

# » License Guidelines

## for Starting a New Food Business

### Step 1: Zoning approval

- ▶ Get city or town zoning approval to operate a food establishment.

### Step 2: Sewage disposal system approval

- ▶ This applies to establishments with private sewer systems only. If the establishment is on a public sewer system, go to **Step 3**.
  - If an **on-site** sewage disposal system exists, submit a System Suitability Determination application to the Rhode Island Department of Environmental Management (DEM). Submit a copy of the approved application to the Center for Food Protection as part of the application package, including seating capacity and any other limitations imposed by DEM.
  - If a **new** on-site sewage disposal system is needed, submit an application for construction of a new Onsite Wastewater Treatment System (OWTS) to DEM. Submit a copy of the Certificate of Conformance issued by DEM to the Center for Food Protection as part of the application package.

### Step 3: Water supply approval

- ▶ This applies to establishments with an on-site water supply (well water) only. If the establishment has a municipal water supply, go to **Step 4**.
- ▶ Get approval from the Rhode Island Department of Health, Center for Drinking Water Quality indicating a safe, on-site water supply.

### Step 4: Complete license application and submit with fees

- ▶ Complete the license application for each type of license required (e.g., market, food service establishment, dairy).
- ▶ Submit license application packages and fees to the Center for Food Protection at least **two weeks** before the proposed opening date for existing facilities, and at least **one month** before construction of new facilities or renovation of existing facilities.
- ▶ Include any necessary fees for each type of license required.



## License Guidelines for Starting a New Food Business (*continued*)

- ▶ Make all checks payable to General Treasurer, State of Rhode Island.
- ▶ All application fees and plan review fees are non-refundable.
- ▶ All license application packages must include:
  - Application or applications
  - Application fee or fees
  - DEM approval (if necessary)
  - Division of Drinking Water Quality approval (if necessary)
  - Proposed menu
  - Any other license application documents required for new construction and facilities undergoing renovations, such as:
    - » Construction application
    - » Plan review fee (equal to the license fee, and only if new construction or renovation cost is greater than 50% of the value of the establishment)
    - » Three sets of architectural plans

### Step 5: Certified food safety managers

- ▶ If required, make sure the establishment has the appropriate number of managers certified in food safety.

### Step 6: Local permits

- ▶ Get required permits from city or town officials, such as the building official, local Fire Marshal, etc.

### Step 7: Pre-operational inspection

- ▶ After the Center for Food Protection reviews the application, construction is complete, and all equipment is operational, call the Center for Food Protection at **401-222-2750** to schedule a pre-operational inspection. Please have a certified food safety manager, owner, or manager present for this inspection. If the inspection is satisfactory, your license will be approved and mailed to you.



# » Employee Health

## Reportable Symptoms and Illnesses

### You must report any of these symptoms to the person in charge:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever
- Coughing, sneezing, or a runny nose
- A cut or wound that has pus



According to the U.S. Centers for Disease Control (CDC), when ill food workers handle food they can spread food borne illnesses.

### You must report it to the person in charge if you have been exposed to or diagnosed with:

- Norovirus
- Hepatitis A virus
- *Shigella* spp. (shigellosis)
- Enterohemorrhagic or Shiga Toxin-Producing *E. Coli*
- *Salmonella typhi* (typhoid fever)

To learn more about reportable symptoms and illnesses and employee restrictions and exclusions, see the [Rhode Island Food Code](#).



# » Wash Your Hands!

If you handle food, you **must** wash your hands often!

Hand washing is the best way to prevent the spread of infection.

