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## **Occupational Health Programs Manual – Chapter 16**

# **Food Sanitation Program w/Change 2 (9/30/2015)**

*Approved by: Acting Chief, Safety and Health Division*

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**NASA - Glenn Research Center  
Cleveland, OH 44135**

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
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### Change Record

<b>Rev.</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>C-25, Change Request #</b>	<b>Description</b>
B	6/12/2012	6/12/2017	253	Bi-annual review/revision
C	5/5/2014	5/5/2019	14-002	The change record was added to comply with NPR 1400.1. The Food Sanitation Program Chapter has been updated to reflect implementation of 2011 OCHMO Audit Findings, 2012 Internal Audit Opportunity for Improvement, and a 2013 Self-Assessment Finding. It has also been updated to document how food safety is being implemented for the temporary Food Pilot Program operated by an Access Agreement in lieu of a Cafeteria being operated by a contract.
Change 2	9/30/2015	5/5/2019	N/A	Administrative change to remove hyperlinks.

*\*\*Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

## Contents

- 1.0 PURPOSE.....4
- 2.0 APPLICABILITY .....4
- 3.0 BACKGROUND .....4
- 4.0 POLICY.....4
- 5.0 RESPONSIBILITIES .....4
  - 5.1 Food Sanitation Program Lead .....4
  - 5.2 SHeD Occupational Health Branch Chief: Health Hazard Evaluations .....5
  - 5.3 Facilities Division.....5
  - 5.4 Logistics and Technical Information Division’s Contracting Officer’s Technical Representative and Janitorial .....5
  - 5.6 Office of Diversity and Equal Opportunity .....5
  - 5.7 NASA Employees.....6
  - 5.8 Food Service Personnel .....6
    - 5.8.1 Food Protection Manager .....6
    - 5.8.2 Foodborne Disease Prevention Methods .....7
    - 5.8.3 Additional Foodborne Disease Prevention Methods .....7
    - 5.8.4 Inspections.....8
    - 5.8.5 Storage Techniques .....8
    - 5.8.6 Preparation and Storage of Sandwiches .....8
    - 5.8.7 Time and Temperature Specifications.....8
    - 5.8.8 Vermin Control .....8
    - 5.8.9 Food Service Sanitation Education .....9
- 6.0 REQUIREMENTS .....9
  - 6.1 Food Sanitation Program (NPR 1800.1C) .....9
  - 6.2 Hazard Analysis Critical Control Points (HACCP) (U.S. HHS and FDA Food Code) .....9
  - 6.3 Food Inspections (U.S. HHS and U.S. FDA Food Code).....9
  - 6.4 Water Bottle Dispensers .....9
  - 6.5 Ice Machines .....10
- 7.0 RECORDS.....10
- 8.0 REFERENCES .....10
- Appendix A.—DEFINITIONS AND ACRONYMS.....11
- Appendix B.—DAILY HOT/COLD HOLDING TEMPERATURE LOG .....12
- Appendix C.—GUIDELINES FOR EXCLUSION AND RESTRICTION OF ILL FOOD EMPLOYEES .....13
- Appendix D.—WORKER TRAINING LOG .....15

<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

## **Chapter 16—FOOD SANITATION PROGRAM**

*NOTE: The current version of this chapter is maintained and approved by the Safety and Health Division (SHeD). The last revision date of this chapter was May 2014. The current version is located on the Glenn Research Center intranet within the BMS Library. Approved by Acting Chief of Safety and Health Division.*

### **1.0 PURPOSE**

The purpose of this chapter is to outline the basic methods to prevent outbreaks of foodborne illnesses by assuring that all foods served or vended at Glenn Research Center (GRC) are clean, wholesome, and free of pathogenic organisms and organic or inorganic toxins (including those of bacterial origin). This chapter applies to transporting, storing, preparing, serving, and vending. It is also equally applicable to all non-appropriated-fund Exchange Operations food activities at GRC. In general, the provisions and guidelines prescribed herein are consistent with those specified in the U.S. Department of Health and Human Services (HHS), Public Health Service (PHS) recommendations, and the Food and Drug Administration (FDA) Food Code, and applicable regulations of the state of Ohio.

