



# Active Managerial Control & Certified Manager

The person in charge (PIC) of a food establishment must demonstrate Active Managerial Control (AMC) and ensure all food workers routinely follow safe food handling practices to reduce the risk of foodborne illness. A PIC with AMC ensures food employees are trained to safely complete their task, verifies procedures are properly completed, identifies and corrects food safety risks, and properly prepares for and responds to emergencies. **Review your inspection reports, third-party audits, internal observations, and this document to help determine your level of Active Managerial Control.**

While every PIC must maintain AMC, most establishments are also required to have at least one employee with a Certified Food Protection Manager (CFPM) certificate (WAC 246-215-02107). **The CFPM does not need to be on premises but is expected to have a key role in ensuring food safety.** The CFPM must make sure persons in charge are properly trained, procedures are developed, and food safety requirements are understood and followed. If able to ensure requirements are met, a person may be the CFPM for multiple establishments, such as at a restaurant or store with several locations.

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](#) for any additional information or approvals as needed.

## Section 1: Food Establishment Information

<b>Establishment Name</b>		<b>Phone</b>
<b>Contact Name</b>	<b>Title / Position</b>	

## Section 2: Common Procedures that Apply to Food Establishments

- ✓ Are you confident your staff complete these processes following proper food safety procedures?  
If not, it's time to determine your policy, develop a procedure, and train or retrain staff.

Health & Hygiene	Temperature Control	Contamination Prevention
<input type="checkbox"/> Handwashing	<input type="checkbox"/> Using a Thermometer	<input type="checkbox"/> Produce Washing
<input type="checkbox"/> Utensil Use	<input type="checkbox"/> Cooking	<input type="checkbox"/> Raw Meat Separation
<input type="checkbox"/> Illness Symptoms	<input type="checkbox"/> Hot Holding	<input type="checkbox"/> Cleaning & Sanitizing
<input type="checkbox"/> Illness Reporting	<input type="checkbox"/> Cooling	<input type="checkbox"/> Allergen Awareness
<input type="checkbox"/> Cold Holding	<input type="checkbox"/> Thawing	
	<input type="checkbox"/> Receiving Food	
	<input type="checkbox"/> Date Marking	

## Section 3: Required Written Procedures

While most policies and procedures may be verbal, the following procedures must be written and approved if conducted by the establishment. *Note: All food establishments must have a written vomit and diarrhea clean-up plan.*

Processes Requiring Written Procedures	Complex Processes Requiring Variance or HACCP Plan
<ul style="list-style-type: none"><li>• Vomit and diarrhea clean-up plan</li><li>• Refilling reusable containers</li><li>• Allowing pet dogs in outdoor areas</li><li>• Noncontinuous or unattended cooking</li><li>• Bare Hand Contact – Alternate procedure with written ill employee policy</li><li>• Time as a Public Health Control</li></ul>	<ul style="list-style-type: none"><li>• Packaging juice</li><li>• Food preservation (such as curing, smoking, or acidifying)</li><li>• Reduced oxygen/vacuum packaging</li><li>• Molluscan shellfish life support tank</li><li>• Custom processing of animals</li><li>• Sprouting seeds or beans</li><li>• Unique food handling, such as fermentation</li></ul>

## Section 4: Establishments Exempt from Certified Food Protection Manager Requirement

Food establishments with a low risk of foodborne illness due to limited food handling, low volume of food handled, and population served are encouraged, but not required, to have a Certified Food Protection Manager.

**Establishments considered low risk and exempt from the CFPM requirement include the following operations:**

- **Serve or sell only pre-packaged foods**, including cold holding TCS foods such as gallons of milk
- **Prepare non-TCS foods**, such as making cinnamon rolls, candy, doughnuts, pretzels, or blended syrup drinks
- **Heat only commercially-processed, ready-to-eat foods**, including lattes and hot holding TCS foods such as hot dogs
- **Serve food on an infrequent, temporary basis at short-term events**, such as fairs and festivals

These establishments traditionally include convenience stores, movie theaters, hot dog carts, coffee kiosks, cinnamon roll and pretzel stands, ice cream shops, and temporary food booths.

**All other establishments must have at least one employee with a valid, nationally accredited CFPM certificate.** These establishments prepare raw animal products, wash raw produce, cool time/temperature control for safety (TCS) foods, use specialized processes, operate a facility that serves a highly susceptible population, or have other increased potential risk of foodborne illness.



# Active Managerial Control & Certified Manager

## Section 5: Duties of the Certified Food Protection Manager

<input type="checkbox"/>	Have a valid certificate from an accredited program (see below). CFPM certificates are valid for 5 years. The CFPM certificate is different than the Washington State Food Worker Card which is required for all food workers.
<input type="checkbox"/>	Ensure required procedures and plans (such as for vomit and diarrhea clean-up) are current and implemented.
<input type="checkbox"/>	Ensure each person in charge is trained and has the knowledge required in WAC 246-215-02105, such as: <ul style="list-style-type: none"><li>• Understand the causes and prevention of foodborne illness</li><li>• Understand cross contamination prevention, proper sanitation, and control of food allergens</li><li>• Know required food safety temperatures for receiving, storage, cooking, and cooling</li><li>• Know how to respond to emergencies, imminent health hazards, or reports of foodborne illness</li></ul>
<input type="checkbox"/>	Ensure each person in charge can maintain Active Managerial Control required in WAC 246-215-02115, such as: <ul style="list-style-type: none"><li>• Food workers are properly trained and following food safety requirements for their tasks</li><li>• Food workers only work when healthy, properly wash hands, and prevent bare hand contact with food</li><li>• Food workers monitor food temperatures and ensure foods are cooked and cooled correctly</li><li>• Food is from approved sources and stored correctly to prevent contamination</li></ul>