## Why?

- Your hands may look clean, but they have germs
- Washing your hands helps keep you and your customers from getting sick
- **It's the law!**

## Use new gloves!

- Every time you wash your hands
- When a glove is torn or soiled



## When?

- When arriving at work
- After using the bathroom
- After smoking
- After sneezing
- After touching your hair, face, or clothing
- After eating or drinking
- After taking off or before putting on a new pair of gloves
- Before handling food, especially ready-to-eat foods like salads and sandwiches
- After handling garbage
- After handling dirty equipment, dishes, or utensils
- After touching raw meats, poultry, or fish
- Anytime you change tasks (go from one thing to another)

## How?



1

**Wet** your hands with warm, running water

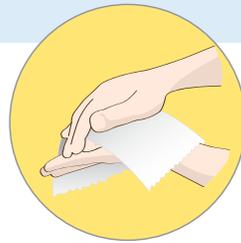
**Lather** with soap



2

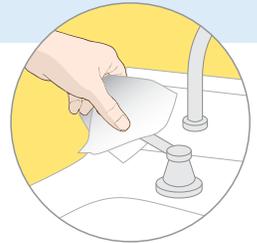
**Scrub** between fingers, on backs of hands, and under nails

**Wash** at least 10-15 seconds, as long as it takes to sing "Happy Birthday"



3

**Dry** hands with single-use paper towels or electric hand dryer



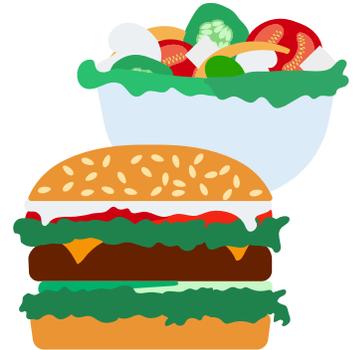
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**Use** a paper towel to turn off the water



# » No Bare Hand Contact

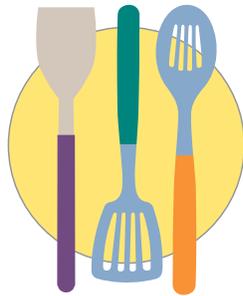
The Rhode Island Food Code (3-301.11) does **not** allow bare hand contact with ready-to-eat (RTE) food. RTE food is served without extra preparation, such as cooking to make it safe. RTE food includes sandwiches, salads and bread. By law, food service workers **must** use suitable utensils when handling RTE food.



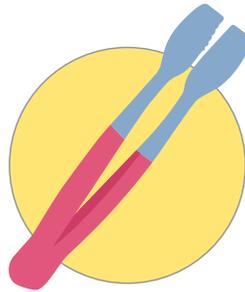
## Suitable utensils include:



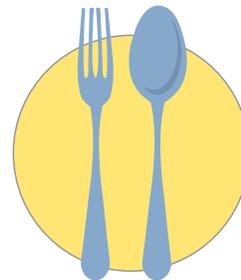
Deli tissue



Spatulas



Tongs



Forks and other serving utensils



Single-use, non-latex gloves



## Single-use glove guidelines

- Do not use gloves instead of washing your hands!
- Wash hands before putting on gloves
- Use gloves for one task only, such as handling RTE foods
- Wash hands between glove changes
- Throw gloves away if they become torn or soiled
- Do not use fabric or re-usable gloves to handle RTE foods





# Employer Responsibilities for Employee Health

According to the U.S. Centers for Disease Control (CDC), when ill food workers handle food they can spread food borne illnesses. Here’s how to prevent that!

Employer responsibilities	What you can do
Make sure there are no ill food workers in your establishment	<b>Ask</b> all employees at every shift if they are ill
Make sure all employees know which symptoms and illnesses are reportable	<b>Create</b> and use an Employee Health Policy and train all employees to follow it
<b>Restrict</b> employees when appropriate	<b>Restrict</b> employees who have an infected skin lesion with pus or have been exposed to food borne pathogens, such as someone in their home has reportable symptoms or a reportable illness
<b>Exclude</b> employees for 48 hours after symptoms stop if they are experiencing reportable symptoms	<b>Exclude</b> employees who are experiencing vomiting, diarrhea, jaundice, sore throat, or fever
<b>Exclude</b> employees who have been diagnosed with reportable illnesses and <b>report</b> them to the Rhode Island Department Health	<p><b>Exclude</b> and <b>report</b> employees who have been diagnosed with:</p> <ul style="list-style-type: none"> <li>▪ Norovirus</li> <li>▪ Hepatitis A</li> <li>▪ <i>Shigella</i> spp.</li> <li>▪ Shiga Toxin-Producing <i>E. coli</i> 0157:H7 (STEC)</li> <li>▪ <i>Salmonella typhi</i></li> <li>▪ Nontyphoidal <i>Salmonella</i></li> </ul> <p>To learn more, see the <a href="#">Rhode Island Food Code</a></p>
Make sure employees know how to properly clean up vomit and diarrhea	<b>Train</b> all employees on how to properly clean up vomit and diarrhea to protect employees, customers, food, and surfaces from contamination





