



# Mobile Food Unit Guide

Chesapeake Health Department



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## Introduction

This guide is intended to assist you in navigating the Chesapeake Health Department's process for reviewing and permitting mobile food units. Whether you're a seasoned food truck operator or new to the mobile food industry, understanding this process is crucial for a smooth and successful permitting experience.

While this guide provides some information about safely operating a mobile food unit, it does not contain every requirement. The QR code provided below will direct you to the full Virginia Food Regulations, which we recommend familiarizing yourself with.



[HTTPS://LAW.LIS.VIRGINIA.GOV/ADMINCODE/TITLE12/AGENCY5/CHAPTER421/](https://law.lis.virginia.gov/admincode/title12/agency5/chapter421/)

## What is a mobile food unit?

Mobile food units are kitchens on wheels that vary in equipment and design, depending upon the type of food and service intended by the operator.

- The unit is a vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway, or waterway.
- Food may be prepared in the vehicle or in a commissary.
- All equipment necessary for operation (e.g. grills, burners, and cooking equipment) are installed on the unit.
- While there is no size limit to mobile food units, they must meet the basic requirement of mobility. A non-mobile unit or structure (e.g. a tent) cannot be designated as a mobile unit.



## Definitions

**Approved water supply:** a waterworks which has a valid waterworks operation permit from the department or a nonpublic water supply which is evaluated, tested, and if found in reasonable compliance with the construction standards of the Private Well Regulations (12 VAC 5-630) and the bacteriological water quality standards of the Virginia Waterworks Regulation (12 VAC 5-590), accepted and approved by the director or the director's designee.

**Bottled drinking water:** water that is sealed in bottles, packages, or other containers and offered for sale for human consumption, including bottled mineral water.

**Commissary:** a food establishment in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored for distribution to satellite operations.

**Consumer:** a person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

**Corrosion-resistant materials:** a material that maintains acceptable surface cleanability characteristics under prolonged influence of the food to be contacted, the normal use of cleaning compounds and sanitizing solutions, and other conditions of the use environment.

**Easily cleanable:** allows effective removal of soil by normal cleaning methods.

**Equipment:** an article that is used in the operation of a food establishment. "Equipment" includes items such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, or warewashing machine.

**Food-contact surface:** a surface of equipment or a utensil with which food normally comes into contact, or a surface of equipment or a utensil from which food may drain, drip, or splash into a food, or onto a surface normally in contact with food.

**Hazard:** a biological, chemical, or physical property that may cause an unacceptable consumer health risk.

**Mobile food unit:** a food establishment mounted on wheels (excluding boats in the water) readily moveable from place to place at all times during operation and shall include pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.

**Packaged:** bottled, canned, cartoned, bagged, or wrapped, whether packaged in a food establishment or a food processing plant. Packaged does not include wrapped or placed in



a carry-out container to protect the food during service or delivery to the consumer, by a food employee, upon consumer request.

**Permit:** a license issued by the department that authorizes a person to operate a food establishment.

**Ready-to-eat (RTE) food:** Food that:

1. Is in a form that is edible without additional preparation to achieve food safety;
2. Is a raw or partially cooked animal food and the consumer is advised; or
3. Is prepared in accordance with a variance.

"Ready-to-eat food" may receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

"Ready-to-eat food" includes:

1. Raw animal food that is cooked or frozen;
2. Raw fruits and vegetables;
3. Fruits and vegetables that are cooked for hot holding;
4. All time/temperature control for safety food that is cooked to the temperature and time required and cooled;
5. Plant food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present, are removed;
6. Substances derived from plants such as spices, seasonings, and sugar;
7. A bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;
8. The following products that are produced in accordance with USDA guidelines and that have received a lethality treatment for pathogens: dry, fermented sausages, such as dry salami or pepperoni; salt-cured meat and poultry products, such as prosciutto ham, country cured ham, and Parma ham; and dried meat and poultry products, such as jerky or beef sticks; and
9. Food manufactured as specified in 21 CFR Part 113.

**Sanitization:** the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, is sufficient to yield a reduction of five logs, which is equal to a 99.999% reduction, of representative disease microorganisms of public health importance.

**Time/temperature controlled for safety (TCS) food:** a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

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***Utensil:*** a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food, such as kitchenware or tableware that is multiuse, single service, or single use; gloves used in contact with food; temperature sensing probes of food temperature measuring devices and probe-type price or identification tags used in contact with food.

## Administration

Before you are approved to sell food from your mobile unit, it must go through a plan review. The following must be submitted to the health department to begin the review process:

- Completed Plan Review Application
- Completed Permit Application
- Required fees (TOTAL: \$80)
  - Plan Review Application: one-time \$40 fee
  - Permit Application: annual \$40 fee
- Completed Commissary Agreement Letter
- Certified Food Protection Manager certificate
- Proposed menu
- Drawing or plans showing location of equipment, plumbing, electrical services (including lighting), mechanical ventilation, and room finishes
- Manufacturer specification sheets for each piece of equipment shown on the plan
- City of Chesapeake business license
- Employee health policy (*You may choose to use policy provided in Appendix I*)
- Vomit/diarrhea clean-up procedures (*You may choose to use the procedures provided in Appendix II*)

***Applicants should submit this documentation at least 30 calendar days prior to the date planned for opening.***

## Permits

Mobile food unit permits are issued in the form of a sticker that must be posted on the body of the unit in public view during all hours of operation. Permit stickers are valid for one year and are non-transferable.

## Commissary

Because mobile food units operate as kitchens on wheels, they have the unique characteristic of not being situated in a fixed location with permanent water and wastewater connections. Commissaries provide a variety of services such as food storage, potable water, and wastewater disposal.

An approved commissary must be a food or retail establishment permitted by either the Virginia Department of Health (VDH) or the Virginia Department of Agriculture and Consumer Services (VDACS). Private homes cannot be used as a commissary, and no preparation of ice or other food is allowed in unregulated locations.

## Certified Food Protection Manager

All food establishments in Virginia, including mobile food units, are required to employ at least one certified food protection manager. This person must have supervisory and



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management responsibility, and the authority to direct and control food preparation and service. The certificate must be obtained from an ANSI-accredited program. Online training and testing are available through State Food Safety and can be accessed using the QR code below.

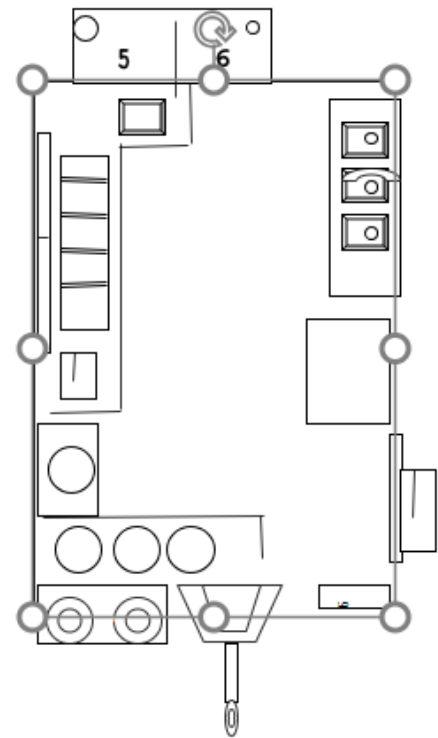


[HTTPS://CHESAPEAKE.STATEFOODSAFETY.COM/](https://chesapeake.statefoodsafety.com/)

You may be exempt from this requirement if you intend to restrict your menu to foods that only need cold-holding or reheating. Under this exemption, cooking raw animal products will not be permitted, and hot food cannot be cooled and stored for future service.