## Section 6: Accredited Food Protection Manager Certification Providers

Learn more at [anabpd.ansi.org](http://anabpd.ansi.org). (Search for "ANSI Food Protection Manager")

Company Name	Training Available	Testing Languages	Testing Options
1 AAA Food Handler	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor
360training.com	<input checked="" type="checkbox"/> Online (self-paced)	<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Online proctor
AboveTraining/StateFood Safety.com	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish, Chinese, Vietnamese</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Registry of Food Safety Professionals	<input checked="" type="checkbox"/> Self-study manual <i>English, Spanish</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <input checked="" type="checkbox"/> Korean	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Restaurant Association, ServSafe	<input checked="" type="checkbox"/> Online(self-paced) <i>English, Spanish</i> <input checked="" type="checkbox"/> Self-study manual <i>English, Spanish, Chinese, Korean</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <i>In-person also available in:</i> <input checked="" type="checkbox"/> Korean <input checked="" type="checkbox"/> French Canadian <input checked="" type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor <input checked="" type="checkbox"/> Accommodation available for additional languages
The Always Food Safe Company, LLC	<input checked="" type="checkbox"/> Online (self-paced) <i>English</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor

## Section 7: Certified Food Protection Manager Maintenance

<input type="checkbox"/>	Ensure at least one employee has a current CFPM certificate. Renew certificate every five years.
<input type="checkbox"/>	Make sure CFPM monitors procedures and staff training to maintain food safety requirements.
<input type="checkbox"/>	Have copy of CFPM certificate available. Replace CFPM within 60 days if certified employee leaves employment.

## Section 8: Signature

Signature	Date	Printed Name	Phone
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# ANAB-Conference For Food Protection

## ANAB-CFP Accreditation Program (Accredited)

#	Organization	ID
1	<a href="#">AAA Trainers Inc. (DBA: AAA Food Handler/1 AAA Food Handler)</a> Certified Food Protection Manager	9160
2	<a href="#">APS Culinary Dynamics (DBA: World Food Safety Organization)</a> WFSO-USA Food Protection Manager	9129
3	<a href="#">Certus/StateFoodSafety</a> StateFoodSafety Certified Food Protection Manager (CFPM) Exam	1020
4	<a href="#">DSBWorldWide, Inc (DBA: EduClasses®)</a> FMC® Food Managers Certification	1135
5	<a href="#">Learn2Serve</a> Learn2Serve® Food Protection Manager Certification Program	0975
6	<a href="#">My Food Service License</a> Certified Food Protection Manager	9154
7	<a href="#">National Registry of Food Safety Professionals</a> Food Protection Manager Certification Program International Certified Food Safety Manager	0656
8	<a href="#">National Restaurant Association Solutions</a> ServSafe® Food Protection Manager Certification Program	0655
9	<a href="#">Relish Works, Inc. (DBA: Trust20)</a> Food Protection Manager	9065
10	<a href="#">Responsible Training / Safeway Certifications, LLC</a> Food Protection Manager Certification	1042
11	<a href="#">The Always Food Safe Company, LLC</a> Food Protection Manager Certification	1203
12	<a href="#">Userve</a> Userve Food Protection Manager	9064



# Toolkit: Date Marking

Cold, ready-to-eat Time/Temperature Control for Safety (TCS) food *prepared* in the establishment or in an *opened/unsealed* commercial package must be served, sold, frozen, or discarded within seven days to reduce *Listeria* bacteria. Refrigerated TCS food that is stored more than 24 hours must be marked with either a prep/open date or discard date to ensure it is used or frozen within **seven days**. This document is provided to help review procedures and train staff. See page 2 for a list of exempt foods.

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](http://www.doh.wa.gov/localhealth) ([www.doh.wa.gov/localhealth](http://www.doh.wa.gov/localhealth)) for any additional information or approvals as needed.

## Section 1: Food Establishment Information

<b>Establishment Name</b>		<b>Phone</b>	
<b>Street (Physical Address)</b>	<b>City</b>	<b>ZIP</b>	<b>Email</b>
<b>Contact Name</b>		<b>Title / Position</b>	

## Section 2: Menu Evaluation

Review exempt foods list. Check cold TCS food you keep for *more than 24 hours* after you prepare or open the package.

- |  |  |
|--|--|
| <input type="checkbox"/> Deli meat (opened package)                          | <input type="checkbox"/> Soft or semi-soft cheeses (such as brie, cream cheese, ricotta) |
| <input type="checkbox"/> Pasteurized milk (opened package)                   | <input type="checkbox"/> House-made salads (such as garden/lettuce, potato, macaroni)    |
| <input type="checkbox"/> Cut produce (such as melon or lettuce cut in-house) | <input type="checkbox"/> Cooked and cooled foods:  |
| <input type="checkbox"/> House-made dressings:                               | <input type="checkbox"/> Other:  |

## Section 3: Date Marking Method

- |                                       |  |
|---------------------------------------|--|
| <b>Select the marking method used</b> | <b>Select the date that will be used</b>                                 |
| <input type="checkbox"/> Sticker      | <input type="checkbox"/> Date/day of preparation/container opening       |
| <input type="checkbox"/> Color code   | <input type="checkbox"/> Last date/day of service/discard                |
| <input type="checkbox"/> Marker       | <input type="checkbox"/> Date frozen/thawed (must be included if frozen) |
| <input type="checkbox"/> Other:       | <input type="checkbox"/> Other:  |

## Section 4: Verification

Who will verify the procedure is being followed correctly? Procedure should be verified daily. Select all that apply.