# Employee Illness Decision Guide

Food establishment managers should use this guide to decide what to do when employees are ill

To decide if you should change an employee's duties, ask:

<p>Do you have vomiting, diarrhea, or a sore throat with fever?</p> <p><b>Yes</b> →</p> <p><b>No</b> ↓</p>	<p><b>Exclude employee from work</b></p> <ul style="list-style-type: none"><li>▪ Send home if at work</li><li>▪ Allow to return only after symptoms have been gone 48 hours</li><li>▪ Record symptoms on Employee Illness Log</li><li>▪ If these illnesses are doctor diagnosed, you <b>must</b> report them to the Rhode Island Department of Health: salmonella, shigellosis, <i>E. coli</i> infections, norovirus, or hepatitis A</li></ul>
<p>Does someone in your household have vomiting or diarrhea?</p> <p><b>Yes</b> →</p> <p>Do you have a skin lesion that has pus?</p> <p><b>No</b> ↓</p>	<p><b>Restrict employee at work</b></p> <ul style="list-style-type: none"><li>▪ Reinforce proper hand washing</li><li>▪ Make sure wounds are covered</li><li>▪ No bare-hand contact with ready-to-eat foods or clean dishes</li><li>▪ Discuss employee illness reporting requirements, ways food workers can spread illness through food, and prevention strategies</li></ul>
<p>Do you have any other symptoms of concern?</p> <p><b>Yes</b> ↓</p> <p><b>No</b> →</p>	<p><b>Do not exclude or restrict employee from normal work duties</b></p> <ul style="list-style-type: none"><li>▪ Restrict an employee if you are concerned about the spread of other communicable illnesses</li><li>▪ Call the Rhode Island Department of Health with specific concerns</li></ul>

**Call your doctor**

**Remember:** If a vomiting incident happens in the food establishment, you must follow proper cleanup guidelines. To learn more, visit [www.disinfect-for-health.org/wp-content/themes/disinfect/pdfs/NorovirusPrevent\\_8.5x11\\_English\\_Color.pdf](http://www.disinfect-for-health.org/wp-content/themes/disinfect/pdfs/NorovirusPrevent_8.5x11_English_Color.pdf)



# Conditional Employee or Food Employee Reporting Agreement

Preventing infected employees from spreading these diseases through food: Norovirus, *Salmonella typhi*, *Shigella* spp., enterohemorrhagic *E. coli* (EHEC), Shiga toxin-producing *E. coli* (STEC), or hepatitis A virus.

This agreement says that conditional and food employees must tell the person in charge when they have any of the conditions listed so the person in charge can take steps to prevent illness from spreading through food.

Conditional employees are persons offered food jobs on the condition that they answer questions or have a medical exam to find out if they may have a disease that can be spread through food.

## I agree to report to the person in charge:

### 1. Any onset of these symptoms at work or outside work, with the date symptoms began:

- Diarrhea
- Vomiting
- Jaundice (yellow skin or eye white)
- Sore throat with fever
- Infected cut, wound, or lesion with pus (such as a boil) not properly covered on the hand, wrist, or other body part, no matter how small

### 2. Any medical diagnosis of:

- Norovirus
- Typhoid fever (*Salmonella typhi* infection)
- Shigellosis (*Shigella* spp. infection)
- *Escherichia Coli* infection
- Hepatitis A virus infection

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## Conditional Employee or Food Employee Reporting Agreement *(continued)*

### 3. Any exposure to foodborne pathogens:

- Exposure to or suspicion of causing any confirmed disease outbreak of norovirus, typhoid fever, shigellosis, *E. coli* infection, or hepatitis A.
- A household member diagnosed with an illness listed above.
- A household member attending or working in a setting that is experiencing a confirmed disease outbreak of an illness listed above.