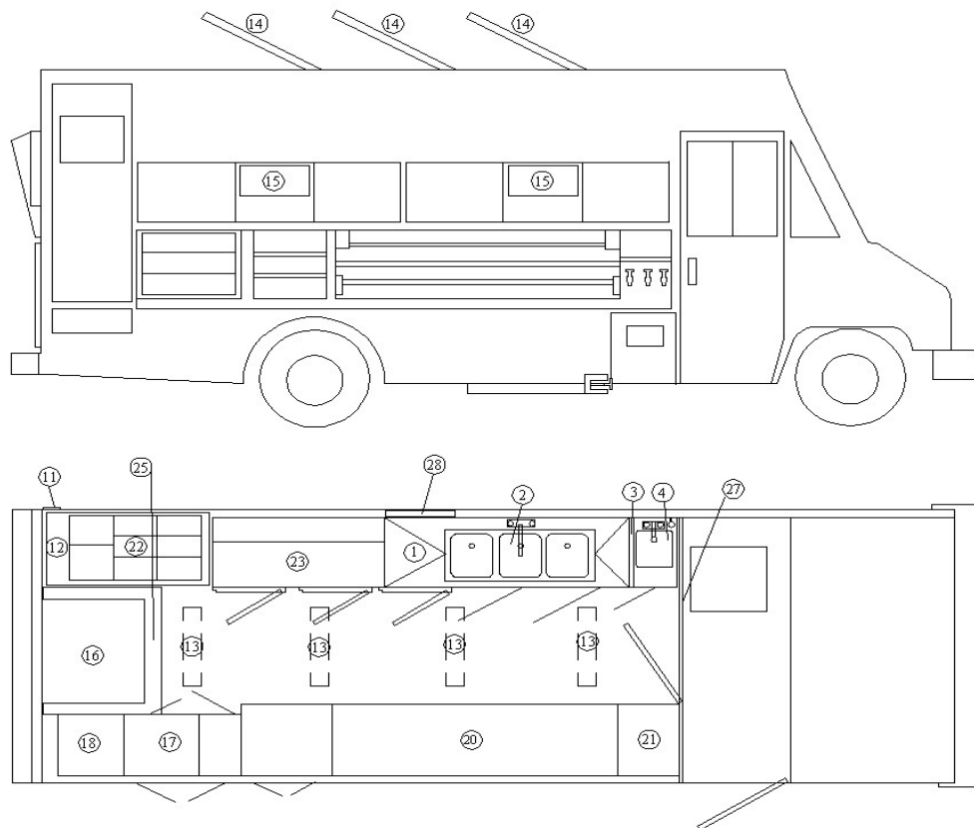
### Drawing

Plan reviews require the submission of detailed drawings or plans. These should clearly depict the location of all equipment within the unit, as well as the plumbing layout, electrical services including lighting arrangements, and any mechanical ventilation systems in place. Additionally, the plans should specify the finishes used in the room. This will help us assess the setup and compliance of your mobile food unit with regulatory requirements.

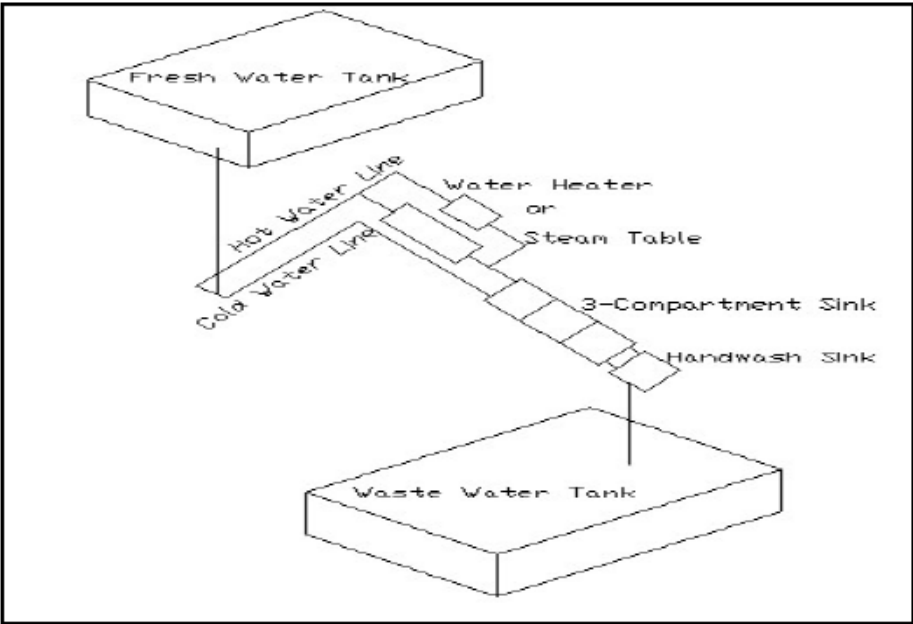


**FIGURE 1: EXAMPLE OF A MOBILE UNIT LAYOUT**

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**FIGURE 2: MOBILE UNIT LAYOUT SHOWING EXTERIOR OF UNIT**



**FIGURE 3: EXAMPLE OF MOBILE UNIT PLUMBING CONNECTIONS**

## Requirements

### Structural

#### Overhead Protection

The structure of the mobile unit must have overhead protection, such as a roof. For units that are not self-contained, such as pushcarts, an attached awning or umbrella is acceptable. In mobile units that are not self-contained, all cooking and holding equipment require lids to protect food from contamination.

Overhead protection may not always be suitable for use over frying or grilling operations that generate airborne grease. We recommend contacting the Community Risk Reduction (CRR) Division of the Chesapeake Fire Department at 757-382-2489 for further information regarding Statewide Fire Code requirements.

#### Walls

For self-contained mobile units, walls are required to protect against the elements, wind-blown dust and debris, insects or other sources that may cause contamination. Walls must be smooth, durable, easily cleanable and non-absorbent. Pass-through windows may be installed in the walls and may require screening to prevent the entrance of insects.

#### Floors

Floors of self-contained mobile units must be designed, constructed, and installed so they are smooth, durable, and easily cleanable. Examples of acceptable floors are vinyl composition tile, commercial grade linoleum, or similar finish. The floor and wall junctures are to be coved and sealed.

### Equipment

#### Handwashing Sink

A handwashing sink must be installed on mobile food units so that employees can clean their hands and exposed portions of their arms before preparing food, touching clean food contact surfaces, and touching unwrapped single-use utensils and dishes. The sink must be equipped with potable running water of at least 100°F, hand washing soap, hand drying provision, and trash receptacle. Mobile units serving only pre-packaged, non-TCS foods may be exempt from this requirement.

#### Dish Washing Sink

Most mobile food units require a three-compartment dish washing sink to properly wash, rinse, and sanitize equipment and utensils. Dish washing sinks also require space on the unit to allow dishes to air-dry. The compartments of the sink must be large enough to allow immersion of your largest piece of equipment requiring washing. Any mobile food unit preparing unpackaged, TCS food will require a three-compartment sink.

### Food Contact Surfaces

Food contact surfaces are surfaces of equipment or utensils which touch food. Examples of this include pots/pans, cooking/serving utensils, and food storage containers. These surfaces must be non-toxic, smooth, easily cleanable, free of rust, dents or pitting, and durable under normal conditions.

### Cooking and Reheating Equipment

All cooking and reheating equipment on the mobile unit must be capable of heating all parts of the food to the required temperature. If these temperatures cannot be attained using equipment on the mobile unit, cooking and reheating must be done at the commissary.

### Hot Holding Equipment

Any equipment used to hold hot food must be capable of maintaining the food at 135° F or above.

### Cold Holding Equipment

Any equipment used to hold cold food must be capable of maintaining the food at 41° F or below. Refrigeration units must have a thermometer to measure the air temperature of the unit.

While mobile units are in transit, they may not be connected to a power source. Cold food must be maintained at 41°F or below while in transit.

### Counters/Shelves

All interior surfaces should be smooth, non-absorbent, corrosion-resistant, and easily cleanable. Any wood surfaces should be smoothed and painted or sealed.



### Water and Waste

#### Water Supply

An adequate supply of potable water (i.e. drinking water) must be available on the mobile unit for cleaning, cooking, handwashing, and drinking purposes. Water must come from an approved public water source or an approved well-water source, which your commissary should be able to provide.

The water supply system and hoses carrying water must be constructed with approved food-contact materials and must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections must be installed, handled and stored so that no contamination is created.

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### Wastewater Disposal

Liquid waste must be disposed of in an approved sewage system, which your commissary should be able to provide. Sewage holding tanks on the mobile unit must be sized 15% larger in capacity than the water supply tank. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains, but only directly into an approved sewage system.

### Garbage

Mobile units must be equipped with non-absorbent, easily cleanable trash receptacles. Fats, oils, and grease must be disposed of in the garbage, and should not be dumped onto the ground or into any sewer system. Final disposal of garbage and other solid waste must be in an approved location, which your commissary should be able to provide.

## Food Safety

### Safe Food Sources

- All food products must be wholesome and free from spoilage, microorganisms, toxic chemicals, and any other harmful substances that could pose health risks.
- Food products must be obtained from sources that comply with the law.
- Food products must be prepared, stored, handled, or displayed in a manner that ensures safety for consumption.
- Home canned or home processed foods are not allowed to be served to the public.
- All meat and poultry must come from USDA or other acceptable government regulated approved sources.
- Ice must be made from potable water.