### **2.0 APPLICABILITY**

This manual is applicable to all entities engaged in the preparation of food for consumption by Center personnel and food served or prepared by the staff of the Lewis Little Folks (LLF) Daycare Center.

### **3.0 BACKGROUND**

Food safety refers to the conditions and practices that preserve the quality of food to prevent contamination and foodborne illnesses.

A three-word definition of food sanitation is protection from contamination; thus, all functions and operations must be included in a food sanitation program. All food products must be protected from contamination before receiving and all the way through to distribution. Sanitation is a dynamic and ongoing function and cannot be sporadic or practiced once a day or once a week; therefore, the guiding principle should be that food sanitation is a way of life.

### **4.0 POLICY**

It is the policy of GRC NASA Occupational Health Program to promote healthy behaviors by creating a work environment supportive of healthy choices. This goal is further accomplished by providing to the employees sound and safe nutrition services to assist with proper diet, meal planning, and weight and disease management. The GRC shall follow the requirements of NPR 1800.1C.

### **5.0 RESPONSIBILITIES**

#### **5.1 Food Sanitation Program Lead**

The program lead shall ensure a continuing program of inspection and surveillance in all areas where food is stored, prepared, served, transported, vended, or consumed. Such inspections are to be performed according to the guidelines established by this chapter of the Occupational Health Programs Manual (OHPM) and the FDA Food Code.

The Food Safety Program Lead will conduct quarterly inspections of the Food Service Providers (Lewis Little Folks (LLF) Kitchen, Food Caterers, Food Trucks, Micro Market) to ensure compliance with regulations concerning

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Page 4 of 15

<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

cleanliness of the facility and equipment and the proper storage and serving temperatures of food. The Food Safety Program Lead will also provide a copy of the inspection report to the LLF Liaison, Occupational Health Branch Chief, and Food Service Coordinator.

Will perform periodic inspections of the following:

- Ice Machines
- Lactation Areas
- Temporary Events
- Bottled Water Dispensers

## **5.2 SHed Occupational Health Branch Chief: Health Hazard Evaluations**

Should the need arise for a health hazard evaluation of a foodborne illness or food related incident be determined. The SHed Occupational Health Branch Chief will be contacted to coordinate this action with personnel from the Centers for Disease Control and Prevention (CDC). The SHed Occupational Health Branch Chief will develop a health hazard evaluation process.

## **5.3 Facilities Division**

The Facilities Division will provide program oversight and support for pesticides and vermin control.

- Ensure that Food Safety Program Lead and LLF Liaison, are included in the procurement of food establishment equipment and facility design reviews.
- Provide prompt notification to the SHed, LLF Liaison (or LLF Director), and the Food Service Coordinator of a situation that could contaminate food or prevent food from being held at safe temperatures, including water intrusion, water outages, steam outages, and power outages.
- Promptly respond to work orders for facility and equipment repairs that could impact food safety.
- The design of a food establishment shall meet the requirements outlined in the FDA Food Code, unless they cannot be technically accomplished. The program lead shall approve the design deviation.
- Ensure that ice machines are tested for drinking water quality

### **5.4.1 Logistics and Technical Information Division’s Contracting Officer’s Technical Representative and Janitorial**

- Ensure proper cleaning of the Building 15 serving area, cafeteria, and restrooms
- Respond to emergency housekeeping needs

## **5.6 Office of Diversity and Equal Opportunity**

Ensure that temporary food service providers scheduled to participate in special events meets or exceed the minimum acceptable requirements established by NASA GRC for handling food safely.