- ☐ PIC/Manager    ☐ Cook    ☐ Server    ☐ Other:

- ☐ **Temperature Monitoring**
- Make sure refrigerator is keeping food at 41°F or below
- ☐ **Proper date marks are on required TCS foods**
- TCS foods held longer than 24-hours are marked
  - Foods that are frozen include the first date of preparation and the dates of freezing/thawing on the label
  - Mixed foods keep the date marking of the earliest prepared ingredient
  - Foods unmarked or past the date mark are discarded

## Section 5: Employee Training

**Employee Training:** Employees must be properly trained. Select all that apply

- |                          |                                  |  |
|--------------------------|----------------------------------|--|
| <input type="checkbox"/> | How are employees trained?       | <input type="checkbox"/> Read & sign document <input type="checkbox"/> Marking system and discard requirements <input type="checkbox"/> Other:   |
| <input type="checkbox"/> | How often are employees trained? | <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When errors observed <input type="checkbox"/> Other: |

## Section 6: Additional Facility-Specific Information

## Section 7: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone
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## Soft and Soft-Ripened Cheeses Need Date Marking

**Cheeses sliced on-site or in opened packages must be date marked and used within 7 days.**

*Common cheeses are listed in **bold font**.*

Alemtejo	Cambridge	Formagelle	Queso de Hoja
Alpin	<b>Camembert</b>	Gournay	Queso del Pais
Anari	<b>Cottage</b>	Livarot	Queso de Puna
Bakers	Coulommiers	Maitre	<b>Queso Fresco</b>
Banbury	<b>Cream</b>	Mignot	Provatura
Barbrey	Crescenza	Mont d'Or	<b>Ricotta</b>
Bel Paese	Damen	<b>Mozzarella</b>	Scamorze
Bella Milano	Farmers	<b>Neufchatel</b>	Villiers
Bondon	Ferme	<b>Queso Blanco</b>	Void
<b>Brie</b>	<b>Feta</b>		

## Date Marking Exemptions

**The following foods are not required to be date marked.**

- NonTCS foods
- TCS foods kept refrigerated less than 24 hours
- TCS foods that are not ready-to-eat
- TCS foods in the sealed, commercial package
- Shellstock (in-shell oysters, clams, mussels)
- Commercially-prepared deli salads
- Hard cheeses (see samples below)
- Semi-soft cheeses, low moisture (see samples below)
- Cultured dairy (yogurt, sour cream, buttermilk)
- Shelf-stable, fermented, and salt-cured meats (see samples below)
- Preserved fish (pickled herring and dried/salted cod)

**Examples of hard cheeses not required to be date marked.** Contain 39% or less moisture.

Asadero	Cotija	Lapland	Reggiano
Abertam	Coon	Lorraine	Sapsago
Appenzeller	Derby	Oaxaca	Sassenage (blue veined)
Asiago medium or old	Emmentaler	Parmesan	Stilton (blue veined)
Bra	English Dairy	Pecorino	Swiss
Cheddar	Gex (blue-veined)	Queso Anejo	Tignard (blue veined)
Christalinna	Gloucester	Queso Chihuahua	Vize
Colby	Gjetost	Queso de Prensa	Wensleydale (blue veined)
Edam	Gruyere	Romanello	
Cotija Anejo	Herve	Romano	

**Examples of semi-soft cheeses not required to be date marked.** Contain 39-50% moisture.

Asiago soft	Fontina	Manchego	Robbiole
Battelmatt	Gorgonzola (blue veined)	Monterey	Roquefort (blue veined)
Bellelay (blue veined)	Gouda	Muenster	Samsae
Blue	Derby	Oka	Tilsiter
Brick	Havarti	Port du Salut	Trappist
Camosum	Konigskase	Provolone	
Chantelle	Limburger	Queso de Bola	
Edam	Milano	Queso de la Tierra	

**Examples of deli meats not required to be date marked.** The following are shelf-stable and fermented or salt-cured.

Basturma	Prosciutto
Breasaola	Country-cured ham
Coppa/Capocollo	Parma ham
Pepperoni	
Dry salami	

# Date Marking

## Date Marking is one of the new rules in the updated Food Code.

### Why is date marking important?

Some bacteria (like Listeria) still grow slowly in certain refrigerated foods. If you keep these foods for more than 24 hours, they need to be date marked and served or discarded within 7 days.

### What type of foods need to be date marked?



Deli meats including hot dogs.



Cut tomatoes.



Hard boiled eggs.



Milk (animal milks, nut milks, soy milk).



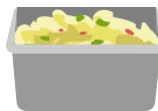
Cut leafy greens (lettuce, spinach, cabbage).



Cut melons (watermelon, cantaloupe, honey dew).



Soft cheeses (feta, brie, mozzarella, cottage cheese, cream cheese, ricotta cheese).



Made in-house cold deli salads (egg, tuna, ham, chicken, potato, pasta).

**Incorrectly date marking high risk items is a red violation.**

You do not need to date mark:

- Unopened commercial packages.
- Commercially made dressings, mayo and deli salads.
- Whole uncut produce.
- Hard cheese like parmesan and asiago.

### How to properly date mark foods.

You can date mark food in many ways. It must be easy for everyone to understand and use. Always keep these foods at 41°F or below.



DECEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start with the day you open or prepare the food and add 6 days. For example:

- If you open food on Dec. 12, add 6 days. Use by Dec. 18.
- If you open food on Friday, use by the following Thursday.

Serve or throw away food within 7 days after you prepare or open it.





Employees must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Employees must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. In addition, the PIC must report certain symptoms, illnesses, and potential outbreaks to the health department. *Use this document as your employee health policy, attaching employee training materials, or as a checklist to make sure your establishment's employee health plan is complete.*

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](http://www.doh.wa.gov/localhealth) ([www.doh.wa.gov/localhealth](http://www.doh.wa.gov/localhealth)) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name	Title / Position		
Section 2: Employees Must Report to Person in Charge			
✓	Employees must report potential foodborne illness to the Person in Charge. Include the following items for employees to report in your employee health plan:		
<input type="checkbox"/>	<b>Symptoms</b> <ul style="list-style-type: none"><li>• Vomiting</li><li>• Diarrhea – loose stools</li><li>• Jaundice – yellow skin or eyes</li><li>• Sore throat with fever</li><li>• Infected wounds</li><li>• Other:</li></ul>		
<input type="checkbox"/>	<b>Diagnosed Illnesses</b> <ul style="list-style-type: none"><li>• <i>E.coli</i> (“STEC” or Shiga-Toxin producing <i>E. coli</i>)</li><li>• <i>Salmonella</i></li><li>• <i>Shigella</i></li><li>• Hepatitis A</li><li>• Norovirus</li><li>• Other:</li></ul>		
HSP <input type="checkbox"/>  N/A <input type="checkbox"/>	<b>Exposure:</b> For institutions that serve highly susceptible populations (HSP) like nursing homes. <ul style="list-style-type: none"><li>• Food worker ate or prepared food implicated in a foodborne illness outbreak</li><li>• Food worker attended or worked in a facility with a confirmed foodborne illness outbreak</li><li>• Food worker lives in the same house with someone that works at or attended a place with a confirmed foodborne outbreak</li><li>• Food worker lives in the same household or eaten food prepared by a person with <i>E.coli</i> (“STEC”), <i>Shigella</i>, <i>Salmonella</i> Typhi, hepatitis A, jaundice, or norovirus</li><li>• Other:</li></ul>		
<input type="checkbox"/>	<b>Potential Foodborne Illness Incidents</b> <ul style="list-style-type: none"><li>• Any complaint of illness potentially linked to food must be reported to Person in Charge</li><li>• Other:</li></ul>		
Section 3: Person in Charge Must Report to Health Authority			
✓	Person in Charge must immediately notify the local health department (and regulatory authority if not the same agency) of the following:		
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Food worker with jaundice</li><li>• Food worker with diagnosed illness (see above), even if the worker has no symptoms</li><li>• Report of potential foodborne illness incident, such as a customer complaint of illness</li><li>• Other:</li></ul>		



## Toolkit: Employee Health

### Section 4: Exclusion and Restriction



**Food worker must not work if sick.**



**Exclusion: Food workers must not work in the food establishment until approved to return if they have:**

- **Diarrhea or vomiting.** Food workers may not return until at least 24 hours after symptoms have gone away.
- **Jaundice.** Food worker may not return until approved by health department.
- **Diagnosed foodborne illness.** Food worker may not return until approved by the health department.
- **Sore throat with fever** (if working in a HSP facility). Food worker may return when symptoms have gone away.
- **A previous infection with Typhoid Fever** (*Salmonella Typhi*) within the past 3 months. Food worker may not return until approved by health department.
- Other:



**Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils.**

- **Sore throat with fever.** Food worker may return when symptoms have gone away.  
**Note:** Food worker must be excluded if working in an HSP facility.
- **Exposure to foodborne pathogens** (if working in an HSP facility). Food worker may not return until approved by health department.
- **Inflamed or pus-filled wound on the hand or wrist.** Food worker may work unrestricted if wound can be covered – including a single-use glove if the wound is on the hand or wrist.
- **Persistent sneezing, coughing, or runny nose.**

### Section 5: Employee Training

**Employee Training:** Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff or posting the training materials in staff areas.



In addition to the reporting requirements in this document, employees must be trained on: (Check all that apply.)

☐ Handwashing      ☐ Preventing Bare Hand Contact      ☐ Other:



How are employees trained?

☐ Signs      ☐ Video      ☐ Read & Sign Document      ☐ Other:



How often are employees trained?

☐ Once      ☐ Quarterly      ☐ Annually      ☐ Other:

**Worker Assignments:** All food workers must be trained on employee health requirements.



Who is supposed to train staff on employee health? (Check all that apply.)

☐ Owner      ☐ Certified Food Protection Manager      ☐ Person in Charge      ☐ Other:

### Section 6: Additional Facility-Specific Information

### Section 7: Plan Maintenance



How often is the plan reviewed and updated? ☐ Annually      ☐ Other:

### Section 8: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone
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# Toolkit: Food Employee Illness Log

Food workers must report to the person in charge if they have foodborne illness symptoms, diagnosis, or exposure. A written log is a recommended tool for most food establishments but is required for food establishments with an approved plan for bare hand contact with ready-to-eat foods [WAC 246-215-03300(5)(c)(i)]. If required, the log must be maintained for at least 90 days.