### Food Temperatures

A food thermometer is required for monitoring temperatures of food prepared and held on the mobile unit. Regular calibration of the thermometer is recommended to ensure accurate food temperature measurements.



### Cooking

Food must be cooked to at least the minimum temperatures and times specified below, unless a consumer advisory is provided.

Internal Cooking Temperature Specifications for Raw Animal Foods	
Raw Animal Foods	Internal Cooking Temperature/Time
<ul style="list-style-type: none"><li>• Raw eggs cooked for immediate service</li><li>• Fish, except as listed below</li><li>• Intact meat</li><li>• Commercially raised game animals and game animals under a voluntary inspection</li><li>• Fish, Pork, and Meat not otherwise specified in this chart</li></ul>	145°F (63°C) for 15 seconds
<ul style="list-style-type: none"><li>• Ratites (Ostrich, Rhea and Emu)</li><li>• Non-intact meat</li><li>• Raw eggs not intended for immediate service</li><li>• Comminuted fish and commercially raised game animals, and game animals under a voluntary inspection program</li></ul>	145°F (63°C) for 3 minutes, 150°F (66°C) for 1 minute, 155°F (68°C) for 17 seconds, <b>OR</b> 158°F (70°C) for < 1 second (instantaneous)
<ul style="list-style-type: none"><li>• Poultry</li><li>• Baluts</li><li>• Stuffed fish; stuffed meat; stuffed pasta; stuffed poultry; stuffed ratites; or stuffing containing fish, meat, poultry, or ratites</li><li>• Wild game animals</li></ul>	165°F (74°C) for <1 second (instantaneous)

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• Food cooked in a microwave oven	Rotated or stirred throughout cooking for even distribution of heat, covered to retain surface moisture, 165°F (74°C) in all parts of the food, and held covered for 2 minutes after cooking.
• Commercially packaged food	Follow manufacturer's cooking instructions before use in ready to eat foods or offered in unpackaged form for human consumption.
• Plant foods cooked for hot holding including fruits, vegetables, grains	135°F (57°C)

### Holding

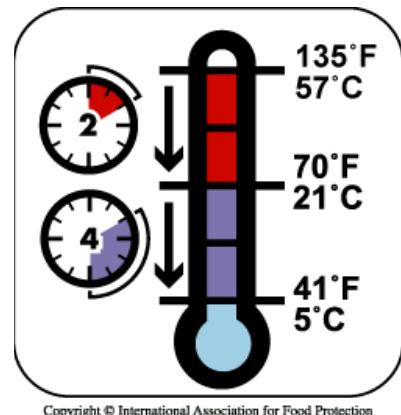
- Hot holding TCS food must be maintained at 135°F or higher.
- Cold holding TCS food must be maintained at 41°F or below.

### Cooling

- Cooked TCS food must be cooled from 135° F to 70°F within 2 hours; and from 135°F to 41° F within a total of 6 hours or less.
- TCS food must be cooled within 4 hours to 41°F (5°C) or less if prepared from ingredients at ambient temperature.

### Reheating for Hot Holding

- TCS food that is cooked, cooled, and reheated for hot holding must be rapidly reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds within 2 hours or less.
- Commercially processed and packaged foods shall be reheated to 135°F within 2 hours or less for hot holding.



### Thawing

The following methods may be used to thaw frozen food:

- Under refrigeration that maintains the food temperature at 41°F (5°C) or less
- Submerged under cool running water no greater than 70°F (21°C)
- Cooking food from frozen state

## Cleaning Food Contact Surfaces

### Equipment

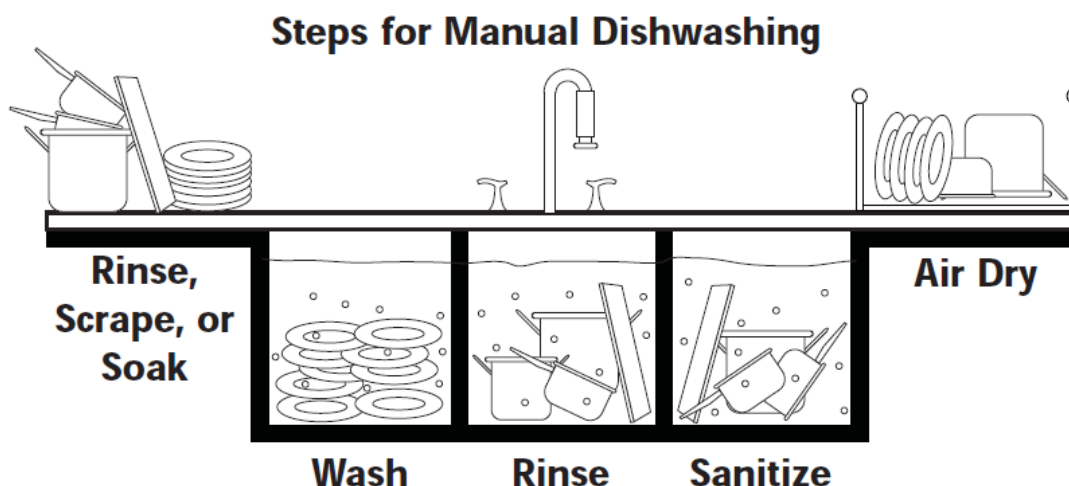
Equipment food-contact surfaces and utensils shall be cleaned and sanitized:

- When changing from working with raw foods to working with ready-to-eat foods
- Between uses with raw fruits and vegetables and with TCS food



- Before using or storing a food temperature measuring device
- If in-use with TCS food, cleaned throughout the day at least every 4 hours
- At any time during the operation when contamination may have occurred

An approved sanitizer, such as chlorine or quaternary ammonium compounds (QACs), must be used to sanitize food contact surfaces after washing. Use test strips that are made for the sanitizer that you are using. The test strips will ensure that the sanitizer has been mixed according to the manufacturer's directions.



### Surfaces

Surfaces may be sanitized using a labeled spray bottle of sanitizer or clean wiping cloths stored in a sanitizing bucket. Wiping cloths used for wiping food spills must be stored in a sanitizing solution.

### Personal Hygiene

- Maintain a high degree of personal cleanliness and conform to good hygienic practices during all working periods. This includes having clean outer garments, aprons and effective hair restraints.
- Do not eat (including chewing gum) or use any tobacco products in the food preparation and service areas. An employee may drink from a closed beverage container if the container is handled to prevent contamination.
- Do not touch exposed, ready-to-eat food with bare hands. Use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.
- Employees with communicable diseases which can be transmitted through food must be excluded and/or restricted from food activities.
- Employees who have a lesion containing pus such as a boil or infected wound that is open or draining on their hands or arms must have it properly bandaged and covered with an impermeable bandage if on the arms or an impermeable cover such as a glove and finger cot if it is on the wrists or hands.

## Appendix I: Employee Health Policy

This *Guide to Employee Health in Food Establishments* is intended to help food establishment operators understand their responsibility to prevent food employees from spreading illnesses through food. This guide provides information on management and employee responsibilities, decision trees, and tables that can be used when training staff or addressing employee health concerns. This information is taken from the FDA and provisions listed in the Virginia Food Regulations, 12VAC5-421, and is effective July 12, 2016.

According to the Centers for Disease Control and Prevention (CDC), foodborne illness (sometimes called "foodborne disease," "foodborne infection," or "food poisoning") is a common, costly, and preventable public health problem. Each year, 1 in 6 Americans gets sick from consuming contaminated foods or beverages. Many different disease-causing organisms, or pathogens, can contaminate foods, resulting in many different foodborne infections. Sick food workers have been implicated in foodborne illness outbreaks caused by at least 14 different organisms. Many of these outbreaks could be prevented simply by making sure that food workers don't work while they are sick. The CDC has identified six organisms as highly infective pathogens that can be transmitted by infected food workers and cause foodborne illness. These six illnesses are: Norovirus, Hepatitis A virus, *Shigella* spp., Shiga-toxin producing *E. coli*, Typhoid fever (caused by *Salmonella* Typhi), and *Salmonella* (nontyphoidal). Other less infectious pathogens that can also be transmitted by food employees to consumers through contaminated food include *Staphylococcus aureus* and *Streptococcus pyogenes*.

