

## Food Safety Advice

### Clean: Wash Hands and Surfaces Often

Bacteria can be spread throughout the kitchen and get onto hands, cutting boards, utensils, counter tops, and food.

- Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom or changing diapers.
- Wash your hands after playing with pets or visiting petting zoos.
- Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skinned fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.
- Keep books, backpacks, or shopping bags off the kitchen table or counters where food is prepared or served.

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### Separate: Don't Cross Contaminate

Cross-contamination is how bacteria can be spread. When handling raw meat, poultry, seafood, and eggs, keep these foods and their juices away from ready-to-eat foods. Always start with a clean scene — wash hands with warm water and soap. Wash cutting boards, dishes, countertops, and utensils with hot soapy water.

- Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and in your refrigerator.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- Use a food thermometer, which measures the internal temperature of cooked meat, poultry, and egg dishes, to make sure that the food is cooked to a safe internal temperature.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs.



## **Cook: Cook to Proper Temperatures**

Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause foodborne illness. Use a food thermometer to measure the internal temperature of cooked foods.

- Use a food thermometer, which measures the internal temperature of cooked meat, poultry, and egg dishes, to make sure that the food is cooked to a safe internal temperature.
- Cook beef roasts and steaks to a safe minimum internal temperature of 145°F. Cook pork to a minimum of 145°F. All poultry should reach a safe minimum internal temperature of 165°F throughout the bird, as measured with a food thermometer.
- Cook all ground meat to 160°F. Information from the Centers for Disease Control and Prevention (CDC) links eating undercooked ground beef with a higher risk of illness. Remember, color is not a reliable indicator of doneness. Use a food thermometer to check the internal temperature of your burgers.
- Cook eggs until the yolk and white are firm, not runny. Don't use recipes in which eggs remain raw or only partially cooked. Casseroles and other dishes containing eggs should be cooked to 160°F.
- Cook fish to 145°F or until the flesh is opaque and separates easily with a fork.
- Make sure there are no cold spots in food (where bacteria can survive) when cooking in a microwave oven. For best results, cover food, stir and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking.
- Bring sauces, soups and gravy to a boil when reheating. Heat other leftovers thoroughly to 165°F.
- Use microwave-safe cookware and plastic wrap when cooking foods in a microwave oven.

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## **Chill: Refrigerate Promptly!**

Refrigerate foods quickly because cold temperatures slow the growth of harmful bacteria. Do not over-stuff the refrigerator. Cold air must circulate to help keep food safe. Keeping a constant refrigerator temperature of 40°F or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40°F or below. The freezer temperature should be 0°F or below.

- Refrigerate or freeze meat, poultry, eggs, and other perishables as soon as you get them home from the store.
- Never let raw meat, poultry, eggs, cooked food, or cut fresh fruits or vegetables sit at room temperature more than two hours before putting them in the refrigerator or freezer (one hour when the temperature is above 90°F).
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave using the defrost setting. Food thawed in cold water or in the microwave should be cooked immediately.
- Always marinate food in the refrigerator.
- Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.
- Use or discard refrigerated food on a regular basis.

### **Keeping Cold Lunches Cold**

Prepare cooked food, such as turkey, ham, chicken, and vegetable or pasta salads, ahead of time to allow for thorough chilling in the refrigerator. Divide large amounts of food into shallow containers for fast chilling and easier use. Keep cooked food refrigerated until time to leave home.

To keep lunches cold away from home, include a small frozen gel pack or frozen juice box. Of course, if there's a refrigerator available, store perishable items there upon arrival. Insulated, soft-sided lunch boxes or bags are best for keeping food cold, but metal or plastic lunch boxes and paper bags can also be used. If using paper lunch bags, create layers by double bagging to help insulate the food.

Some food is safe without a cold source. Items that don't require refrigeration include whole fruits and vegetables, hard cheese, unopened canned meat and fish, chips, breads, crackers, peanut butter, jelly, mustard, and pickles.

### **Keeping Hot Lunches Hot**

Use an insulated container to keep food like soup, chili, and stew hot. Fill the container with boiling water, let stand for a few minutes, empty, and then put in the piping hot food. Keep the insulated container closed until lunchtime to keep the food hot — 140°F or above.

For more information, visit the USDA Food Safety and Inspection Service (FSIS).