I have read, or had explained to me, and understand that under the Rhode Island Food Code and this agreement I must:

- Report specific symptoms, diagnoses, and exposure as agreed
- Obey work restrictions or exclusions when given them
- Practice good hygiene

I understand that if I do not comply with this agreement I could lose my job, have legal action taken against me, or both.

<b>Employee name (please print)</b>	
▶	
<b>Employee signature</b>	<b>Date</b>
▶	
<b>Permit holder or representative signature</b>	<b>Date</b>
▶	





# Guidelines for Responding to Vomiting and Diarrhea in Food Establishments

Norovirus is highly contagious. It only takes a few particles to infect a person. When someone with norovirus vomits, virus particles can spread up to 25 feet. To keep others from catching the virus, food service operators must contain the vomit and clean and disinfect the area.

Section 2-501.11 of the U.S. Food and Drug Administration (FDA) Food Code requires food establishments to:

- Have written procedures for their employees to follow when cleaning up diarrhea and vomit
- Include in the written procedures how the food establishment protects customers, employees, food, and surfaces from contamination

## All food service operators must:

- Have a written plan for addressing incidents of vomiting and diarrhea
- Restrict or exclude symptomatic employees for 48 hours after the last symptom (RI Food Code, section 2-201.12)
- Restrict or exclude any employee who is diagnosed with **norovirus**, even if they are asymptomatic (do not have symptoms), since they may carry the virus
- Make sure that:
  - » Employees wash hands
  - » Employees do not handle ready-to-eat foods with bare hands
  - » Ill workers are excluded or restricted
  - » Any food that was handled by an ill employee is discarded

## Follow these guidelines for creating a written procedure:

### Protect customers

- Move guests at least 25 feet away from affected areas
- Block access to contaminated area
- Throw away food and single service items that may have been contaminated

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## Responding to Vomiting and Diarrhea in Food Establishments (*continued*)

### Protect employees

- Require employees who are cleaning up to wear gloves, mask, and apron
- Throw away or launder items after use
- Wash hands thoroughly
  - » Remember: Hand sanitizers may **not** be effective against norovirus

### Contain the spill

- Use baking soda or other absorbent material designed to contain the spill

### Clean up

- Use paper towels for cleanup, and throw them away in a plastic trash or biohazard bag
  - » Do **not** vacuum (vacuuming can spread particles)
- Use soapy water for:
  - » Spill area
  - » Surfaces close to the spill
  - » Frequently touched areas such as faucet handles, door knobs, counters, and phones
- Rinse thoroughly
- Wipe dry with paper towels

### Disinfect surfaces after cleaning (to remove remaining germs)

- Use chlorine bleach for everything except fabrics and rugs
  - » For **hard** surfaces use 1/3 cup bleach (1/4 cup if concentrated) + 1 gallon of water
  - » For **porous** surfaces use 1-2/3 cup bleach (1 cup if concentrated) + 1 gallon of water
- Steam clean or use other disinfectants approved for food service facilities for areas that cannot be bleached:
  - » Phenolic environmental disinfectants at 2-4 times the concentration
  - » EPA-registered disinfectants
- Rinse all food contact surfaces after disinfecting

#### To learn more, go to:

[www.health.ri.gov/diseases/food/?parm=73](http://www.health.ri.gov/diseases/food/?parm=73)

[www.cdc.gov/norovirus/preventing-infection.html](http://www.cdc.gov/norovirus/preventing-infection.html)

[www.foodsafety.gov/poisoning/causes/bacteriaviruses/norovirus/index.html](http://www.foodsafety.gov/poisoning/causes/bacteriaviruses/norovirus/index.html)



# Cleanup checklist for vomiting and diarrhea

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## Cleanup kit for vomiting and diarrhea

- Cleanup checklist
- Masks
- Gloves
- Paper towels
- Plastic garbage bags
- Caution tape
- Disposable clothes
- Baking soda
- Drop cloth



# » Approved Source

The Approved Source section of the Rhode Island Food Code law (R23-1, 21-27-Food, 3-201.11) helps ensure food safety and protect public health.