● **Employees must notify the person in charge (PIC) of any foodborne illness symptoms, illness, or exposure.**

- **Symptoms:** Diarrhea, vomiting, sore throat with fever, jaundice, or inflamed lesion
- **Diagnosed Illness:** Salmonella, Shigella, Shiga toxin-producing *E. coli*, hepatitis A virus, norovirus
- **Exposure:** Workers serving a highly susceptible population and exposed to a foodborne illness or outbreak.

● **Employees with a diagnosed illness or jaundice MAY NOT WORK until approved by the health department.**

Workers serving a highly susceptible population must also be approved to return after exposure to foodborne illness.

● **Employees with diarrhea or vomiting MAY NOT WORK until at LEAST 24 HOURS after symptoms stop.**

- Workers with sore throat with fever or an uncovered, inflamed lesion may not handle clean dishes or unwrapped food.
- Workers serving a highly susceptible population may not work with a sore throat with fever and may not handle clean dishes or unwrapped food if exposed to an outbreak or a person with a diagnosed foodborne illness.

● **The PIC is required to notify the health department if an employee has:**

*Salmonella* • *Shigella* • Shiga toxin-producing *E. coli* • hepatitis A virus • norovirus • jaundice

● **The PIC is required to notify the health department if a customer reports potential illness.**

**Health Department Contact Information:**

Report Date	Employee Name or unique identifier to maintain privacy	Symptoms Reported to Person in Charge				Report to Health		Comments	
		Vomiting*	Diarrhea*	Fever	Other	Date & Time			Notify health department of jaundice, diagnosis, customer illness** or to return after exposure***
						Left Work	Returned		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

\* Workers with active vomiting and diarrhea may not return to work for at least 24 hours after symptoms go away.

\*\* Notify the health department if an employee has jaundice, a diagnosed foodborne illness, or if a customer reports illness.

\*\*\* Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.

[illegible]

\*\*\* Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.



# Toolkit: Vomit and Diarrhea Clean-up Plan

The following procedures address how employees must minimize the spread of contamination when cleaning up vomit and diarrhea. These procedures will limit the risk to employees, consumers, food, and surfaces in the food establishment. Staff must be trained on your clean-up plan and your plan must also be available for review by your regulatory authority (WAC 246-215-02500). Ensure all supplies are available to properly implement the procedure. **Adjust this document to fit your establishment.**

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](http://www.doh.wa.gov/localhealth) ([www.doh.wa.gov/localhealth](http://www.doh.wa.gov/localhealth)) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name	Title / Position		

Section 2: Clean-Up Plan Checklist	
<input checked="" type="checkbox"/>	<b>Every food establishment must have a written clean-up plan that protects consumers, food, employees, and surfaces. Include the following items in your clean-up plan (modify as needed to fit your business):</b>
<input type="checkbox"/>	<b>Protect Consumers</b> <ul style="list-style-type: none"><li>• Move guests from the contaminated area.</li><li>• Block off areas within 25 feet of the contaminated area until the area is properly cleaned and disinfected.</li><li>• Do not reseal guests within 25 feet of the contaminated area until the area is properly cleaned and disinfected.</li><li>• Other:</li></ul>
<input type="checkbox"/>	<b>Protect Food</b> <ul style="list-style-type: none"><li>• Discard uncovered food or single-service items in the contaminated area</li><li>• Wash all utensils and equipment within a 25-foot radius of the vomit or diarrheal event</li><li>• Discontinue food service within a 25-foot radius of the contaminated area until all utensils, equipment, and surfaces have been cleaned and disinfected.</li><li>• Other:</li></ul>
<input type="checkbox"/>	<b>Protect Employees</b> <ul style="list-style-type: none"><li>• Any ill food workers/employees must be sent home immediately. Food workers may not return to work until their symptoms have resolved for at least 24 hours.</li><li>• Only trained staff should be assigned clean-up and disinfection tasks.</li><li>• Wear protective equipment such as gloves, apron, and goggles when responding to vomit or diarrhea incidents.</li><li>• Workers must wash hands after clean-up is completed.</li><li>• <b>Staff involved with clean-up should not return to food handling until able to shower and change clothes.</b></li><li>• Remind employees to report symptoms or diagnosed illnesses to the Person in Charge. Symptoms include vomiting, diarrhea, sore throat with fever, jaundice (yellowing), and infected cuts on the hands. Reportable illnesses include <i>E. coli</i>, <i>Salmonella</i>, hepatitis A, <i>Shigella</i>, and norovirus.</li><li>• Other:</li></ul>
<input type="checkbox"/>	<b>Protect Surfaces</b> <ul style="list-style-type: none"><li>• Use disposable absorbent material like baking soda or kitty litter to soak up visible vomit or diarrhea. Scrape material into trash bag.</li><li>• Clean and disinfect surfaces such as tabletops, doorknobs, and chairs within a 25-foot radius around the contaminated area.</li><li>• Bag, seal, and discard all disposable cleaning equipment (scoops, mop heads, gloves, towels) before leaving the contaminated area.</li><li>• Block off and schedule steam cleaning for contaminated fabric surfaces that cannot adequately be disinfected.</li><li>• Clean and disinfect reusable clean-up equipment in an area not used for food preparation.</li><li>• Other:</li></ul>



# Toolkit: Vomit and Diarrhea Clean-up Plan

## Section 3: Identify Surfaces & Assemble A Clean-Up Kit

**Surfaces:** Identify surfaces in the food establishment that will need disinfection to ensure staff are trained and the planned disinfectant is labeled for the surface (check all surfaces in the establishment):

