded to prevent the pooling of water and kept free of litter (2970).

WALLS, FLOORS, AND CEILINGS

Ceilings of food preparation and storage areas, equipment washing and utensil washing areas, bar areas, toilet rooms, and vestibules are to have smooth, non-absorbent, and easily cleanable surfaces. If ceiling tiles or panels are called for, then smooth, vinyl-faced tiles must be utilized. Color choices other than white for bar and toilet rooms may be considered but must have prior approval (2790, 2830).

Studs, joints, and rafters cannot be exposed in areas subject to moisture (2880).

Walls in food preparation areas are to be smooth and easily cleanable. Acceptable materials include marlite, ceramic tile, or fiberglass-reinforced panels. Drywalls may be utilized if painted with moisture-proof, washable paint such as enamel or epoxy (2790, 2810).

Wall-mounted equipment such as sinks shall be sealed at the wall (1550).

Masonry block walls in food preparation areas are to be made smooth before painting. An application of keen cement to cover strike lines and imperfections is recommended. The finished wall must be cleanable (2810).

Floors in food preparation areas are to be smooth and easily cleanable. Acceptable materials include vinyl composition tiles or quarry tiles. Other materials may be considered but would need prior health department approval (2810). Floor-wall junctures are to be coved and sealed (2830).

Mats and duckboards must be of non-absorbent, grease-resistant materials and such size, design, and construction as to facilitate their being easily cleaned (2850).

Utility service lines and pipes shall not be unnecessarily exposed on walls, ceilings, or on floors, in walk-in refrigeration units, food preparation and storage areas, equipment, utensil washing areas, toilet rooms, or vestibules (2820).

Protection against insect and rodent entry to the facility shall be provided through the use of tight-fitting, screened, self-closing doors that open outward, controlled air currents, or other approved means. Drive-up and pass-through windows must be tight-fitting and self-closing (2930).

FOOD SERVICE EQUIPMENT

Floor-mounted equipment that is not readily moveable shall be sealed to the floor or elevated on legs to provide a six-inch (6") clearance (1560).

Unless sufficient space is provided for easy cleaning between, behind, and above each unit of fixed equipment, these spaces shall be sealed (1550).

Counter-mounted equipment that is not easily moveable shall be sealed to the counter or elevated on legs to provide a four-inch (4") clearance. The sealant must be non-toxic and food-grade (1560).

Beverage tubing and cold plate beverage cooling devices may not be installed in contact with stored ice. This section does not apply to cold plates that are constructed integrally with an ice storage bin (1260).

STORAGE AND SERVING FACILITIES

Shelving for food storage and utensil storage must provide a minimum of six inches (6") of clearance from the floor (1560).

If employees routinely change clothes within the establishment, rooms or areas are to be designated and used for that purpose. Lockers or other facilities shall be provided for orderly storage of employee clothing and other possessions (3100).

Sneeze guards shall be designed and installed to adequately protect food from customer contamination (650).

Separate rooms must be provided for laundry facilities (1540).

All refrigeration equipment must be capable of maintaining food at 41°F or less.

VENTILATION

Hoods and fire suppression systems shall be in accordance with local and state codes.

All rooms, including storage areas, shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes (1480, 3090).

THREE-COMPARTMENT SINK

A three-compartment sink is needed and shall be adequately sized to handle the largest utensils and equipment that will be used. Drainboards are to be provided on each end of the sink. The sink must be equipped so that hot and cold running water is available to each compartment through an approved spigot. Tables of sufficient size and utensil racks may be substituted for drain boards (1460, 1470).

If the three-compartment sink is used as a culinary sink (for food preparation such as washing produce and thawing frozen foods) there cannot be a direct waste line connection. An air gap must be provided (2260).

HAND SINKS AND MOP SINKS

Hand sinks are to be accessible and conveniently located in all food preparation areas, food dispensing areas, and all utensil-washing areas (2280, 2310, 3240).