The Virginia Food Regulations require that food establishments ensure that food employees do not work when they are ill. The person in charge (PIC) must ensure that all food employees and conditional employees are informed of their responsibility to report to the PIC, in a verifiable manner: symptoms of vomiting, diarrhea, jaundice, or sore throat with a fever as well as infected lesions or wounds that are not properly covered; diagnoses with an illness from one of the six listed pathogens; or exposure to one of the six listed pathogens. The PIC must take appropriate action to prevent the transmission of foodborne pathogens from the food employee reporting listed symptoms, diagnosis, or exposure to the food and report to the regulatory authority any employee diagnosed with a listed pathogen or reporting the symptom of jaundice. The PIC must understand the requirements for restricting, excluding, and reinstating food employees.

The Virginia Department of Health has established levels of exclusion and restriction required to eliminate risk based on the severity of a food employee's clinical illness. These levels were created to protect public health while avoiding unnecessary disruption to the employee schedule and the retail establishment's operation. If you have any questions regarding employee health requirements, please contact your local health department or the Office of Environmental Health Services.

## **Employee Health - Management Responsibilities**

Adapted from the FDA Employee Health and Personal Hygiene Handbook

### **What is a food establishment manager's responsibility for ensuring that food employees are trained on the reporting of symptoms and the diagnosis of foodborne illness?**

The manager or PIC is to make certain that food employees are trained on the subject of the:

- Causes of foodborne illness;
- Relationship between food employee's job task, personal hygiene, and foodborne illness;
- Requirements for reporting; and
- Specific symptoms, diagnoses, and exposures that must be reported to the PIC.

### **What is a manager's responsibility regarding informing food employees of their reporting requirements?**

Management should explain to food employees the importance of reporting specific symptoms & any diagnoses or exposures to foodborne illness. Things to be reported to management include:

- Vomiting, diarrhea, jaundice, sore throat and fever, or any exposed boil or open, infected wounds or cuts on the hands or arms;
- An illness diagnosed by a health practitioner that was caused by: Typhoid fever (caused by *Salmonella* Typhi), *Salmonella* (nontyphoidal), *Shigella* spp., Norovirus, Hepatitis A virus, or Shiga toxin-producing *E. coli*;
- Previous illnesses with Typhoid fever, within the past 3 months, unless treated with antibiotics; and
- Exposure to Typhoid fever (caused by *Salmonella* Typhi), *Salmonella* (nontyphoidal), shigellosis, Norovirus, Hepatitis A virus, or Shiga toxin-producing *E. coli*, by eating or serving food that was implicated in a foodborne illness outbreak or if residing with a diagnosed individual.

**The manager must be able to verify that each food worker has been informed of their responsibility to report the required health information.** This may be accomplished by having each employee complete Form 1-B (page 19), presenting evidence such as curriculum and attendance rosters documenting that each employee has completed a training program which includes all the information required for reporting in Form 1-B, implementing a system of employee notification using a combination of training, signs, pocket cards, or other means to convey all the required information, or other methods that satisfactorily demonstrate that all food employees and conditional employees are

informed of their responsibility to report to the PIC information about their health and activities as it relates to diseases that are transmissible through food.

**What should a manager do when a food employee reports symptoms of vomiting or diarrhea? (See Decision Tree 1 and Table 1a (and Table 1b if diagnosed))**

Ask the food employee to stop work immediately and leave the food establishment. Permit a return to work no sooner than 24 hours after vomiting and diarrhea have ended.

**What should a manager do when a food employee reports symptoms of jaundice? (See Decision Tree 1 and Table 1a)**

- Have the food employee stop work immediately.
- Inquire about how long the employee has been experiencing jaundice or associated symptoms of jaundice.
- Have the food employee leave the food establishment if the onset of jaundice occurred within the last 7 days.
- Report cases of jaundice to the regulatory authority and have the food employee's return to work approved by a regulatory authority.

**What should a manager do when a food employee reports symptoms of sore throat and fever? (See Decision Tree 1 and Table 1a)**

- Place the employee on restricted duty, that is, no working with or around food.
- Allow food employees to return to work with written medical documentation from a health practitioner.
- If the food employee works in a facility that serves a highly susceptible population (HSP), exclude the food employee from the food establishment.

**What should a manager do if a food employee has or reports an exposed boil or infected wound that is open and/or draining on the hands or arms?**

**(See Decision Tree 1 and Table 1a)**

Restrict any employee from working with food who has an infected skin lesion with pus, like a boil or infected wound that is not properly covered. The manager can lift the restriction once the infected area is properly covered or healed.

**What should the manager of a food establishment serving an HSP do if an employee reports an exposure to foodborne illness? (See Decision Tree 2 and Table 4)**

Restrict the food employee and make sure that training is provided about:

- The foodborne illness and related symptoms;
- Handwashing procedures;

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- The prevention of bare hand contact with Ready-To-Eat foods; and
- The length of restriction and what is required to have the restriction lifted.

The manager must restrict food employees exposed to:

- Norovirus, for at least 48 hours from the time of exposure;
- *Shigella* spp. or Shiga-toxin producing *E. coli*, for at least 3 days from exposure;
- Typhoid fever (caused by *Salmonella Typhi*), for at least 14 days from exposure; or
- Hepatitis A virus, until after training has been given about symptoms, the use of bare hand contact with Ready-To-Eat food to avoid contamination, proper handwashing, or until at least 30 days from the initial exposure.

### **Excluding and Restricting Employees**

Adapted from the FDA Employee Health and Personal Hygiene Handbook

*Exclusion* means a food employee is not permitted to work in or enter a food establishment as a food employee. This requirement applies to areas where food is received, prepared, stored, packaged, served, vended, transported, or purchased. *Restriction* means a food employee's activities are limited to prevent the risk of transmitting a disease that is transmissible through food. A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

### **Who can exclude or restrict a food employee?**

The PIC of an establishment has the authority to exclude or restrict a food employee from a food establishment to prevent the transmission of disease through food. The regulatory authority also has the authority to exclude or restrict a food employee who is suspected of being at risk of transmitting foodborne illness.

### **When is exclusion or a restriction initiated?**

The need for exclusions and restrictions is based on the level of risk for transmitting disease through food. Four levels of risk determine when to apply exclusions and restrictions. The levels range from the highest risk to public health, which consists of active symptoms of diarrhea, vomiting, or jaundice, to the lowest risk level, wherein individuals are well but have been exposed to one of the listed 6 pathogens. The appropriate action also depends on whether or not the establishment is one that serves HSPs.

Keep in mind that excluded individuals may not work in a food establishment in any capacity although they can enter the establishment as a customer. If food employees are restricted or excluded in one food establishment, they may not work as unrestricted food employees elsewhere. Further, a restricted food employee's job duties must not allow contact with exposed food, utensils, food equipment, single-service or single-use articles,

or linens. Job duties for restricted individuals may include working as a cashier, seating patrons, bussing tables, stocking canned or other packaged foods, or working in non-food cleaning or maintenance tasks.

**What actions should the PIC take when employees or conditional employees report exposure without being diagnosed or experiencing symptoms of foodborne illness?**

The PIC must take action to prevent the transmission of foodborne bacteria and viruses from infected food workers to food. Use the information in the decision trees and tables to determine whether the appropriate action to take is to use exclusion or restriction, or to simply increase awareness concerning handwashing and handling of food.

**Who can lift the exclusions and restrictions?**

In many cases, the manager or PIC removes, adjusts, or retains the exclusion or the restriction. In some cases, an approval from a regulatory authority and a medical practitioner is required to lift an exclusion or restriction. Allowing food employees to return to work after restriction or exclusion depends on several factors. Each of the listed 6 foodborne pathogens has unique characteristics of its illness. How long pathogens are shed in the stool and vomit affects when a food employee can return to work.

**Employee Health - Employee Responsibilities**

Adapted from the FDA Employee Health and Personal Hygiene Handbook

**Do food employees have a responsibility to prevent foodborne illness?**

Yes, food employees share the responsibility with management for preventing foodborne illness and are required to know:

- The relationship between their job responsibilities & potential risks of foodborne illness;
- How employee health is related to foodborne illness;
- The need to immediately report symptoms of vomiting, diarrhea, jaundice, sore throat with fever, diagnosis of illness caused by a listed pathogen, exposure to a listed pathogen, or an exposed infected wound or cut on the hands or arms to their manager;
- How restriction and/or exclusion from working with food prevents foodborne illness; and
- How proper hand hygiene and no bare hand contact with Ready-To-Eat food can prevent foodborne illness.