- ☐ **Hard, non-porous** (tile, vinyl, sealed concrete, stainless steel): Follow 'non-porous' directions on disinfectant label.
- ☐ **Porous** (unsealed concrete, wood): Follow 'porous' disinfection directions on label.
- ☐ **Carpet and upholstery:** Close area and steam clean if unable to use disinfectant.
- ☐ **Linens and clothing:** Machine wash and dry hot; use chlorine bleach if possible.
- ☐ **Grass and outdoor concrete:** Block access; use absorbent material on spill; scrape into bag; rinse area with water.
- ☐ Other: \_\_\_\_\_

**Clean-Up Kit:** Identify items available for clean-up in the food establishment (check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Disposable masks  | <input type="checkbox"/> Absorbent material<br>(baking soda, kitty litter) | <input type="checkbox"/> Disposable mop head<br>(no vacuum) | Other tools:<br><input type="checkbox"/> |
| <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Disposable scoop/paper plates                     | <input type="checkbox"/> Mop bucket/hot water               | <input type="checkbox"/>                 |
| <input type="checkbox"/> Disposable aprons | <input type="checkbox"/> Garbage bags                                      | <input type="checkbox"/> Caution tape or signs              | <input type="checkbox"/>                 |
| <input type="checkbox"/> Goggles           | <input type="checkbox"/> Disposable paper towels/cloths                    | <input type="checkbox"/> Soap                               |  |

**Disinfectant:** Detail how to make and use the disinfectant (reference product label):

EPA-Registered Disinfectant Name: ☐ Bleach or ☐ Other:

Amount of disinfectant: \_\_\_\_\_

Amount of water: \_\_\_\_\_

Contact time: \_\_\_\_\_

Instructions: \_\_\_\_\_

Location of the kit: \_\_\_\_\_

Location of the utility sink to clean reusable tools: \_\_\_\_\_

*Note: Tools used to clean up vomit and diarrhea should not be stored or cleaned in the kitchen if possible.*

## Section 4: Employee Training

**Employee Training:** Employees must be properly trained in advance. Select all that apply.

- ☐ How are employees trained?  
☐ Read and sign the plan ☐ Kit demonstration ☐ Other:
- ☐ How often are employees trained?  
☐ Once ☐ Quarterly ☐ Annually ☐ Other:

**Worker Assignments:** Assign non-food workers clean-up duties when possible. Select all that apply.

- ☐ Who should be notified if a vomit or diarrhea event occurs?  
☐ Manager ☐ Janitor ☐ Server ☐ Cook ☐ Other: \_\_\_\_\_
- ☐ Who is responsible for cleaning vomit and diarrhea events?  
☐ Manager ☐ Janitor ☐ Server ☐ Cook ☐ Other: \_\_\_\_\_

## Section 5: Additional Facility-Specific Information

## Section 6: Plan Maintenance

- ☐ Where is the clean-up plan kept in the food establishment? \_\_\_\_\_
- ☐ How often is the plan reviewed and updated? ☐ Annually ☐ Other: \_\_\_\_\_

## Section 7: Signature

Plan prepared by: \_\_\_\_\_

Signature

Date

Printed Name

Phone

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# Vomit & Diarrhea Clean-up Plan

## Establishment info

▷ Name \_\_\_\_\_

▷ Address \_\_\_\_\_

## Clean-up plan

### ▷ Customers

- ☐ Move people away.
- ☐ Block off 25 feet around the contaminated area. Don't let people enter.
- ☐ Other: \_\_\_\_\_

### ▷ Surfaces

- ☐ Use disposable material, like baking soda or kitty litter, to soak up vomit or diarrhea. Scrape it into a trash bag and throw it away.
- ☐ Use soapy water to clean surfaces.
- ☐ Disinfect surfaces in the area. Use a disinfectant that kills viruses. This is different than kitchen sanitizer. Follow the directions on the label.
- ☐ Put all disposable cleaning equipment in a trash bag. This includes equipment like scoops, mop heads, gloves, and towels. Throw away trash bag in the outside dumpster right away.
- ☐ Clean and disinfect reusable clean-up kit equipment in the mop sink.
- ☐ Throw out used disinfectant.
- ☐ Other: \_\_\_\_\_

### ▷ Food and beverages

- ☐ Don't work with food or beverages in the area.
- ☐ Throw away uncovered food or single-service items in the area.
- ☐ Wash utensils and equipment in the area.
- ☐ Other: \_\_\_\_\_

### ▷ Employees

- ☐ Send sick employees home immediately. Employees can't return to work until symptoms are gone for 24 hours.
- ☐ Wear a face mask, shoe covers, disposable gloves, and an apron to clean vomit and diarrhea.
- ☐ Wash hands in the restroom hand sink immediately after cleanup.
- ☐ Send employees that helped with the clean-up home. They should shower and change clothes.
- ☐ Employees must report vomiting or diarrhea symptoms to their manager after a cleanup.
- ☐ Other: \_\_\_\_\_

## Worker assignments

Assign non-food workers clean-up duties when possible.

▷ Who should be notified if a vomit or diarrhea event occurs?

☒ ☐ Manager ☐ Janitor ☐ Server ☐ Other

▷ Who is responsible for cleaning vomit and diarrhea?

☒ ☐ Manager ☐ Janitor ☐ Server ☐ Other

## Clean-up kit

▷ Your kit should have:

- Disposable masks.
- Disposable gloves.
- Disposable aprons.
- Goggles or face shields.
- Absorbent material like baking soda or kitty litter.
- Disposable scoops.
- Garbage bags.
- Paper towels.
- Disposable mop head.
- Mop bucket.
- Caution tape or signs.
- Shoe covers.
- Disinfectant.
- Other: \_\_\_\_\_

▷ Kit location \_\_\_\_\_



*Tools used to clean vomit or diarrhea should not be stored or cleaned in the kitchen.  
Clean reusable tools in the mop sink.*

## Employee training

Employees must be properly trained in advance. Keep a record of who has been trained and when.