Each hand sink must be provided with hot and cold water tempered utilizing a mixing valve or combination faucet. A self-closing, slow-closing, or metering faucet shall provide a flow of water for a minimum of 15 seconds (2190).

Soap dispensers and hand towel dispensers or proper, heated air-drying devices are to be conveniently located next to all hand sinks in the kitchen and toilet rooms. If disposable towels are used, easily cleanable waste receptacles are to be located near the hand washing facilities (2650, 3020, 3030, 3050).

A sign or poster that notifies food employees to wash their hands shall be provided at the hand sink (3045).

Hand washing aids (soap dispensers, hand towel dispensers, waste receptacles) may not be located at warewashing sinks and prep sinks (3040).

A mop sink or curbed floor drain is required for sanitary disposal of mop water. The mop sink is to be provided with hot and cold running water (2250, 3110).

TOILET ROOMS

Toilet rooms shall be in accordance with state and local building codes are to be mechanically vented to the outside atmosphere and shall have self-closing doors. Covered waste receptacles are required in women's toilet rooms (2660, 2920, 3090).

Toilet rooms must be conveniently located and easily accessible to employees. Toilet rooms intended for use by customers shall not necessitate travel through food service areas (food prep and handling areas or storage areas (70, 3130).

As established by building codes, food facilities that do not provide separate male and female public restrooms will be limited to fifteen (15) seats or less.

PLUMBING

All indirect waste piping for food sinks, refrigerator coils, walk-in freezers, ice bins, ice cream machines, steam kettles, steam tables, potato peelers, egg boilers, coffee urns, and similar equipment shall discharge through an air gap or air break into a properly vented trap or vented receptor (2520).

Dishwashing machines shall discharge all drainage separately into a trap or trapped fixture. Ware washing sinks and ware washing machine waste drains may be directly connected to the sewage system if allowed by building code.

Vacuum breakers or backflow preventers are needed for all threaded faucets and any equipment such as soft drink systems and coffee makers that have a direct connection to the potable water supply line (2260, 2270).

An air gap between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or non-food equipment shall be at least twice the diameter of the water supply inlet and may not be less than one inch (1") (2200).

An adequate supply of hot water (110° F.) is required. The water heater shall be sufficient to meet the peak hot water demands of the food establishment (2120).

Grease traps are to be located so that the unit is easily accessible for cleaning.

MECHANICAL DISH MACHINES

Only commercial dishwashing machines with the appropriate gauges are approved. The dishwashing machine must be operated according to the manufacturer's procedures (data plate) which have been approved by the FDA (1610).

Facilities for the proper storage of in-use utensils are required. Dipper wells are needed for hand-dipped ice cream, at rice steamers and other service areas where it is impractical to keep utensils in the food product. In-use utensils may be stored in a container of water if the water is maintained at a temperature of at least 140° F. (550).

Chemical dish machines installed after the adoption of these regulations (March 1, 2002) must be equipped with a device that indicates audibly or visually when more chemical sanitizer is needed (1370).

LIGHTING

Fifty (50) foot-candles of light shall be provided at surfaces where food employees work with food or utensils/equipment such as knives, slicers, or grinders where safety is a factor as well as utensil and utensil washing areas (3080).

Twenty (20) foot candles of light shall be provided in areas where food is provided for customers' self-service, such as buffets and salad bars. Twenty (20) foot candles of light are required in reach-in and under-counter refrigerators (3080).

Ten (10) foot candles of light shall be provided in walk-in and dry food storage areas (3080).

All lights over, by, or within food storage, preparation, service, and display facilities, and facilities where utensils and equipment are cleaned and stored are to be shielded. This includes track lighting, recessed can fixtures, and decorative neon lighting (2890).