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

**5.7 NASA Employees**

Please call the Food Safety Program Lead to schedule a food inspection at least 30 days in advance for special events/programs where catered or vended food will be served or sold to NASA Employees. An inspection will be conducted the day of the event/program.

**5.8 Food Service Personnel**

Food service personnel shall adhere to the established practices of food sanitation, storage, preparation, and display and serving of foods. Personnel who prepare, transport, store, and serve food shall ensure that all areas under their control meet or exceed the minimum acceptable requirements established by NASA GRC directives and applicable Federal and state regulations for the safe handling of food.

All food service personnel shall meet the medical examination requirements as prescribed by the NASA Occupational Health Program (NPR 1800.1C/Appendix C). This information applies to all food service and beverage services contracts, subcontracts, and other applicable contracts.

When food service personnel become ill, proper precautions shall be taken to prevent contaminating food. If the illness or infection is severe, the employee shall be required to leave work. All open cuts, sores, or burns must be kept covered.

Food service personnel shall maintain high standards of personal hygiene and follow these guidelines:

- Wash hands after each bathroom use
- Keep hands clean and fingernails trimmed
- Keep uniforms and/or clothes clean and neat
- Keep hairstyles neat, trimmed, and appropriate for food service
- Keep beards and mustaches neat and trimmed
- Do not wear excessive jewelry, such as extra rings or dangling bracelets
- Keep hands away from face, mouth, and hair while in service or production areas and do not eat in these areas
- Cigarette smoking is not allowed in service or production areas and hands must be washed after each use of tobacco
- Always maintain proper food safety and sanitation procedures to avoid causing a foodborne illness, since not following these proper procedures can be harmful to our valued customers; food safety infractions will be appropriately disciplined.

**5.8.1 Food Protection Manager**

Food Protection Manager shall develop and implement a Hazard Analysis and Critical Control Point (HACCP) food safety plan, which includes a program of self-inspection and continuous improvement. It is essential that the unique conditions within each facility be considered during the development of the plan. The food safety plan shall identify potential hazards of significance and include preventative measures to ensure or improve food safety. Critical Control Points (CCP) shall be identified and preventative measures incorporated into recipes.

Additionally, the Food Protection Manager shall develop a written food safety policy that assigns responsibilities,

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

accountability, and authority to all affected organizations, departments, and employees involved with food sanitation. The policy should be reviewed and updated annually and contain the following procedures:

- Health hazard evaluations
- Food safety inspections
- Procedures based on HACCP
- Corrective actions for unsatisfactory food safety inspections
- Training requirements
- Food safety and food sanitation procedures
- Employee medical examination requirements
- Monitoring requirements
- Recordkeeping requirements
- Corrective actions process

Food Protection Manager shall ensure that the Food Safety Program Lead and Food Service Liaison be promptly notified in the event of an emergency, such as a fire, flood, power outage, or similar event that might result in the contamination of food.

Food Protection Manager shall provide training and maintain certification requirements for all food service employees.

Food Protection Manager shall maintain the most recent copy of the GRC Food Sanitation Inspection Form and have it available for review by the program lead.

Food Protection Manager shall ensure that proper food-handling procedures be observed at all times. Each employee shall be responsible for compliance with all food sanitation requirements in his/her work area.

**5.8.2 Foodborne Disease Prevention Methods**

Food handlers shall report any symptoms of infections and/or communicable diseases in a manner that allows the Food Protection Manager or his/her designee to prevent the likelihood of foodborne disease transmission, including the following illnesses:

- Salmonella Typhi, Shigella, Escherichia Coli (E. coli 0157:H7) Hepatitis
- Gastrointestinal illness, such as diarrhea, fever, vomiting, jaundice, or sore throat with fever
- A boil(s) or infected wound(s) containing pus or an open or draining wound on the hands or wrists or exposed portions of the arms

**5.8.3 Additional Foodborne Disease Prevention Methods**

In addition, illnesses of a similar nature, such as those described in 5.8.2 occurring in the home of the food handler are significant. These illnesses shall be reported to the Food Protection Manager so that a medical determination can be made as to the likelihood of transmission if the employee resides in the same household as a person who is diagnosed with a disease caused by S. Typhi, Shigella, E.Coli 0157:H7, or Hepatitis.