- Food must be approved. That means it must come from a source that meets the law, such as a licensed facility.
- Food prepared in a private home may **not** be used or offered for sale.
- Packaged food must be labeled as written in the law.
- Other than edible molluscan shellfish, intended for raw service, fish that will be served raw must be frozen first.
- Whole-muscle, intact beef that is undercooked and does not have a consumer advisory must be labeled as such.
- Meat and poultry must be labeled with the safe handling instructions written in the law.
- Eggs not treated to destroy Salmonella must be labeled with the safe handling instructions written in the law.



# »» Food Labels

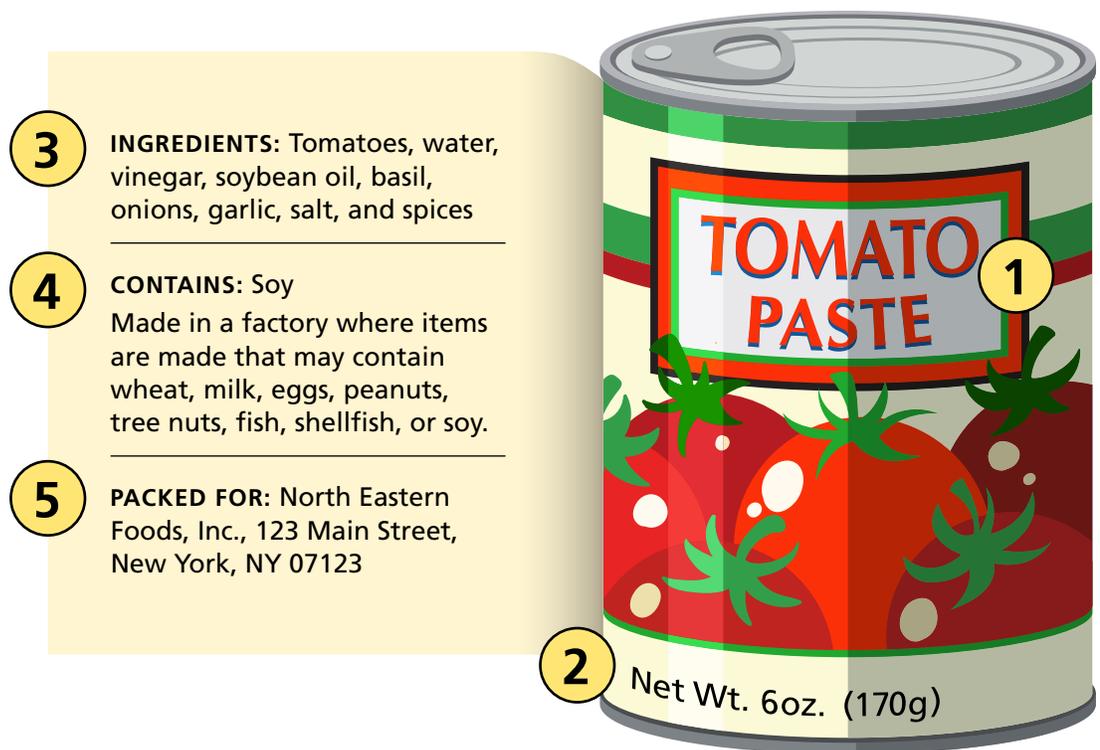
## Which foods need labels?

- Packaged foods
- Self-service foods

Download food label approval forms at [www.health.ri.gov/forms/approval/FoodLabel.pdf](http://www.health.ri.gov/forms/approval/FoodLabel.pdf)

## What must be on the label?

1. Product name (English)
2. Net quantity (amount in package) in U.S. (oz., lb., gal.) and metric (g, kg, l)
3. Ingredients (listed most to least)
4. Major food allergens (wheat, milk, eggs, peanuts, tree nuts, fish, shellfish, soy)
5. Business name and address (manufacturer or distributor)



To learn more, see the [U.S. Food and Drug Administration Food Labeling Guide](#).