**Can food employees work if their symptoms are from a non-infectious condition?**

Yes, food employees can work as long as they can provide medical documentation indicating that symptoms are from a non-infectious condition. Some non-infectious

conditions include Crohn's disease (a chronic disorder causing gastrointestinal system inflammation), irritable bowel syndrome, some liver diseases, and symptoms commonly experienced during pregnancy.

**If an infected wound, cut, or burn is covered, can employees continue working?**

Yes, food employees can continue working as long as the wound, cut, or burn is properly covered with a waterproof cover like a finger cot and a disposable glove, or a dry, durable, tightfitting bandage.

**What types of exposure must food employees report to management?**

If a food employee is exposed to any of the following situations, it must be reported, such as:

- Ingesting or handling food that was implicated in a foodborne outbreak;
- Consuming food that was prepared by someone with an illness that resulted from one of the listed 6 pathogens;
- Attending or working in a location that had a confirmed foodborne illness outbreak;
- Living with someone who works or was in a location that was known to have had a foodborne illness outbreak; or
- Living with someone who was diagnosed with an illness that resulted from one of the listed 6 pathogens.

**What other precautions can a food employee take to prevent the spread of foodborne illness?**

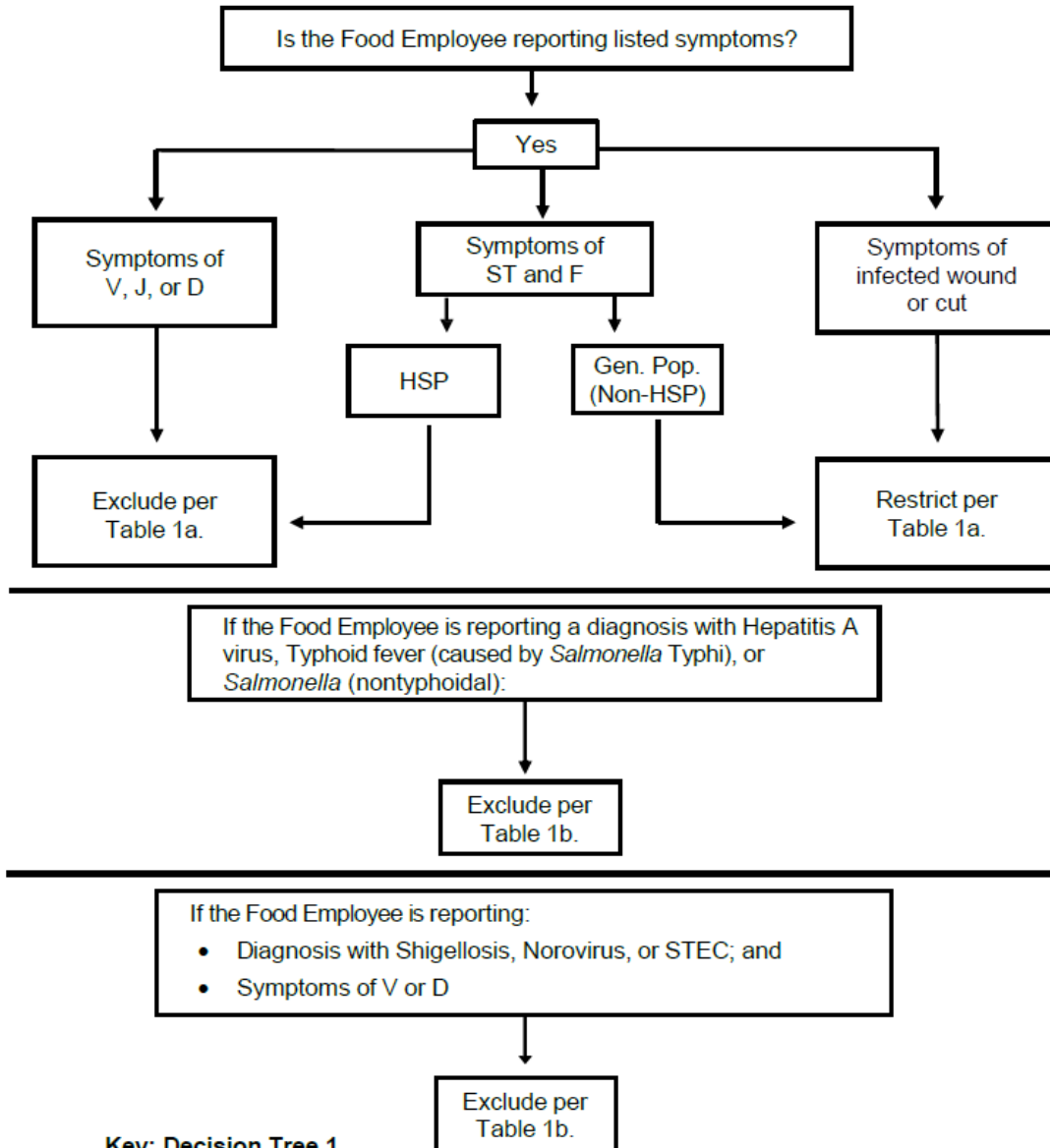
Food employees can help prevent foodborne illness by:

- Not touching Ready-To-Eat food with bare hands;
- washing hands frequently, especially whenever they are soiled or have touched anything that has contaminated them;
- Not working when ill;
- Knowing all aspects of food handling & risk factors associated with foodborne illness; and
- Being aware that uncontrolled risk factors can cause foodborne illness in consumers.



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**Decision Tree 1: When to exclude or restrict a food employee who reports a symptom and when to exclude a food employee who reports a diagnosis with symptoms under the Food Regulations.**

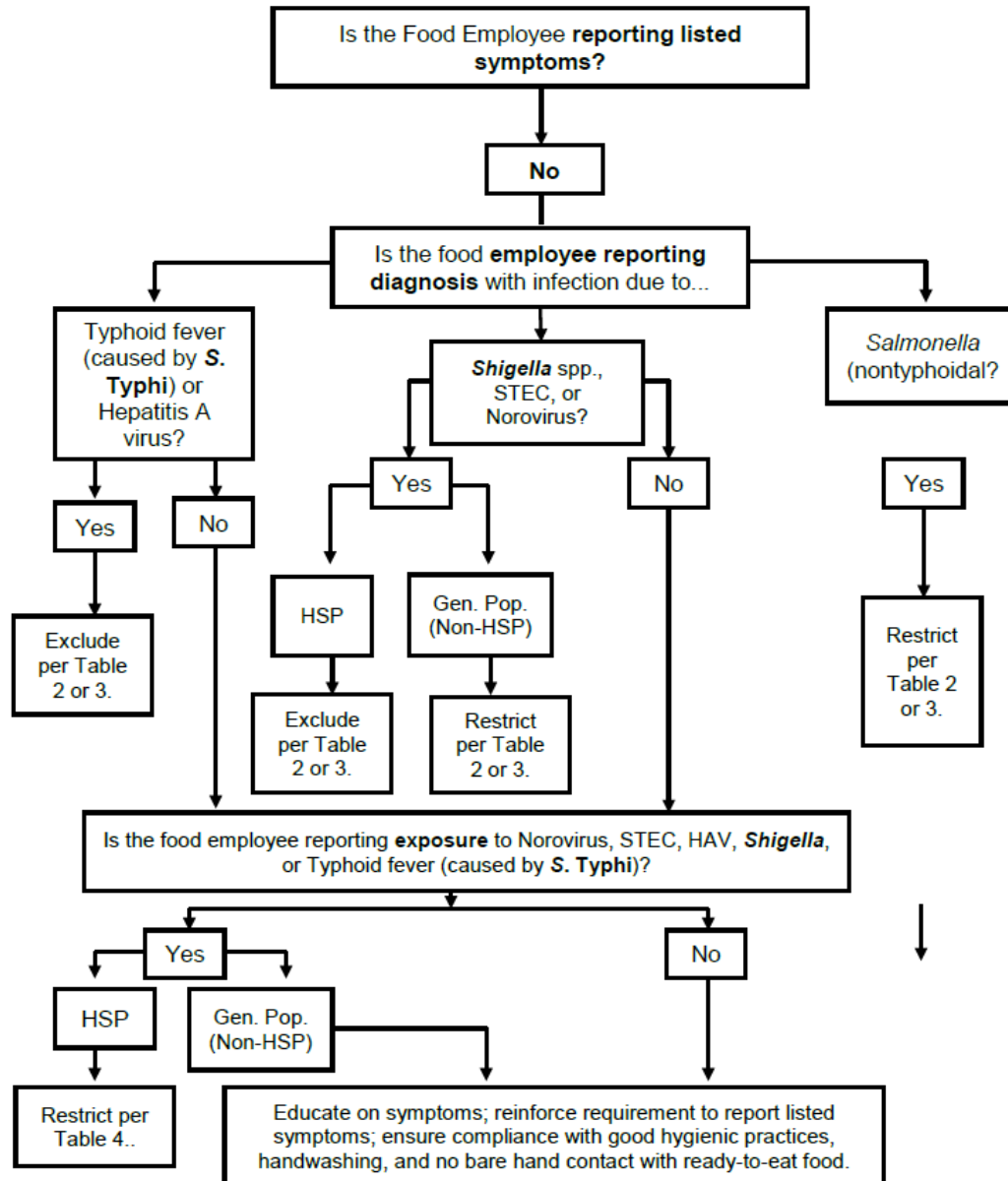


**Key: Decision Tree 1**

(V) Vomiting; (J) Jaundice; (D) Diarrhea; (ST and F) Sore Throat and Fever; (STEC) Shiga toxin-producing *E. coli*; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population

