

Do not send this back to the Health Department. Share this with your employees and add your own process requirements to it.

- Handwashing: All employee's will scrub hands with soap for 20 seconds, rinse, and dry with a paper towel, when arriving to work, changing from one job to another, as needed when hands may have been contaminated (sneezing, wiping nose, touching hair, touching money, etc.) and when changing gloves. All hand washing facilities shall be free from obstacles, be leak free, and have hot water.
- Personal hygiene: All hair will be restrained and head covering worn when working with food. No eating, drinking, or smoking while working with food. All employee food and drink and personal items will be contained and separate from operation. Clothing shall be clean. Fingernails shall be clean. No fake nails allowed. No facial piercings. One single band worn on finger. No bracelets or necklaces that may hang into food. All Food Workers in Warren County Missouri are required to be vaccinated for Hepatitis A within two weeks of start date.
- Preventing bare hand contact with ready-to-eat foods: All employee's must wear gloves and or use a barrier (tongs, scoop, spoon, etc., between their hands and ready to eat foods.
- Employee health: Employees shall read and sign Employee Illness Policy, and follow it, and a record of this will be kept by manager.
- Food from approved sources: All food prepared shall be from approved sources. (Grocery store, Regular food distributor etc.)
- Cleaning and sanitizing food contact surfaces (i.e. ware washing): Ware washing will be in a three bay sink, with 1 bin for washing, the middle bin for rinsing, and the third bin for sanitizing. Sanitizer in sink and in buckets shall be tested daily or more as needed, with test strips, for bleach at 50-100ppm, and for Quaternary Ammonia at 200ppm. Prep tables and equipment will all be washed, rinsed, and sanitized regularly throughout the day, and before leaving at the end of shift. Floors shall be mopped, daily and as needed for spills, with special care taken around, under, behind equipment, and around the edges, and the mop cleaned and hung up after. Mop water is to be dumped in the mop sink.
- Date-marking ready-to-eat, time/temperature control for safety food: All foods in coolers, freezers, and in storage will be labeled and dated with the discard date. All cold food will be held at 41°F or below. All refrigeration shall have thermometers in them.
- Thawing time/temperature control for safety food: All foods needing defrosting will be thawed under refrigeration or running cold water.
- Cooling time/temperature control for safety food: Foods being cooled to go to refrigeration will need to be cooled as quickly as possible before refrigerating, by placing hot food in smaller containers, placing bowl of hot food in a bigger bowl of ice, etc. Making sure that food is cooled to 70°F within 2 hours and to 41°F 4 hours after that initial 2 hours.
- Reheating for hot holding of time/temperature control for safety food: All food re-heated will be reheated to 165°F.
- Hot holding time/temperature control for safety food: Stick thermometers will be used to measure the temperatures of all cooked foods and all hot held foods. All hot food will be held at 135°F or above. All food will be cooked to the desired temperature for that food..
- Catering/off site/satellite food service: Any catering, or temporary vending off site will require a call to the Health Department.
- Outdoor exposed dining/food preparation. Outdoor dining will have protection from flies, and cover trash receptacles and empty them frequently. Floors and tables in the outdoor dining area shall be cleaned daily and as needed throughout service.

Clean in Place Items that will be Washed, Rinsed and Sanitized daily and when soiled are:

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