# »» Food Allergies

What you need to know

Millions of people have food allergies that can range from mild to life-threatening.



If a guest has an allergic reaction, tell the manager and call **911!**

## Let the guest decide

When a guest tells you someone in their party has a food allergy, follow the 4 Rs:

- **Refer** the food allergy concern to the chef, manager, or person in charge
- **Review** the food allergy with the guest and check ingredient labels
- **Remember** to check the preparation procedure for potential cross-contact
- **Respond** to the guest and tell them what you found out

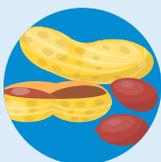
## Avoid cross contact

Cross contact sources include cooking oils, splatter, and steam from cooking foods.

When these items come in contact with food allergens, wash them thoroughly in hot, soapy water:

- All utensils (spoons, knives, spatulas, tongs, etc.)
- Sheets pans, pots, pans
- Fryers and grills

## Most common food allergens



Peanuts



Tree nuts



Fish



Shellfish



Eggs



Milk



Wheat



Soy



# »» Food Allergy Reactions

How to recognize and respond to suspected or active food allergy reactions (anaphylaxis)

## For one or more of these severe symptoms:



### Lung

Short of breath, wheezing, repetitive cough



### Heart

Pale, blue, faint, weak pulse, dizzy



### Throat

Tight, hoarse, trouble breathing or swallowing



### Mouth

Significant swelling of the tongue, lips



### Skin

Many hives over body, widespread redness



### Gut

Repetitive vomiting, severe diarrhea



### Other

Feeling something bad is about to happen, anxiety, confusion

## 1 Call 911

Ask for an ambulance with epinephrine

## 2 Lay the person flat with raised legs

If they are vomiting or having trouble breathing, let them sit up or lie on their side.

## 3 Next steps

Transport to Emergency Room (ER). The person should stay in the ER for 4 hours because symptoms may return.

## These are mild symptoms of an allergic reaction:



### Nose

Itchy or runny nose, sneezing



### Mouth

Itchy mouth



### Skin

A few hives, mild itch



### Gut

Mild nausea or discomfort





# Time/Temperature Control for Safety (TCS) Food

## TCS food, also called potentially hazardous food, includes:

- Food of animal origin that is raw or heat-treated
- Food of plant origin that is heat-treated or includes raw seed sprouts
- Cut melons
- Garlic and oil mixtures

## Cooking temperatures

All temperatures given in Fahrenheit

<b>165°</b>	Poultry
	Stuffed meats, poultry, fish, and pasta
	Stuffing made with meat, fish, or poultry
<b>155°</b>	Ground beef and other meats that have been chopped, ground, minced, and/or reformed (includes gyros and sausage)
	Unpasteurized eggs to be held for service
<b>145°</b>	Solid portions of fish, meat, and beef (for cooking times and temperatures for whole meat roasts, see Rhode Island Food Code 3-401)
	Unpasteurized shell eggs prepared for immediate service