## **2-501.11 Clean-up of Vomiting and Diarrheal Events.**

When an employee, customer, or other individual vomits or has a diarrheal event in a food establishment, there is a real potential for the spread of harmful pathogens in the establishment. Putting the proper response into action in a timely manner can help reduce the likelihood that food may become contaminated and that others may become ill as a result of the accident.

According to the CDC, Norovirus is the leading cause of foodborne disease outbreaks in the United States. More specifically, Noroviruses are the most common cause of sporadic cases and outbreaks of acute gastroenteritis. Norovirus is the most common cause of gastroenteritis in people of all ages and it is responsible for greater than 50% of all foodborne gastroenteritis outbreaks. CDC estimates that 21 million cases of acute gastroenteritis are due to Norovirus infection.

Noroviruses can be highly contagious, and it is thought that an inoculum of as few as 10-18 viral particles may be sufficient to infect an individual. Transmission occurs via foodborne and person-to-person routes, airborne inhalation of vomitus droplets, and also through contact with contaminated environmental surfaces. Good evidence exists for transmission due to aerosolization of vomitus that presumably results in droplets contaminating surfaces or entering the oral mucosa and being swallowed.

In addition, the potential transmission level of Norovirus shed in the feces at levels up to 1 trillion viral particles per gram of feces and one projectile vomiting incident can contaminate the environment with 300,000 viral particles. One study found that employees who reported having cleaned up vomitus were more likely to contract illness than those who did not.

Norovirus causes acute onset of vomiting (often explosive) and diarrhea (also often explosive) which can contaminate surfaces and become airborne increasing the chances of additional infections. A recent study has also shown that the bathroom environment was identified as a major reservoir of human Norovirus, even in the absence of an ill individual on site. Studies have shown that Norovirus can survive on fomite surfaces for up to at least 5 days at room temperature and that routine cleaning, without a disinfectant specifically to address Norovirus, may be ineffective in eliminating its presence on fomite surfaces and can even serve as a means of spreading the virus to other fomites.

Effective clean up of vomitus and fecal matter in a food establishment should be handled differently from routine cleaning procedures. It should involve a more stringent cleaning and disinfecting process. Some compounds that are routinely used for sanitizing food-contact surfaces and disinfecting countertops and floors, such as certain quaternary ammonium compounds, may not be effective against Norovirus. It is therefore important that food establishments have procedures for the cleaning and disinfection of vomitus and/or diarrheal contamination events that address, among other items, the use of proper disinfectants at the proper concentration.

Consumers are at risk of contracting Norovirus illness from direct exposure to vomitus or from exposure to airborne Norovirus from vomitus. Additionally, exposed food employees are also at risk of contracting Norovirus illness and can subsequently transfer the virus to ready-to-eat food items served to consumers.

The Food Code specifies that the Person in Charge is to exclude or restrict a food employee who exhibits, or reports a symptom, or who reports a diagnosed illness or a history of exposure to Norovirus. A clean-up and response plan is intended to address situations where a food employee or other individual becomes physically ill in areas where food may be prepared, stored or served. Once such an episode has occurred, timely effective clean-up is imperative.

When developing a plan that addresses the need for the cleaning and disinfection of a vomitus and/or diarrheal contamination event, a food establishment should consider:

- the procedures for containment and removal of any discharges, including airborne particulates;
- the procedure for cleaning, sanitizing, and, as necessary, the disinfection of any surfaces that may have become contaminated;
- the procedures for the evaluation and disposal of any food that may have been exposed to discharges;
- the availability of effective disinfectants, personal protective equipment, and other cleaning and disinfecting equipment and appurtenances intended for response and their proper use;
- procedures for the disposal and/or cleaning and disinfection of tools and equipment used to clean up vomitus or fecal matter;
- the circumstances under which a food employee is to wear personal protective equipment for cleaning and disinfecting of a contaminated area;
- notification to food employees on the proper use of personal protective equipment and procedures to follow in containing, cleaning, and disinfecting a contaminated area;
- the segregation of areas that may have been contaminated so as to minimize the unnecessary exposure of employees, customers and others in the facility to the discharges or to surfaces or food that may have become contaminated;
- minimizing risk of disease transmission through the exclusion and restriction of ill employees as specified in §2-201.12 of the Food Code;
- minimizing risk of disease transmission through the prompt removal of ill customers and others from areas of food preparation, service and storage; and
- the conditions under which the plan will be implemented.