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**Decision Tree 2: When to exclude or restrict a food employee who is asymptomatic and reports a listed diagnosis and when to restrict a food employee who reports a listed exposure under the Food Regulations**



**Key: Decision Tree 2** (STEC) Shiga toxin-producing *E.coli*; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population

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**Table 1a: Summary of requirements for symptomatic food employees**

<b>Food employees and conditional employees shall report symptoms immediately to the person in charge</b>				
The person in charge shall prohibit a conditional employee that reports a listed symptom from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a symptomatic food employee.				
Symptom	EXCLUSION/ OR RESTRICTION		Removing symptomatic food employees from exclusion or restriction	RA Approval Needed to Return to Work
	Facilities Serving a HSP	Facilities not serving a HSP		
Vomiting	<b>EXCLUDE</b> (90-1-a)	<b>EXCLUDE</b> (90-1-a)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation (100-1-a). <b>Exceptions:</b> If diagnosed with Norovirus, <i>Shigella</i> spp., STEC, HAV, or typhoid fever (caused by <i>S. Typhi</i> ) (see Tables 1b & 2).	No if not diagnosed
Diarrhea	<b>EXCLUDE</b> (90-1-a)	<b>EXCLUDE</b> (90-1-a)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation (100-1-a). <b>Exceptions:</b> If diagnosed with Norovirus, STEC, HAV, or typhoid fever (caused by <i>S. Typhi</i> ) (see Tables 1b & 2).	No if not diagnosed
Jaundice	<b>EXCLUDE</b> (90-2-a) if the onset occurred within the last 7 days	<b>EXCLUDE</b> (90-2-a) if the onset occurred within the last 7 days	When approval is obtained from the RA (100-2) and: <ul style="list-style-type: none"> <li>Food employee has been jaundiced for more than 7 calendar days (100-2-a) or</li> <li>Food employee provides medical documentation (100-2-c).</li> </ul>	Yes
Sore Throat and Fever	<b>EXCLUDE</b> (90-8-a)	<b>RESTRICT</b> (90-8-b)	When food employee provides written medical documentation (100-8-a through c)	No
Infected wound or pustular boil	<b>RESTRICT</b> (90-9)	<b>RESTRICT</b> (90-9)	When the infected wound or boil is properly covered (100-9-a through c).	No

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**STEC = Shiga toxin-producing *Escherichia coli***

**HSP = Highly Susceptible Population**

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**Table 1b: Summary of requirements for diagnosed, symptomatic food employees**

Food employees and conditional employees shall report a listed diagnosis with symptoms immediately to the person in charge			
The person in charge shall notify the RA when a food employee is jaundiced or reports a listed diagnosis			
The person in charge shall prohibit a conditional employee who reports a listed diagnosis with symptoms from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a diagnosed, symptomatic food employee.			
Diagnosis	EXCLUSION Facilities Serving HSP or not Serving HSP	Removing diagnosed, symptomatic food employees from exclusion	RA Approval Needed to Return to Work
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	When approval is obtained from the RA (100-2) and: <ul style="list-style-type: none"> <li>The food employee has been jaundiced for more than 7 calendar days (100-2-a) or</li> <li>The anicteric food employee has had symptoms or more than 14 days (100-2-b), or</li> <li>The food employee provides medical documentation (100-2-c) (also see Table 2).</li> </ul>	Yes
Typhoid fever (caused by <b><i>Salmonella</i></b> <b>Typhi</b> )	<b>EXCLUDE</b> ,if diagnosed or reports having had typhoid fever within the past three months (90-3)	When approval is obtained from the RA (100-3-a) and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation that states the food employee is free from typhoid fever (100-3-b) (also see Table 2).</li> </ul>	Yes
<i>Salmonella</i> (nontyphoidal)	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal ) infection (100-2-a) or</li> <li>Food employee symptoms of vomiting or diarrhea resolved and &gt;30 days have passed since the food employee became asymptomatic (100-2-b).</li> </ul>	Yes

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**Table 1b: Summary of requirements for diagnosed, symptomatic food employees (continued)**

Diagnosis	EXCLUSION Facilities Serving HSP or not Serving HSP	Removing diagnosed, symptomatic food employees from exclusion	RA Approval Needed to Return to Work
STEC	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-d-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-d-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from RA (100-6) and</li> <li>Medically cleared (100-6-a); or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-6-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Norovirus	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li><u>Serving non-HSP facility:</u> (100-1-b-1) Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-b-2) Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-4), and</li> <li>Medically cleared (100-4-a), or</li> <li>More than 48 hours have passed since the food employee became asymptomatic (100-4-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<i>Shigella</i> spp.	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-c-1) Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-c-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-5), and</li> <li>Medically cleared (100-5-a), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-5-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

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**Table 2: Summary of requirements for diagnosed food employees with resolved symptoms**

Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge				
The person in charge shall notify the RA when a food employee reports a listed diagnosis				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a diagnosed food employee.				
Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Typhoid fever (caused by <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (80-A-3)	<b>EXCLUDE</b> (90-3)	<b>EXCLUDE</b> (90-3)	When approval is obtained from the RA (100-3-a), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free from typhoid fever (caused by <b>S. Typhi</b>) (100-3-b) (also see Table 1b).</li> </ul>	Yes
<i>Salmonella</i> (nontyphoidal)	<b>RESTRICT</b> (90-7-a)	<b>RESTRICT</b> (90-7-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal) infection (100-7-a) or</li> <li>Food employee symptoms of vomiting or diarrhea resolved and &gt;30 days have passed since the food employee became asymptomatic (100-7-b).</li> </ul>	Yes
<i>Shigella</i> spp.	<b>EXCLUDE</b> (90-5-a)	<b>RESTRICT</b> (90-5-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u>(100-1-c-1) Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u>(100-1-c-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-5), and:</li> <li>Medically cleared (100-5-a), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-5-b) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility



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**Table 2: Summary of requirements for diagnosed food employees with resolved symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employee with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Norovirus	<b>EXCLUDE</b> (90-4-a)	<b>RESTRICT</b> (90-4-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-b-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-b-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-4), and:</li> <li>Medically cleared (100-4-a), or</li> <li>More than 48 hours have passed since the food employee became asymptomatic (100-4-b) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
STEC	<b>EXCLUDE</b> (90-6-a)	<b>RESTRICT</b> (90-6-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-d-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-d-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-6), and:</li> <li>Medically cleared (100-6-a), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-6-b). (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	<p>When approval is obtained from the RA (100-2), and:</p> <ul style="list-style-type: none"> <li>The food employee has been jaundiced for more than 7 calendar days (100-2-a), or</li> <li>The anicteric food employee has had symptoms for more than 14 calendar days (100-2-b), or</li> <li>The food employee provides medical documentation (100-2-c) (see also Table 1b).</li> </ul>	Yes



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**Table 3: Summary of requirements for diagnosed food employees who never develop gastrointestinal symptoms**

Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge				
The person in charge shall notify the RA when a food employee reports a listed diagnosis				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Code, for reinstatement of a diagnosed food employee				
Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Typhoid fever (caused by <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (80-A- 3)	<b>EXCLUDE</b> (90-3)	<b>EXCLUDE</b> (90-3)	When approval is obtained from the RA (100-3-a), and:  Food employee provides medical documentation, specifying that the food employee is free from typhoid fever (caused by <b>S. Typhi</b> ) (100-3-b).	Yes
<b>Shigella</b> spp.	<b>EXCLUDE</b> (90-5-a)	<b>RESTRICT</b> (90-5-b)	Remains excluded or restricted until approval is obtained from the RA (100-5), and: <ul style="list-style-type: none"> <li>Medically cleared (100-5-a), or</li> <li>More than 7 calendar days have passed since the food employee was last diagnosed (100-5-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<i>Salmonella</i> (nontyphoidal)	<b>RESTRICT</b> (100-7-a)	<b>RESTRICT</b> (100-7-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal) infection (100-7-a) or</li> <li>Food employee did not develop symptoms and &gt;30 days have passed since the food employee was diagnosed (100-7-c).</li> </ul>	Yes

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**Table 3: Summary of requirements for diagnosed food employees who never develop gastrointestinal symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Norovirus	<b>EXCLUDE</b> (90-4-a)	<b>RESTRICT</b> (90-4-b)	Remains excluded or restricted until approval is obtained from the RA (100-4), and <ul style="list-style-type: none"> <li>Medically cleared (100-4-a), or</li> <li>More than 48 hours have passed since the food employee was diagnosed (100-4-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
STEC	<b>EXCLUDE</b> (100-6-a)	<b>RESTRICT</b> (100-6-b)	Remains excluded or restricted until approval is obtained from the RA (100-6), and: <ul style="list-style-type: none"> <li>Medically cleared (100-6-a), or</li> <li>More than 7 calendar days have passed since the food employee was diagnosed (100-6-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> (90-2-c)	<b>EXCLUDE</b> (90-2-c)	When approval is obtained from the RA (100-2), and <ul style="list-style-type: none"> <li>The anicteric food employee has been symptomatic with symptoms other than jaundice for more than 14 days (100-2-b), or</li> <li>The food employee provides medical documentation that the food employee is free of a HAV infection (100-2-c).</li> </ul>	Yes

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**STEC = Shiga toxin-producing *Escherichia coli***

**HAV = Hepatitis A virus**

**HSP = Highly Susceptible Population**

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<b>Table 4: History of Exposure, and Absent Symptoms or Diagnosis</b>				
<b>Food employees and conditional employees shall report a listed exposure to the person in charge</b>				
<b>The person in charge shall prohibit a conditional employee who reports a listed exposure from becoming a food employee in a facility serving a HSP until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of an exposed food employee</b>				
The person in charge shall reinforce and ensure compliance with good hygienic practices, symptom reporting requirements, proper handwashing and no BHC with RTE foods for all food employees that report a listed exposure				
<b>Pathogen Diagnosis</b>	<b>Facilities Serving HSP</b>	<b>Facilities Not Serving HSP</b>	<b>When Can the Restricted Food Employee Return to Work?</b>	<b>RA Approval Needed?</b>
Typhoid fever (caused by <i>S. Typhi</i> )	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	When 14 calendar days have passed since the last exposure, or more than 14 days has passed since the food employee's household contact became asymptomatic. (100-10-c)	No
<i>Shigella</i> spp.	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	When more than 3 calendar days have passed since the last exposure, or more than 3 days have passed since the food employee's household contact became asymptomatic. (100-9-b)	No
Norovirus	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When more than 48 hours have passed since the last exposure, or more than 48 hours has passed since the food employee's household contact became asymptomatic. (100-9-a)	No
STEC	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days has passed since the food employee's household contact became asymptomatic. (100-9-b)	No
Hepatitis A virus	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When any of the following conditions is met: <ul style="list-style-type: none"> <li>• The food employee is immune to HAV infection because of a prior illness from HAV, vaccination against HAV, or IgG administration; or</li> <li>• More than 30 calendar days have passed since the last exposure; or since the food employee's household contact became jaundiced; or</li> <li>• The food employee does not use an alternative procedure that allows BHC with RTE food until at least 30 days after the potential exposure, and the employee receives additional training. (100-9-d)</li> </ul>	No

**Key for Table 4:** GHP = Good Hygienic Practices; RTE = Ready-to-Eat foods; BHC = Bare Hand Contact

**FORM 1-A Conditional Employee and Food Employee Interview**

Preventing Transmission of Diseases through Food by Infected Food Employees or Conditional Employees with Emphasis on Illness due to Norovirus, typhoid fever (caused by **Salmonella Typhi**), **Salmonella** (nontyphoidal), **Shigella** spp., Shiga Toxin-producing **Escherichia coli** (STEC), or Hepatitis A virus

*The purpose of this interview is to inform conditional employees and food employees to advise the person in charge of past and current conditions described so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.*

Conditional Employee Name (print) \_\_\_\_\_

Food Employee Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Date \_\_\_\_\_

Are you suffering from any of the following symptoms? (Circle one)

		If YES, Date of Onset
Diarrhea?	YES / NO	_____
Vomiting?	YES / NO	_____
Jaundice?	YES / NO	_____
Sore throat with fever?	YES / NO	_____

Or

Infected cut or wound that is open and draining, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cut, wound, or lesion not properly covered?

YES / NO (Examples: boils and infected wounds, however small)

**In the Past:**

Have you ever been diagnosed as being ill with typhoid fever (S. Typhi)? YES / NO

If you have, what was the date of the diagnosis? \_\_\_\_\_

If within the past 3 months, did you take antibiotics for typhoid fever? YES / NO

If so, how many days did you take the antibiotics? \_\_\_\_\_

If you took antibiotics, did you finish the prescription? YES / NO

**FORM 1-A (continued)**

**History of Exposure:**

1. Have you been suspected of causing, or have you been exposed to, a confirmed foodborne disease outbreak recently? YES / NO

If YES, date of outbreak: \_\_\_\_\_

- a. If YES, what was the cause of the illness and did it meet the following criteria?

Cause: \_\_\_\_\_

- i. Norovirus (last exposure within the past 48 hours)

Date of illness outbreak \_\_\_\_\_

- ii. STEC infection (last exposure within the past 3 days)

Date of illness outbreak \_\_\_\_\_

- iii. Hepatitis A virus (last exposure within the past 30 days)

Date of illness outbreak \_\_\_\_\_

- iv. Typhoid fever (last exposure within the past 14 days)

Date of illness outbreak \_\_\_\_\_

- v. Shigellosis (last exposure within the past 3 days)

Date of illness outbreak \_\_\_\_\_

- b. If YES, did you:

i. Consume food implicated in the outbreak? \_\_\_\_\_

ii. Work in a food establishment that was the source of the outbreak? \_\_\_\_\_

iii. Consume food at an event that was prepared by person who is ill? \_\_\_\_\_

2. Did you attend an event or work in a setting recently where there was a confirmed disease outbreak? YES / NO

If so, what was the cause of the confirmed disease outbreak? \_\_\_\_\_

If the cause was one of the following five pathogens, did exposure to the pathogen meet the following criteria?

a. Norovirus (last exposure within the past 48 hours) YES / NO

b. Shiga-toxin producing *E. coli* (last exposure within the past 3 days) YES / NO

c. *Shigella* spp. (last exposure within the past 3 days) YES / NO

d. Typhoid fever (*S. Typhi*) (last exposure within the past 14 days) YES / NO

e. Hepatitis A virus (last exposure within the past 30 days) YES / NO



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**FORM 1-A (continued)**

Do you live in the same household as a person diagnosed with Norovirus, shigellosis, typhoid fever, hepatitis A, or illness due to Shiga-toxin producing *E. coli* (STEC)?

YES / NO Date of onset of illness \_\_\_\_\_

3. Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, STEC infection, or hepatitis A virus?

YES / NO Date of onset of illness \_\_\_\_\_

Name, Address, and Telephone Number of your Health Practitioner or Doctor:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Signature of Conditional Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Food Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Permit Holder or Representative \_\_\_\_\_ Date \_\_\_\_\_

**FORM 1-B Conditional Employee or Food Employee Reporting Agreement**

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, Typhoid fever (caused by *Salmonella Typhi*), *Salmonella* (nontyphoidal), *Shigella* spp., Shiga Toxin-producing *Escherichia coli* (STEC), or Hepatitis A Virus

*The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.*

**I AGREE TO REPORT TO THE PERSON IN CHARGE:**

**Any Onset of the Following Symptoms, While Either at Work or Outside of Work,**

**Including the Date of Onset:**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

**Future Medical Diagnosis:**

Whenever diagnosed as being ill with Norovirus, Typhoid fever (*Salmonella Typhi*), *Salmonella* (nontyphoidal), shigellosis (*Shigella* spp. infection), Shiga-toxin producing *E. coli* (STEC), or hepatitis A (Hepatitis A virus infection).