## Hot holding temperature

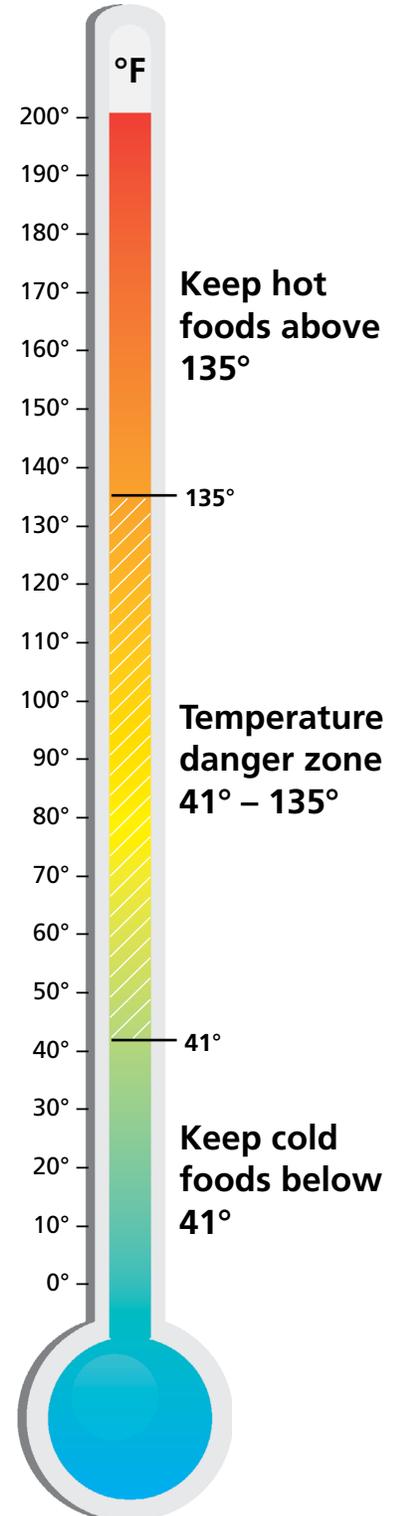
<b>135°</b>	All TCS foods
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## Reheating temperatures (for hot holding)

<b>165°</b>	All foods that have been cooked and cooled
<b>135°</b>	Commercially processed and packaged foods and vegetables

## Cold holding temperature

<b>41°</b>	All TCS foods
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To learn more, read Chapter 3 of the [Rhode Island Food Code](#)



# Minimum Internal Cooking Temperatures

Food	Temperature	Minimum holding time
Fruits and vegetables for hot holding	135°F	
Ready-to-eat, commercially processed foods for hot holding	135°F	
Eggs for immediate consumption	145°F	15 seconds
Fish, fillets	145°F	15 seconds
Game animals, commercially raised	145°F	15 seconds
Lamb chops	145°F	15 seconds
<b>Meat roasts:</b> Whole meat roasts may be cooked to less than 145°F (4 minutes). See <a href="#">chart</a> in FDA Model Food Code (3-401.11(B)(2))		
Beef roasts	145°F	4 minutes
Cured pork roast (ham)	145°F	4 minutes
Lamb roasts	145°F	4 minutes
Pork roasts	145°F	4 minutes
Veal roasts	145°F	4 minutes
Pork chops and cutlets	145°F	15 seconds
Seafood	145°F	15 seconds
Veal chops and cutlets	145°F	15 seconds
Eggs, hot held	155°F	15 seconds
Fish, flaked	155°F	15 seconds
Hamburgers	155°F	15 seconds
Injected meats	155°F	3 minutes
Sausage	155°F	15 seconds
Poultry (chicken, duck, and turkey)	165°F	15 seconds
Reheated foods for hot holding	165°F	15 seconds
Stuffed meats, fish, poultry, and pasta	165°F	15 seconds
Stuffing made with meat, fish, or poultry	165°F	15 seconds
Any potentially hazardous food cooked in a microwave Allow item to stand covered for 2 minutes after cooking.	165°F	