PERSON IN CHARGE/CERTIFIED FOOD SERVICE MANAGER

A Person in Charge who can demonstrate knowledge of foodborne disease prevention and the requirements of the Regulations is required to be present at the food establishment during all hours of operation (50, 60)

Virginia Beach City Code requires all food establishments to have a Certified Foodservice Manager on duty for a minimum of eight (8) hours for each day the establishment is open. The Certified Foodservice Managers may serve as the Person in Charge and must be registered with the Virginia Beach Department of Public Health at 518-2646.

PRESENTED FROM THE VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH

4452 Corporation Lane, Virginia Beach, VA 23462

Phone Number: 518-2700

**The following are the
approved Certified Food
Protection Manager
(CFPM) courses that are
required for all food
service establishments
within the food
protection program
within the City of
Virginia Beach.**

The following certifications are accredited by the American National Standards Institute (ANSI) & the Conference of Food Protection. There are a number of courses that are approved through the ANSI-CFP accreditation programs that are listed below. These courses will meet the Virginia Department of Health Food Protection Program/regulation (12 VAC5-421-55)

- 360TRAINING.COM, INC.
888-360-8764
www.360training.com
- ABOVE TRAINING/STATEFOODSAFETY.COM
801-494-1416
www.StateFoodSafety.com and support@statefoodsafety.com
- NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS
800-446-0257 / 407-352-3830
www.nrfsp.com Customer.Service@nrfsp.com
- NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION
SERVESAFE
800-765-2122
www.servsafe.com ServiceCenter@restaurant.org
- PROMETRIC, INC.
800-624-2736
<http://prometric.com/foodsafety/default.htm>



This list is not comprehensive nor a list of recommended courses. For more information about ANSI ID number:

<https://www.ansi.org/accreditation/credentialing/personnel-certification/food-protection-manger/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>

Contact the course provider for current information. This is compiled for informational purposes only. January 19, 2018.

EMPLOYEE ILLNESS REPORTING REQUIREMENTS

EMPLOYEE MUST REPORT THE FOLLOWING TO A MANAGER OR SUPERVISOR

SYMPTOMS:

- Sore throat with fever
- Discharge from eyes, nose or mouth (sneezing or coughing excessively)
- Unprotected cuts or infections
- Diarrhea (loose stools or change in normal bowel movements)
- Fever
- Vomiting
- Jaundice (yellowish eyes or skin) or dark colored urine (cola or tea colored)

IMPORTANT: SEND SICK EMPLOYEES HOME NOW

THE BIG SIX:

- Salmonella Typhi (Typhoid fever)
- Salmonella (non-typhoidal)
- Shigella spp. (Dysentery)
- E. coli (Shiga-toxin producing)
- Hepatitis A Virus
- Norovirus

- **REPORT IF YOU, SOMEONE IN YOUR HOUSEHOLD OR A FELLOW EMPLOYEE HAS BEEN EXPOSED OR RECEIVES A BIG SIX DIAGNOSIS OR IF YOU'VE HAD A PAST ILLNESS WITH ANY OF THE BIG SIX.**

I agree to report my health status and activities that relate to food-borne illnesses.

EMPLOYEE NAME (PLEASE PRINT) _____

EMPLOYEE SIGNATURE _____ **DATE** _____

PERSON IN CHARGE SIGNATURE _____ **DATE** _____

EMPLOYEE HEALTH

Employees must report the following to a Manager or Supervisor

Symptoms:

- Sore throat with fever
- Discharges from eyes, nose, or mouth
- Unprotected pustule lesions
- Diarrhea
- Fever
- Vomiting
- Jaundice

Also report if you (or someone in your household) received a BIG SIX diagnosis, or if you've had a past illness with any of the BIG SIX.

THE BIG SIX:

- Salmonella Typhi (Typhoid fever)
- Salmonella (non-typhoidal)
- Shigella spp. (Dysentery)
- E. Coli (Shiga-toxin producing)
- Hepatitis A Virus
- Norovirus

Remember: If you are sick, stay home!

For any questions concerning restrictions or exclusions, please call the Virginia Beach Department of Public Health at (757) 518-2700