▷ How are employees trained?

☒ ☐ Read the plan ☐ Kit demonstration ☐ Other

▷ Employees are trained upon hire and:

☒ ☐ Quarterly ☐ Annually ☐ Other

## Additional notes





# Toolkit: Allergen Awareness

Food allergy is a serious medical condition that can be life-threatening. Although nearly any food may cause an allergic reaction, nine major food allergens cause the most food allergy reactions in the United States. Food workers must be trained on food allergens as it relates to their job duties such as knowing the major food allergens, the symptoms of an allergic reaction, how to communicate with customers about allergens, and ways to prevent allergens when preparing or serving food.

**Note:** Use this document to help your establishment maintain Active Managerial Control (AMC). Be sure to work with your local health department for any additional information as needed. ([www.doh.wa.gov/localhealthfoodcontacts](http://www.doh.wa.gov/localhealthfoodcontacts))

## Section 1: Food Establishment Information

<b>Establishment Name</b>		<b>Phone</b>	
<b>Street (Physical Address)</b>	<b>City</b>	<b>ZIP</b>	<b>Email</b>
<b>Contact Name</b>		<b>Title / Position</b>	

## Section 2: Menu Evaluation

Evaluate supplies and carefully read package labels to find potential allergens. Select all used in your establishment.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Fish</b> such as salmon, cod, halibut, tilapia   | <input type="checkbox"/> <b>Soybeans</b> such as edamame, miso, soy sauce, tempeh, tofu |
| <input type="checkbox"/> <b>Crustacean shellfish</b> such as crab, lobster, shrimp   | <input type="checkbox"/> <b>Peanuts</b> such as peanut butter, peanut flour, mixed nuts |
| <input type="checkbox"/> <b>Eggs</b> such as egg, eggnog, meringue, mayonnaise   | <input type="checkbox"/> <b>Wheat</b> such as breads, couscous, pasta, wheat grass      |
| <input type="checkbox"/> <b>Milk</b> such as butter, cheese, cream, ghee, milk   | <input type="checkbox"/> <b>Sesame</b> such as sesame seeds, sesame oil, tahini         |
| <input type="checkbox"/> <b>Tree nuts</b> such as almonds, cashews, hazelnuts, macadamia, pecans, pine nuts, pistachios, walnuts |   |

## Section 3: Symptoms of Food Allergies

All food workers, including servers, need to know what to look for in customers with food allergies.

**Severe reactions need immediate medical attention, including calling 911.**

- |                                 |                                 |                               |
|---------------------------------|---------------------------------|-------------------------------|
| • Hives                         | • Vomiting or diarrhea          | • Abdominal cramps            |
| • Flush skin                    | • Coughing or wheezing          | • Difficulty breathing        |
| • Tingling in mouth             | • Dizziness, confusion, anxiety | • Loss of consciousness       |
| • Face, tongue, or lip swelling | • Swelling of the throat        | • Other symptoms are possible |

## Section 4: Cross-Contact

Food allergens can transfer when foods and surfaces touch. Be sure to always use clean kitchen tools when preparing allergen-friendly foods. Proper cooking does not reduce allergens. If a mistake is made, the food must be remade.

Source of cross-contact	Examples
<b>Hands (even if wearing gloves) and utensils</b>	<ul style="list-style-type: none"> <li>• Touching almonds and then handling cheese</li> <li>• Using the same spatula to flip a fish patty before a burger patty</li> </ul>
<b>Surfaces such as cutting boards, pots, pans</b>	<ul style="list-style-type: none"> <li>• Cooking bacon on a grill after cooking eggs on the grill surface</li> <li>• Slicing cheese on a board after cutting bread</li> </ul>
<b>Steam, splatter, crumbs</b>	<ul style="list-style-type: none"> <li>• Steam from cooking shellfish sprays on nearby food</li> <li>• Pancake mix with flour spreads onto bacon</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Milk drips onto vegetables in refrigerator</li> <li>• Artificial crab stored in same container with cooked crab</li> </ul>
<b>Condiments</b>	<ul style="list-style-type: none"> <li>• Putting a knife used to spread peanut butter into a jelly jar</li> <li>• Soy sauce added to a house-made salad dressing</li> </ul>
<b>Cooking liquids and oils</b>	<ul style="list-style-type: none"> <li>• Reusing cooking oil to sauté vegetables after sauteing fish</li> <li>• Cooking fries in a deep fryer after cooking breaded chicken tenders</li> </ul>
<b>Mistakes</b>	<ul style="list-style-type: none"> <li>• Picking croutons off a salad</li> <li>• Scraping eggs off a plate instead of making a new dish</li> </ul>
<p><b>Prevent cross-contact.</b> Cleaning with soap and water will remove allergens from surfaces. Wash, rinse, sanitize, and air dry all utensils and food contact surfaces before use. For each allergen-friendly menu item, only use clean:</p> <ul style="list-style-type: none"> <li>• hands</li> <li>• utensils such as spatulas, spoons, knives, and gloves</li> <li>• surfaces such as cutting boards, pots, pans, baking sheets</li> <li>• cooking oil and water</li> </ul>	



# Toolkit: Allergen Awareness

## Section 5: Hidden Sources of Allergens

Prepared and packaged foods can have hidden sources of allergens. Read “ingredients” and “contains” carefully. The following examples might indicate presence of an allergen but is not a complete list.