# Refrigerator Storage

## Top to Bottom

Keep refrigerator at  
41°F or below

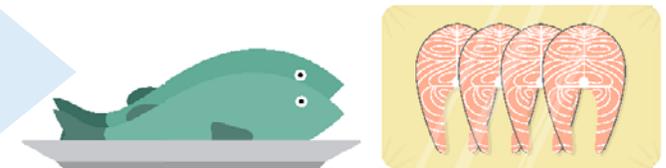
### Cooked and ready-to-eat foods

Includes deli meats, cheese, washed produce



### Seafood

Cook to minimum of 145°F



### Whole meats

Cook to minimum of 145°F



### Unpasteurized shell eggs

Cook to minimum of 145°F for immediate service  
or 155°F if held



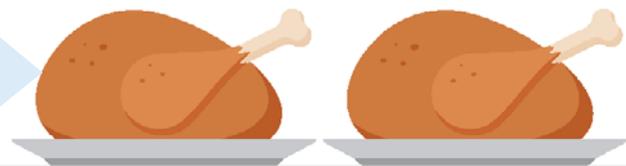
### Ground animal protein

Cook to minimum internal temperature of 155°F

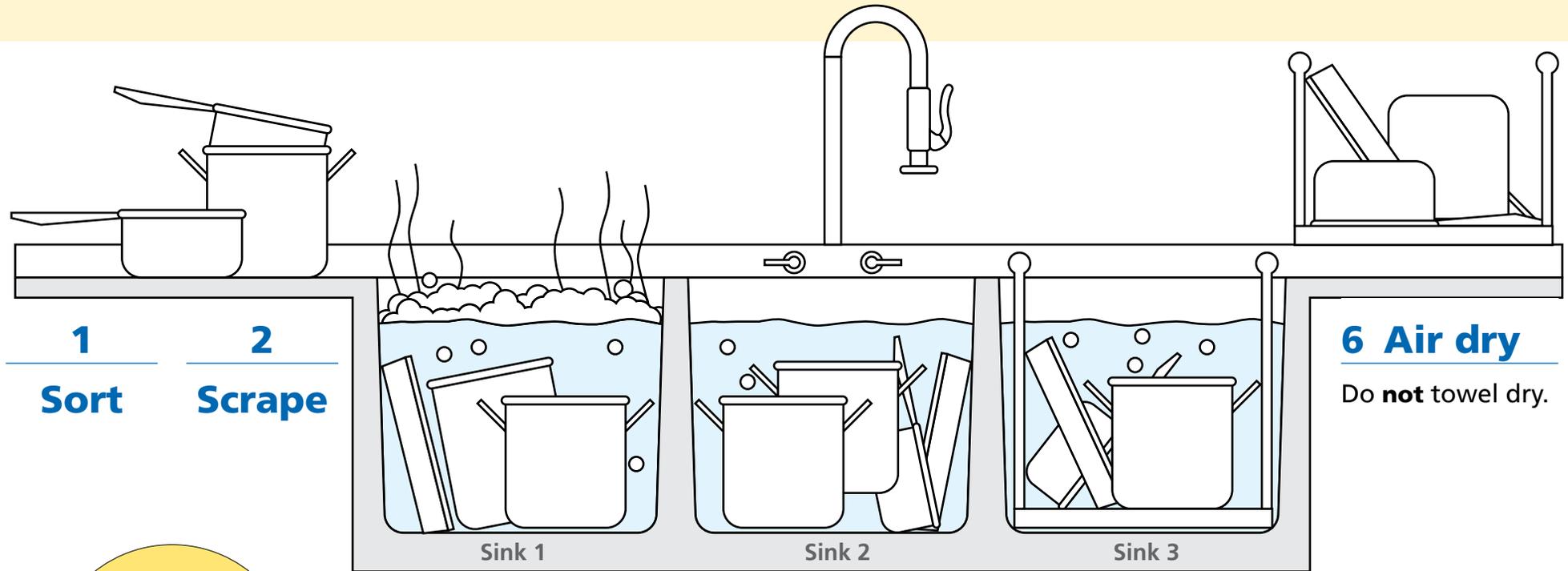


### Poultry

Cook to minimum internal temperature of 165°F



# » How to Wash Dishes by Hand



**1**  
**Sort**

**2**  
**Scrape**

Sink 1

Sink 2

Sink 3

**6 Air dry**  
Do **not** towel dry.

Empty and refill sinks as often as needed to keep the water clean.

## 3 Wash

Use detergent in **hot** water (110°F or above) to remove soil.

## 4 Rinse

Use **clean** water to remove detergent.

## 5 Sanitize

Use one sanitizer at 75°F. Use a **test kit** to measure correct parts per millimeter (ppm) sanitizer concentration.

Sanitizer	Concentration
Chlorine	50-100 ppm
Iodine	12.5-25 ppm
Quaternary ammonia	200 ppm or label instructions