When a food employee has been diagnosed, has recent history or exposure to, or is the suspect source of a confirmed disease outbreak of Norovirus, it must be reported to the person in charge per the FDA Food Code in subparagraphs 2-201.11 (A)(2)(a), 2-201.11(A)(4)(a), 2-201.11(A)(5)(a), and ¶2-201.11(B). If a food employee has been diagnosed with Norovirus it must also be reported to the regulatory authority. Refer to public health reasons for §2-201.11 Responsibility of the Person in Charge, Food Employees, and Conditional Employees for more information about appropriate employee health policies.

## Full Facility Norovirus Cleaning - Reference Document for Food Establishments

- **Before beginning, gather the following necessary supplies:**
  - **Equipment to protect yourself (personal protective equipment):**
    - Disposable gloves
    - Disposable hair cover
    - Disposable shoe covers
    - Disposable gown
    - Disposable face mask (for use if you need to clean up any bodily fluids or when mixing cleaning/disinfectant products)
  
  - **Clean-Up Kit:**
    - Disposable mop (avoid wooden mops)
    - Mop bucket
    - Disposable towels and cloths
    - Trash bags/plastic bags
    - A disinfectant proven to kill Norovirus:
      - **Recommended:** Mix a chlorine bleach solution using **non-scented** bleach. (Chlorine bleach may damage some fabrics and surfaces so you should spot test areas before applying the solution.)
        - Bleach solutions should be mixed fresh just before cleaning procedures begin.
        - Water should be approximately **75°F** as hotter temperatures can decrease the effectiveness of bleach solutions.
        - For **hard surfaces (e.g. non-porous surfaces, ceramic, sealed countertops, utensils):**
          - Bleach solution should contain **1000 ppm** chlorine
          - Add **1/3 cup bleach** (5.25 - 6.15% sodium hypochlorite) to **1 gallon water**
        - For **porous surfaces (e.g. unsealed concrete or natural stone):**
          - Bleach solution should contain **5000 ppm** chlorine
          - Add **1 2/3 cups bleach** (5.25 – 6.15% sodium hypochlorite) to **1 gallon water**
        - **NOTE WHAT CONCENTRATION OF BLEACH YOU ARE USING AS THIS WILL DETERMINE THE AMOUNT OF BLEACH YOU MUST ADD TO THE MIXTURE.**
          - **If the bleach you are using is different from the concentrations listed above, see manufacturer’s instructions for proper mixing directions.**
  
  - You can also use another disinfectant registered as effective against Norovirus by the Environmental Protection Agency (EPA) (see attached list).
    - **NOT ALL DISINFECTANTS SHOWN ON THE EPA LIST ARE APPROVED FOR USE IN FOOD FACILITIES.** Make sure that product labels contain language which states that they are approved to be used in FDA food facilities AND that the label provides adequate directions for use in these settings.
    - **QUATERNARY AMMONIA PRODUCTS ARE LESS EFFECTIVE.**<sup>1</sup>
    - If you have questions, consult the manufacturer for more information on the approval for use of their product on food contact surfaces and/or in food service facilities.
    - Any product that will be used to sanitize food contact surfaces must be approved by FDA under 21CFR178.1010. See the following link for a list of approved chemicals: <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=178.1010>
    - **NOTE:** The EPA list was last updated in 2009 and additional products may have since been approved. If a new product is encountered that has a claim against Norovirus ensure that

<sup>1</sup> CDC. Updated Norovirus Outbreak Management and Disease Prevention Guidelines. MMWR 2011;60(RR03)/1-15.

the product has an EPA Registration Number and that it has been approved for this claim. Additional products will be added to the attached list as they are encountered.

- **Procedure:**

- 1. WASH YOUR HANDS**

- 2. PUT ON PERSONAL PROTECTIVE EQUIPMENT** (change if any item becomes soiled)

- 3. CLEANING**

- a. Begin with clean equipment and clean supplies.**

- i. Make sure that cleaning supplies are clean.
- ii. Begin with fresh cleaner in a spray bottle so that the cleaner solution doesn't become contaminated.
- iii. If you use a mop and bucket to clean the floor, the mop head should be thrown away and the mop equipment (including handles, mop bucket and wheels, etc.) should be disinfected when finished. Mop equipment can hold bacteria and viruses and can contaminate already-cleaned surfaces.
- iv. **Do not use wooden mops.** Some are not sealed and cannot be disinfected properly.