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

Food Protection Manager will ensure that all food handlers who have been absent from work due to illnesses or conditions listed in the Ohio Administrative Code, chapter 3717-1, Ohio Uniform Food Safety Code, rule 3717-1-02.1, shall obtain medical clearance prior to returning to work.

**5.8.4 Inspections**

The program lead or his or her designated representative shall perform periodic announced and unannounced inspections of all food service facilities to ensure compliance with applicable regulatory requirements. These inspections shall occur anytime during operational hours but shall not disrupt the selling of food. Where inspections indicate noncompliance with GRC approved procedures and controls, the responsible Food Protection Manager for that activity shall correct all discrepancies and provide a written corrective action plan to the Food Safety Program Lead when remediation has been completed. The Food Safety Program Lead shall verify inspections using the GRC Food Sanitation Inspection Form. A SHed specialist shall verify the government designee’s inspection report by audit. Audit reports shall be documented.

**5.8.5 Storage Techniques**

Foods left over from serving lines will not be frozen. They must be wrapped or containerized, labeled, dated, and refrigerated. Food not subject to further washing or cooking before serving shall be stored in a way that protects against cross-contamination from food requiring washing or cooking (e.g. store raw vegetables above raw meats). Separate different types of raw animal products by use of different containers, partitions, shelving, or other approved means.

**5.8.6 Preparation and Storage of Sandwiches**

Unless a sandwich is made for an individual customer to consume immediately, it is considered a pre-wrapped sandwich.

All pre-wrapped sandwiches must be wrapped individually and marked with the date of expiration.

When sandwiches are made with potentially hazardous ingredients and are to be sold or dispensed as refrigerated items, chill the potentially hazardous ingredients to 41°F or below before making sandwiches.

Sandwiches should not be prepared from leftover ingredients.

**5.8.7 Time and Temperature Specifications**

The greatest factors in foodborne diseases is time and temperature abuse, allowing organisms to grow and multiply rapidly between the temperatures of 41°F and 135°F (known as the time/temperature danger zone). Potentially hazardous foods (high-protein) that have been held for 4 hours (total time from receiving to serving) in the temperature danger zone are not safe for consumption and must be discarded. Foods that will soon be out of safe time/temperature holding parameters and cannot be safely reheated or cooled shall be immediately discarded.

**5.8.8 Vermin Control**

Effective control measures shall be taken to protect against vermin entry into the food establishment and the breeding or presence on the premises of rodents, flies, roaches, and other pests.

There shall be an ongoing insect control-spraying program using only SHed-approved chemical pesticides that are applied by licensed personnel in GRC facilities. Food Service Providers will be monitored during inspections.

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

**5.8.9 Food Service Sanitation Education**

Food Protection Managers shall have ServSafe Certification and provide food service sanitation training to their employees. Food Protection Managers who are responsible for the storage, preparation, display, and serving of foods to Center personnel shall demonstrate their knowledge of foodborne disease prevention.

**6.0 REQUIREMENTS**

**6.1 Food Sanitation Program (NPR 1800.1C)**

The requirement for the establishment of a Food Sanitation Program is NPR 1800.1C, which states: “NASA shall mitigate potential food safety hazards by establishing a primary prevention approach to food safety that encompasses planning and reviews of all proposed projects, processes, and procedures to mitigate potential food safety hazards.”

6.1 – 6.3 The SHed verification procedure to ensure compliance with the requirements listed in this section shall be a review of the written food safety policy, NPR 1800.1C.