<b>Crustacean Shellfish</b>	Bouillabaisse, cuttlefish ink, fishmeal, fish sauce, fish stock, glucosamine, powdered seafood flavorings, seafood cooking vapors, surimi
<b>Eggs</b>	Albumin, binder, emulsifier, globulin, livetin, lecithin, lysozyme, words starting with “ova” or “ovo”, vitelin
<b>Fish</b>	Anchovies in salad dressing, barbecue and Worcestershire sauce, fishmeal, fish sauce (nuoc mam), fish stock, kosher gelatin, oils, roe, seafood cooking vapors, seafood flavoring, shark cartilage/fin, surimi
<b>Milk</b>	Artificial butter flavor, caramel color/flavoring, casein, ghee, lactalbumin phosphate, lactic acid starter culture, lactose, natural flavoring, rennet casein, skim milk powder, solids, sour milk, tagatose, whey, yogurt
<b>Peanuts</b>	African, Asian, and Mexican dishes and sauces; arachis oil, peanut oil (unless highly refined), emulsifier, flavoring, marzipan, peanut butter, sunflower seeds (if processed on shared equipment)
<b>Sesame</b>	Breads, buns, cereals, cookies, crackers, falafel, hummus, margarine, melba toast, pretzels, protein bars, salad dressing, sesame flour, sesame oil, stir fry, sushi, tahini, tempeh
<b>Soy</b>	Edamame, guar gum, hydrolyzed vegetable protein (HVP), lecithin, MSG, protein extender, shoyu, soy sauce, soybean oil (unless highly refined), starch, tamari, tempeh, texturized vegetable protein
<b>Tree Nuts</b>	Artificial nuts, baklava, gianduja, granola bars, lychee, macaroons, marzipan, nougat, nut distillates/alcoholic extracts, nut extracts, nut flours, nut oils, nut pastes, pesto, pine nut, praline, wintergreen flavoring
<b>Wheat</b>	Breadcrumbs, bulgur, bran, cornstarch, farina, farro, flours, freekeh, gelatinized starch, gluten, hydrolyzed vegetable protein, Kamut, matzoh, modified starch, MSG, protein, semolina, spelt, starch, triticale, vegetable gum, vegetable starch, vital gluten, wheat germ oil, wheat grass

## Section 6: Notification and Training

**Employee Training:** Employees must be properly trained on the following:

- Know 9 major food allergens
- Symptoms of an allergic reaction
- What to do if someone has an allergic reaction
- Communicating with customers, PIC, and designated staff
- Cleaning and sanitizing to prevent cross-contact
- How to prepare or substitute food to prevent allergens

☐ Who will be trained to prepare allergen-friendly meals or determine if different meal options are needed?  
☐ All staff    ☐ Person in Charge/Manager    ☐ Main chef/cook    ☐ Other:

☐ How will front of house staff notify manager or back of house staff of allergen-free meal request?  
☐ Verbally    ☐ Written    ☐ Both – Written and Verbal    ☐ Other:

☐ How often are employees trained?  
☐ At hire    ☐ Annually    ☐ When errors observed    ☐ Other:

☐ How are employees trained?  
☐ Read & sign document    ☐ Signage posted    ☐ Online/Classroom allergen training    ☐ Other:

☐ How are customers notified in writing of allergen-friendly options?  
☐ On menu    ☐ Posted sign at entrance    ☐ At point of sale    ☐ Other:

## Section 7: Additional Facility-Specific Information

## Section 8: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone
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# ALLERGEN AWARENESS FOR FOOD WORKERS



Even a small amount of an allergen can cause a life-threatening reaction. Workers must know the major food allergens, symptoms of an allergic reaction, and how to communicate about allergens used in the establishment.

## Know the MAJOR ALLERGENS

These nine foods are the most common allergens, but people can be allergic to others.



Fish



Crustacean Shellfish



Wheat



Eggs



Milk



Peanuts



Tree Nuts



Sesame



Soybeans

## Know the SYMPTOMS of allergic reactions

- Difficulty breathing, cough, wheezing
- Swelling of the tongue, lips, or face
- Dizziness, paleness, or confusion
- Itchy nose, mouth, or face
- Nausea, vomiting, diarrhea

## Know what to do for ANAPHYLAXIS (life-threatening allergic reaction)

### Immediately Call 911

- Request ambulance with epinephrine
- Have the individual take their medications such as epinephrine, antihistamines, or inhaler

## Know what to ASK and WHO TO TELL

Talk with customers to understand their food allergy and carefully share the information with the manager or designated kitchen staff.

## Know how to prevent CROSS CONTACT

Food allergens can transfer when foods, surfaces, and utensils touch. Allergens do not go away when cooked.

## Wash with soap and water – allergens don't wipe off

Wash hands with soap and water and change gloves before preparing food. Always clean and sanitize surfaces between menu items.

## Wash all surfaces to remove allergens:



Wash with warm,  
soapy water



Rinse with  
clean water



Sanitize &  
air dry

## Prevent Splatters

Keep cooking steam, flour dust, and crumbs from touching food.

## Separate Ingredients

Change cooking liquids and oils to ensure ingredients haven't been mixed with allergens.

## Correct Errors

If a mistake is made, remake foods instead of just removing the allergen from the plate.

## Offer Substitute

Inform customer if unable to meet their request.