- b. Clean**

- i. **Cleaners** (also known as **detergents**) remove dirt and germs off surfaces so they can be rinsed away with water. **Cleaning** is important as you **must make sure dust and dirt are removed from surfaces before disinfecting or the disinfectant will not be effective.**

- c. Rinse**

- i. Rinsing is an important part of the cleaning process.

- 4. DISINFECTION**

- a. Disinfectants** are chemical products that destroy or inactivate germs and prevent them from growing.

Disinfectants have no effect on dirt, soil, or dust so surfaces **MUST** be cleaned (as described above) before they are disinfected.

- b. Apply disinfectant to all surfaces in the room, paying close attention to highly-touched areas**

- i. Change cloth when soiled.
- ii. Make sure to allow the disinfectant to remain in contact with the surface it is applied to for the appropriate amount of time (this is referred to as "contact time"). Use the manufacturer's guidelines to determine what the appropriate contact time is.
- iii. **Bleach solutions typically need at least 5 minutes of contact time.**
- iv. If the disinfectant dries before the appropriate contact time has passed, you should re-apply disinfectant to that area.

- c. RINSE Food Contact Surfaces**

- i. **BEFORE USE, RINSE ALL FOOD CONTACT SURFACES WITH POTABLE WATER (WATER THAT IS SAFE FOR DRINKING) AFTER THE APPROPRIATE CONTACT TIME HAS PASSED.**
- ii. **IF SURFACES ARE NOT RINSED, LEVELS OF THE DISINFECTANT THAT ARE LEFT BEHIND MAY MAKE PEOPLE SICK.**

- d. Air Dry**

- i. **Allow all surfaces to *air dry*.** Do NOT use towels to dry any surfaces as they may re-contaminate equipment.

- e. Work from clean to dirty surfaces**

- i. Always begin cleaning in the least dirty areas and clean toward the known, dirtier areas.

- ii. If you are cleaning up any bodily fluids (such as vomit), you should clean from the edges of the spill toward the center.
  - iii. Bathrooms should be cleaned last.
- f. Clean from top to bottom**
- i. Carpets and floors should be cleaned last.
  - ii. **Carpets** should be cleaned with a chemical disinfectant that is effective against Norovirus (see attached list) and then carpets should be **steam cleaned at 158°F for 5 minutes or 212°F for 1 minute** for complete inactivation.
- g. Separate clean from dirty**
- i. Do not place dirty items with, above, or close to clean items.
- h. Laundering of dirty linens/clothing**
- i. Items containing bodily fluids (such as vomit) that need to be laundered should be double-bagged.
  - ii. Handle laundry carefully and avoid shaking it as this can spread the virus.
  - iii. Launder with hot water in a Virkon™ solution or other laundry detergent effective against Norovirus (see attached list) for the longest available cycle length. Laundry should then be machine dried.

**5. WHEN FINISHED, REMOVE ALL PERSONAL PROTECTIVE EQUIPMENT AND PLACE IN A TRASH BAG**

**6. WASH YOUR HANDS THOROUGHLY WITH SOAP AND WATER IMMEDIATELY AFTER DISPOSING OF TRASH**

- a. **Hand sanitizers may not be effective against Norovirus and should not be used as a substitute for hand washing.**

**7. CONTACT YOUR INSPECTOR FOR FINAL APPROVAL OF NOROCLEAN PROCEDURES BEFORE RE-OPENING TO THE PUBLIC. Contact information for inspectors by county can be found at: <http://dia.iowa.gov/page27.html>**

**Resources:**

“Clean Up and Disinfection for Norovirus” - Downloadable posters in English & Spanish. Disinfect for Health – Water Quality & Health Council. <http://www.disinfect-for-health.org/resources>

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**Environmental Protection Agency's (EPA) Registered Antimicrobial Products Effective Against *Norovirus* (Norwalk-like virus)  
(January 9, 2009)**