**Future Exposure to Foodborne Pathogens:**

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, Shiga-toxin producing *E. coli* (STEC), or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, Shiga-toxin producing *E. coli* (STEC), or hepatitis A.



**FORM 1-B (continued)**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

**Conditional Employee Name (please print)** \_\_\_\_\_

**Signature of Conditional Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Employee Name (please print)** \_\_\_\_\_

**Signature of Food Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Permit Holder or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix II: Vomit/Diarrhea Clean-up Procedures

# Guidance for Clean-up of Vomiting and Diarrheal Events in Food Establishments

(June 2021)

### Virginia Retail Food Regulatory Update

The Virginia Food Regulations & Retail Food Establishment Regulations (12VAC5-421 & 2VAC5-585) have been updated to include changes to the 2017 version of the US Food and Drug Administration's Model Food Code.

This update, effective June 24, 2021, requires food establishment to have written procedures for employees to follow when responding to vomiting or diarrheal events.

### WHAT?

This guide serves to bring awareness to (1) the new requirement to have a written procedure to address vomit/diarrheal events in a food establishment, and (2) to provide guidance on how to effectively respond to such events in a manner to protect employees as well as the public. Make sure the plan you develop for your establishments includes the elements below then train your employees to follow the plan.

### WHY?

When someone vomits or has diarrhea in a food establishment there is a high risk of transmission of illness in the establishment. By having a written plan and training employees on how to respond to these types of incidents you can limit the risk to your employees and customers. Employees who respond to these types of incidents should be properly trained to clean up fecal and vomit matter in a way that protects them, the customers, and food. Effective clean-up of vomit or diarrhea in a food establishment is an important means of preventing the spread of harmful pathogens in the establishment and should be handled differently from routine cleaning. An effective clean-up policy involves more stringent cleaning and disinfecting processes than the cleaning and sanitizing protocols food establishments normally use.

### BE PREPARED

Assemble a response kit and frequently check supply stock to ensure easy access and rapid response. All employees should be trained on where to find your kit and supplies and how to use the kit properly. Suggested supplies include:

Sample Clean-Up Kit (Vomit/Diarrheal Response)			
Personal Protective Equipment	Cleaning Supplies	Disinfectant	Misc.
2 pairs of single-use gloves, plastic apron	1 sealable, plastic bag	1 quart bottle of disinfectant	'Caution'-'Wet Floor' signs or safety cones
1 face mask	1 scoop/scrapper	Sanitization solution	Mop and mop buckets
1 pair of goggles	1 absorbent powder/solidifier (such as kitty litter)		

### CLEAN UP PROCEDURES

You may use these suggested steps to clean up vomit or diarrheal events as your policy or you may modify these steps and develop your own policy.

#### Before Clean Up Begins

- Remove all individuals (employees and customers) within a 25 foot radius and ask them to wash their hands immediately.
- Block off the area, and if applicable dispose of all uncovered food, and single-use containers and utensils within a 25 foot radius.
- Put on personal protective equipment.

#### Clean up Surfaces

Many types of surfaces can become contaminated when someone throws up or experiences diarrhea in your establishment. It is important that you use the correct clean-up procedure for the surface(s) that are contaminated. Three types of surfaces are common in food establishments:

- Hard surfaces (floors, tables, utensils)
- Soft surfaces that cannot be laundered (carpet and upholstered furniture)
- Soft surfaces that can be laundered (linens, towels, and clothing)

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**Step 1: Cover**

- Cover the vomit or diarrhea with paper towels or an absorbent powder (such as kitty litter) to soak up liquids.

**Step 2: Remove**

- Remove the paper towels or hardened powder with a scoop/scrapper and immediately place them in a sealable plastic bag.

**Step 3: Wash**

- Prepare a solution of soapy water.
- Wash all surfaces contaminated with vomit or diarrhea with this solution. This includes all nearby surfaces possibly splashed by vomit or diarrhea, such as chair legs, tables, walls, shelves, or counters. Wash as wide of an area surrounding the vomit or diarrhea as is possible. Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- Rinse the soapy water from all surfaces with clean water.

**Step 4: Disinfect** (Disinfectants are chemicals that kill viruses and bacteria on surfaces. Sanitizers are chemicals that kill bacteria on surfaces. From [EPA](#) website.)

- Use paper towels or a mop with a disposable mop head, saturate all washed surfaces with a disinfectant.
- Prepare a chlorine bleach solution (CDC & EPA recommendations):
  - 3/4 cup of concentrated bleach + 1 gallon water (concentration ~3500ppm)
  - OR-
  - 1 cup of regular strength bleach + 1 gallon water
- Use a spray bottle and saturate the area and surfaces (25 foot radius).
- Leave surface wet for at least 5 minutes. Always follow the directions on the disinfectant label.
- Wash, rinse, and sanitize all surfaces intended for food or mouth contact before use.

**After Clean Up**

**Step 1: Remove**

- Remove all personal protective equipment and place in the plastic bag. Do not touch any of the surfaces that were just cleaned as they can be re-contaminated. All personal protective equipment must be taken off before leaving the area that has just been cleaned.
- Place all used cleaning supplies, such as paper towels and disposable mop heads, in the plastic bag. Seal the bag with a twist tie.
- Throw away all uncovered food near the vomit or diarrhea event as well as any food handled by the person who was sick.
- Remove all waste from the facility immediately following local, state, or federal rules.

**Step 2: Clean mops and scoops**

- Wash and disinfect mop handles and other reusable cleaning supplies, such as scoops/scrapers, using the same steps as used for hard surfaces.

**Step 3: Wash hands**

- Wash hands thoroughly before performing any other duties.

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*Sample Clean Up of Vomit or Diarrhea Events-Checklist*

<b><u>Upon discovery of a vomit or diarrheal event immediately take the following actions:</u></b>	
<b>IMMEDIATE Action</b>	<b>Action complete:</b>
Relocate customers within a 25-foot radius of the area where the event occurred. Employees not necessary for the clean-up process should also stay out of the area.	
Position signage and/or an employee to block entry into a contaminated area, whether in the food prep area or in a dining area.	
If the incident occurred in the food prep area, stop all food prep and serving operations.	
Discard any food that has any possibility of being contaminated, whether it was in the process of preparation, cold holding, hot holding, or being served. Consider everything in the 25-foot radius of the incident as being contaminated.	
Because single-service items and portion packages are not practical to disinfect, discard these items.	
Ask employees in the area to wash their hands and, if needed, change gloves.	
Verify that the dish machine is achieving sanitization temperature/chemical concentration.	
Encourage hand washing for customers as well.	
If the incident occurs in a dining area, remove/discard potentially contaminated self-service items such as mints, salt/pepper, creamers, etc. to prevent cross contamination and carry over to other customers.	
Disinfect or discard menus that may have been contaminated.	
To avoid the use of any potentially contaminated plates, cutlery, etc. remove all from the serving station and appoint an employee to issue freshly washed and sanitized items.	
Notes and comments:	
<b><u>Clean Up Action:</u></b>	<b>Action complete:</b>
Put on PPE: apron, shoe covers, hair cover, face mask/shield or goggles for eyes, and gloves.	
Spread the absorbent powder over the vomit or diarrhea spill.	
Allow the absorbent powder to soak up any liquid and become solidified.	
Scrape and/or scoop up the absorbent powder and place without agitation or movement into the disposable bag.	
Apply disinfectant to the entire area and allow it to stand for the manufacturer's recommended time -10-20 minutes for chlorine bleach.	
Use paper towels or disinfectant wipes to clean up the disinfectant and place into disposable bag.	
Remove PPE and place it into disposable bag. (Triple bag)	
Close the bag with the twist tie and immediately transfer to outside dumpster.	
Disinfect restroom and all cleaning equipment not disposed of after use.	
Notes and comments:	



**Facts about Norovirus**

Norovirus is the leading cause of outbreaks with associated symptoms of diarrhea and vomiting in the US, and it spreads quickly. Norovirus spreads by contact with an infected person or a contaminated surface or by eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination. Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people. Any vomit or diarrhea may contain norovirus and should be treated as though it does. People can transfer norovirus to others for at least three days after being sick.