**6.2 Hazard Analysis Critical Control Points (HACCP) (U.S. HHS and FDA Food Code)**

A HACCP will be used to identify potential food safety hazards, so that key actions can be taken to reduce or eliminate the risk of the hazards being realized. The system is used at all stages of food production and preparation processes including packaging, distribution, etc. The HACCP will be updated as required to ensure continuous improvement.

6.1 – 6.3 The SHed verification procedures to ensure compliance with the requirements listed in this section shall be the review of the HACCP procedures maintained by the Food Protection Manager.

**6.3 Food Inspections (U.S. HHS and U.S. FDA Food Code)**

A quarterly inspection of the cafeteria will be done to ensure compliance with the regulations concerning cleanliness of the facility and equipment. All food should be held at correct temperatures and free from cross-contamination during the flow of food: purchasing, receiving, storing, preparing, cooking, reheating, holding, and serving.

**6.4 Water Bottle Dispensers**

All bottled water dispensers shall be in compliance with Federal, state, and local regulations.

Only bottled water approved by the SHed shall be placed in bottled water dispensers. Under no circumstances, shall empty bottles be refilled by anyone other than the processor.

All organizations procuring bottled water shall ensure that:

- No bottled water dispensers are allowed or bottles of water stored in areas where general hazards or contamination of any kind pose a threat to users under normal operations;
- Bottled water dispensers are maintained in a sanitary condition; and all dispensers have equipment numbers.

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

**6.5 Ice Machines**

All ice machines shall be in compliance with Federal, state, and local regulations.

Only ice machines that are used for food and beverages shall be tested annually or during the event of a water main break or other emergency that would put the water at risk for contamination to ensure that the water and ice is acceptable for human consumption.

- All ice machines shall be maintained in a sanitary condition; and all ice machines have equipment numbers.

6.1 – 6.5 The SHed verification procedures to ensure compliance with the requirements listed in this section shall be to review the GRC Food Sanitation Inspection Form retained by the Food Protection Manager.

**7.0 RECORDS**

- Worker Training Log (maintained by Food Protection Manager)
- Quarterly inspections (maintained by Food Safety Program Lead)
- Inspection audits (maintained by Food Safety Program Lead)

**8.0 REFERENCES**

<b>Document number</b>	<b>Document name</b>
NPD 1800.2B	NASA Occupational Health Program
NPD 1810.2B	NASA Occupational Medicine Program
NPR 1800.1C	NASA Occupational Health Program Procedures
	Centers for Disease Control and Prevention (CDC) Food Safety Office
	National Environmental Health Association Food Safety Education Resources
	USDA 2009 FDA Food Code
	U.S. Department of Agriculture (USDA)/FDA Center for Food Safety and Applied Nutrition
	USDA/FDC (Federal Food, Drug, and Cosmetic Act) Food-borne Illness Education
	USDA Food Safety Inspection Service (FSIS)
	USDA Managing Food Safety

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

## Appendix A.—DEFINITIONS AND ACRONYMS

### Centers for Disease Control and Prevention (CDC)

**Escherichia Coli (E-coli).**—*E. coli* O157:H7, one of hundreds of strains of the bacterium *Escherichia coli*, is an emerging cause of foodborne illness.

**Hazard analysis and critical control point (HACCP).**—HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution, and consumption of the finished product

**Hepatitis.**— inflammation of the liver and also refers to a group of viral infections that affect the liver.

### NASA Policy Directive (NPD)

### Occupational Health Programs Manual (OHPM)

**Salmonella.**—Bacteria that cause a foodborne illness called salmonellosis. Symptoms include nausea, vomiting, abdominal cramps, diarrhea, fever, and headache. It is an important public health problem in the United States and several European countries.

**Salmonella Typhi.**—Salmonella Typhi is a human-specific pathogen causing the systemic febrile illness typhoid fever.

**Shigella.**— *Shigella* are bacteria that can infect the digestive tract and cause a wide range of symptoms, from diarrhea, cramping, vomiting, and nausea, to more serious complications and illnesses.