*The EPA Reg# can be found on the bottle's label.*

<b><u>EPA Reg#</u></b>	<b><u>Primary Product Name</u></b>
777-99	BRACE
777-105	ARC
1677-203	OXY-SEPT LDI
1677-256	EXPOR BASE CONCENTRATE
1839-79	NP 4.5 DETERGENT/ DISINFECTANT
1839-81	NP 9.0 DETERGENT/DISINFECTANT
1839-83	DETERGENT DISINFECTANT PUMP SPRAY
1839-95	NP 4.5(D&F) DETERGENT/DISINFECTANT
1839-96	NP 9.0 (D&F) DETERGENT/DISINFECTANT
1839-100	VETERINARY TYPE DISINFECTANT
1839-174	STEPAN TOWELETTE
6659-3	SPRAY NINE
6836-75	LONZA FORMULATION S-21
6836-77	LONZA FORMULATION S-18
6836-78	LONZA FORMULATION R-82
6836-136	LONZA FORMULATION S-18F
6836-139	LONZA FORMULATION R-82F
6836-140	LONZA FORMULATION S-21F
6836-152	LONZA FORMULATION DC-103
6836-266	BARDAC-205M-10
6836-278	BARDAC-205M-14.08
6836-313	LONZA DISINFECTANT WIPES
10324-58	MAQUAT 128
10324-59	MAQUAT64
10324-93	MAQUAT64PD
10324-105	MAQUAT 128PD
10324-140	MAQUAT MQ2525M-CPV
34810-35	CLEAN-CIDE READY TO USE GERMICIDAL DETERGENT
56392-7	DISPATCH HOSPITAL CLEANER DISINFECTANT WITH BLEACH
61178-1	D-125
61178-2	PUBBLIC PLACES

67619-8	CPCC ULTRA BLEACH 2
67619-12	CPPC TSUNAMI
67619-13	CPPCSTORM
67619-17	SHIELD
70060-19	ASEPTROL S10-TAB
70627-2	DISINFECTANT D.C. 100
70627-56	OXIVIRTB
70627-58	OXY-TEAM DISINFECTANT CLEANER
70627-60	OX1VIR WIPES
71654-7	VIRKON
72977-3	AXEN (R) 30
74559-1	ACCELTB
74986-4	SELECTROCIDE 2L500
74986-5	SELECTROCIDE 50
73232-1	ALPETD2
75848-1	AMERI-KLEEN WHIRLPOOL PEDICURE SPA ONE STEP DISINFECTANT
80346-1	MDF-200 MODEC DECON FORMULATION Patt A
80346-2	MDF-200 MODEC DECON FORMULATION Patt B
82972-1	VITAL OXIDE

Additional Products Approved Since 2009

<u>EPA Reg#</u>	<u>Primary Product Name</u>
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1839-83-8325	Fresh Breeze TB
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        - Water should be approximately **75°F** as hotter temperatures can decrease the effectiveness of bleach solutions.
        - For **hard surfaces (e.g. non-porous surfaces, ceramic, sealed countertops, utensils):**
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          - Add **1/3 cup bleach** (5.25 - 6.15% sodium hypochlorite) to **1 gallon water**
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- h. Laundering of dirty linens/clothing**
  - i. Items containing bodily fluids (such as vomit) that need to be laundered should be double-bagged.
  - ii. Handle laundry carefully and avoid shaking it as this can spread the virus.
  - iii. Launder with hot water in a Virkon™ solution or other laundry detergent effective against Norovirus (see attached list) for the longest available cycle length. Laundry should then be machine dried.

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6836-266	BARDAC-205M-10
6836-278	BARDAC-205M-14.08
6836-313	LONZA DISINFECTANT WIPES
10324-58	MAQUAT 128
10324-59	MAQUAT64
10324-93	MAQUAT64PD
10324-105	MAQUAT 128PD
10324-140	MAQUAT MQ2525M-CPV
34810-35	CLEAN-CIDE READY TO USE GERMICIDAL DETERGENT
56392-7	DISPATCH HOSPITAL CLEANER DISINFECTANT WITH BLEACH
61178-1	D-125
61178-2	PUBBLIC PLACES

67619-8	CPC ULTRA BLEACH 2
67619-12	CPPC TSUNAMI
67619-13	CPPCSTORM
67619-17	SHIELD
70060-19	ASEPTROL S10-TAB
70627-2	DISINFECTANT D.C. 100
70627-56	OXIVIRTB
70627-58	OXY-TEAM DISINFECTANT CLEANER
70627-60	OX1VIR WIPES
71654-7	VIRKON
72977-3	AXEN (R) 30
74559-1	ACCELTB
74986-4	SELECTROCIDE 2L500
74986-5	SELECTROCIDE 50
73232-1	ALPETD2
75848-1	AMERI-KLEEN WHIRLPOOL PEDICURE SPA ONE STEP DISINFECTANT
80346-1	MDF-200 MODEC DECON FORMULATION Patt A
80346-2	MDF-200 MODEC DECON FORMULATION Patt B
82972-1	VITAL OXIDE