**Time/temperature danger zone.**—The zone between temperatures of 41°F and 135 °F where organisms in food grow and multiply rapidly, causing diseases.

**U.S. Department of Health and Human Services (HHS).**—HHS is a Cabinet department of the United States government with the goal of protecting the health of all Americans and providing essential human services.

**U.S. Food and Drug Administration (FDA)** .—FDA is an agency of the United States Department of Health and Human Services, one of the United States federal executive departments. The FDA is responsible for protecting and promoting public health through the regulation and supervision of food safety, tobacco products, dietary supplements, prescription and over-the-counter pharmaceutical drugs (medications), vaccines, biopharmaceuticals, blood transfusions, medical devices, electromagnetic radiation emitting devices (ERED), veterinary products, and cosmetics

**U.S. Public Health Service (PHS).**—PHS is the primary division of the Department of Health, Education, and Welfare (HEW)

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Page 11 of 15



## Appendix C.—GUIDELINES FOR EXCLUSION AND RESTRICTION OF ILL FOOD EMPLOYEES

(This is a brief summary, for complete information on exclusion, isolation and restriction refer to 3717-1-02.1 of the OAC) --- or 2-201.13 of the FDA 2009

### 1. Exclude food employees with the following illnesses:

Illness	Description	Return to work
<i>Salmonella spp.</i>	12-48 hour onset (dependent on dose) Symptoms: vomiting, headache, loose stool, low fever and cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Shigella spp.</i>	1-3 day onset Symptoms: fever and watery stool which may contain blood or pus, vomiting and cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>E. coli O157:h7</i>	3-4 day onset Symptoms: bloody diarrhea with severe abdominal cramps, can lead to HUS (kidney failure).	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Hepatitis A virus</i>	Abrupt onset Symptoms: malaise and anorexia followed by Jaundice ( a yellowing of the skin and the whites of the eyes)	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Entamoeba histolytica</i>	2-4 week onset Symptoms: diarrhea with abdominal cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Campylobacter spp.</i> #1 cause of bacterial gastroenteritis	2-10 day onset Symptoms: abrupt onset of high (102°F) fever with severe watery diarrhea (may contain pus)	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Vibrio cholerae</i>	1-5 day onset Symptoms: high fever, profuse watery stool	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Cryptosporidium</i>	1-12 day onset Symptoms: diarrhea, general malaise, fever and nausea	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Cyclospora</i>	1 week onset Symptoms: diarrhea, nausea, anorexia and abdominal cramping	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Giardia</i>	7-10 day onset Symptoms: chronic diarrhea (may be pale and greasy) fatigue and weight loss	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Yersinia</i>	3-7 day onset Symptoms: diarrhea with fever and post infection arthritis	The PERSON IN CHARGE receives written documentation from a Medical Doctor

### 2. Restrict\*\* food employees with the following symptoms:

Diarrhea, fever, vomiting, jaundice, sore throat with fever, has a positive stool test with no symptoms for *Salmonella Typhi*, *Shigella spp.* or *Escherichia coli O157:H7*

\*\*restrict a food employee from working with exposed food, clean equipment, utensils, linens; and wrapped and unwrapped single-service and single-use articles

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<b>Glenn Research Center Occupational Health Programs Manual</b>	<b>Title:</b> Food Sanitation Program	
	<b>Document No.:</b> GLM-QS-1800.1-16	<b>Rev.:</b> Revision C

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**Appendix D.—WORKER TRAINING LOG**

**Worker Training Log**

Name of operation: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Training Time: \_\_\_\_\_

Location: \_\_\_\_\_

Subject of training session: \_\_\_\_\_

Training method:     Video     Lecture     Handout    (Check all that apply)  
 (Please attach any written materials to this log with a staple):

**Please see the food safety plan for overall Worker Training procedures.**

Employee Name (please print)	Employee Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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