# Food Safety SOP

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## Communicating Norovirus Prevention Methods (Sample SOP\*)

**PURPOSE:** To reinforce methods of preventing norovirus by communicating with staff.

**PROCEDURES:**

1. The foodservice manager will develop a schedule and provide training on norovirus prevention for foodservice employees.
  - a. Foodservice employee communication will reinforce
    - i. Norovirus symptoms
    - ii. How norovirus is spread
    - iii. Handwashing and personal hygiene procedures
    - iv. No bare hand contact policies
    - v. Required reporting of symptoms and illnesses
    - vi. Employee exclusion and restriction policies
    - vii. Why and how to use the Body Fluid Cleanup Kit

**Monitoring:**

1. The foodservice manager will document foodservice employee training.
2. The designated foodservice employee will monitor to ensure that all foodservice employees are adhering to policies related to this SOP during all hours of operation.

**Corrective Action:**

1. Retrain any foodservice employee found not following procedures related to this SOP.

**Verification and Record Keeping:**

Employee training records will be kept on file for a minimum of one (1) year.

**DATE APPROVED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

# Food Safety Sample SOP

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## Cleaning and Disinfecting Body Fluid Spills

**PURPOSE:** This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

### PROCEDURES:

1. Contain the affected area
  - Discontinue foodservice operations if spill occurred in food preparation or service areas.
    - Refer to [Alternate Meal Service](#) SOP to safely continue meal service.
  - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
  - Send sick staff and students to the school clinic/nurse for assistance.
  - Exclude (i.e., send home) foodservice employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the Food Safety Sample SOP [Exclusions and Restrictions for Ill or Infected Food Service Employees](#).
  - Allow only foodservice employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid Cleanup Kit. Refer to the Food Safety Sample SOP [Assembling a Body Fluid Cleanup Kit](#).
3. Put on personal protective equipment (PPE), including:
  - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
    - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
  - A disposable gown or apron, and disposable shoe covers.
  - A face mask with eye protection, or goggles.
4. Remove visible body fluid
  - Pour sand, or liquid spill absorbent material, on body fluid spill.
  - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.



- Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
5. Clean the affected area
- Put on new disposable gloves. Consider double gloving.
  - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfected, all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
  - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
6. Disinfect the affected area
- Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine bleach disinfecting solution.\*
  - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
  - Prepare solution immediately before applying it to surfaces using unscented, household bleach (5.25% concentration) and water. Once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.
  - Mix between 5 tablespoons and 25 tablespoons (1.5 cups) of bleach with 1 gallon of water (solution concentration of 1000 – 5000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1.5 cups of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids.
  - Transfer solution to a spray bottle.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
  - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
  - Use in a well-ventilated area



- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.
- Put on new disposable gloves. Consider double gloving.
- Dispose of paper towels in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

\* EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at [www.epa.gov/oppad001/list\\_g\\_norovirus.pdf](http://www.epa.gov/oppad001/list_g_norovirus.pdf). CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at [www.epa.gov/oppad001/list\\_d\\_hepatitisbhiv.pdf](http://www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf).

Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170°F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

7. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
  - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.



- Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a [Damaged or Discarded Product Log](#).
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
8. Dispose of PPE, and cleaning and disinfecting materials.
- Put on new disposable gloves. Consider double gloving.
  - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
  - Place garbage bags in a second garbage bag (double bag).
  - Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then disinfect. Allow these items to air dry.
  - Remove PPE, including disposable gloves, and place in second garbage bag.
  - Securely tie the second garbage bag.
  - Discard the bag(s) in the disposal area identified by school officials.
  - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP [Cleaning and Sanitizing Food Contact Surfaces](#).
11. Restock the contents of the Body Fluid Cleanup Kit.
12. Complete an [incident report](#).

#### **MONITORING:**

The foodservice manager will:

1. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
2. Ensure that at least one foodservice employee per shift is:
  - Designated and trained to implement this SOP, and
  - Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure that foodservice employees are:
  - Educated on illnesses and symptoms that must be reported to managers.
  - Monitored for signs and symptoms of illness.



**CORRECTIVE ACTION:**

The foodservice manager will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated foodservice employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain/educate foodservice employees in Food Safety Sample SOP *Exclusions and Restrictions for Ill or Infected Food Service Employees*. Restrict or exclude ill foodservice employees in accordance with SOPs.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for foodservice employees on applicable SOPs using an [Employee Food Safety Training Record](#).

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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