



EMPLOYEE HEALTH RESPONSIBILITIES

Some illnesses can be easily passed from an ill food worker to a customer through food. These illnesses are called foodborne illnesses. In order to reduce the risk of foodborne illness for customers and co-workers, employees and managers must be held to strict standards regarding their health.

Employees (and applicants offered employment) in a public food service establishment must report the illnesses / symptoms listed in the charts below when they occur along with the date that symptoms began (or date of diagnosis) to the manager or person in charge. In addition, employees must report if they have been exposed to the illnesses within the timeframes specified in the "Monitor Closely" chart below.

This reporting requirement is in compliance with the Americans with Disabilities Act of 1990 (ADA). Under the ADA, the Centers for Disease Control and Prevention (CDC) is required to publish a list of infectious and communicable diseases. The ADA has special rules for food workers who have diseases on the CDC list that can be passed along through food.

Managers and those in charge of a public food service establishment are required to monitor the health of their employees in order to help prevent foodborne illnesses from being spread to customers. Managers must know the proper actions to take once notified of an employee illness / symptom or when recognizing symptoms through routine employee monitoring.

REPORT TO THE HEALTH DEPARTMENT

If an employee is jaundiced or diagnosed with one of the following illnesses, **notify** the State Department of Health or local County Health Department.

- | | |
|----------------------|---|
| ▪ Hepatitis A | ▪ Salmonella Typhi (typhoid fever) |
| ▪ Shigella | ▪ Shiga toxin-producing E. coli |
| ▪ Norovirus | ▪ Jaundice |

*EXCLUDE = NOT PRESENT

If an employee exhibits the following symptoms or is diagnosed with the following illnesses, **exclude** the employee. The employee may not work at the food service establishment in any capacity until the employee provides a doctor's note clearing them to work as a food employee and/or approval is granted from the Department of Health. Employees with diarrhea or vomiting may not return to work until they have not experienced these symptoms for at least 24 hours (48 hours is recommended).

Employees with a chronic, noninfectious condition (such as Crohn's disease, irritable bowel syndrome or ulcerative colitis) may provide a doctor's note stating symptoms are caused by such illness and be allowed to return to work.

*If your establishment serves a Highly Susceptible Population (elderly, children, immunocompromised, etc.), please contact the Department of Health for further guidance as there may be more stringent requirements due to the vulnerability of those served.

- | | |
|---|--|
| ▪ Hepatitis A | ▪ Vomiting |
| ▪ Salmonella Typhi (typhoid fever) | ▪ Diarrhea |
| | ▪ Jaundice (if appeared within the last 7 days) |

SUBJECT: ADOPTION OF 2017 FDA FOOD CODE

Bulletin 2019-02

November 14, 2019

Effective November 1, 2019, the Division of Hotels and Restaurants has adopted the 2017 Food and Drug Administration (FDA) Food Code, which establishes practical, science-based guidance and enforceable provisions for reducing risk factors known to cause or contribute to foodborne illness.

There are some major changes food service operators licensed by the Division should carefully review to ensure they are in compliance. These changes include:

- Additional duties assigned to the person in charge:
 - Ensuring food deliveries made during non-operating hours are from approved sources and stored properly.
 - Ensuring employees are monitoring time/temperature control for safety (TCS) foods during hot and cold holding to ensure proper temperatures are maintained.
 - Informing food employees in a verifiable manner of their responsibility to report information about their health and activities as they relate to foodborne illness.
 - Maintaining and implementing written procedures required by the Food Code.
- Salmonella (nontyphoidal) was added as one of the reportable diagnoses along with guidelines for restrictions, exclusions and reinstatement of affected employees.
- Written procedures will be required for the clean-up of vomiting and diarrheal events.
- Establishments must obtain approval from the division before offering for sale or service mushrooms picked in the wild.
- New guidelines for refilling food containers returned by customers to the establishment:
 - The container must be designed and constructed for reuse.
 - The container must be provided to the consumer by the establishment for the purpose of being returned for reuse.
 - The returned container must be visually inspected by a food employee to ensure it is in good condition.
 - The container must be cleaned and sanitized in the establishment before it is reused.
- Cooking parameter changed from 155°F for 15 seconds to 155°F for **17** seconds for ratites, mechanically tenderized and injected meats; comminuted fish, meat, game animals commercially raised for human consumption and raw eggs that are not broken and prepared in response to a consumer's order.
- Cooking parameter changed from 165°F or above for 15 seconds to 165°F or above for less than 1 second (instantaneous) for poultry, baluts, wild game animals, stuffed fish, stuffed meat, stuffed pasta, stuffed ratites, and stuffing containing fish, meat, poultry, or ratites.
- Whole meat roasts can be cooked in equipment other than an oven.
- Reduced oxygen packaged fish with a label indicating that it is to be kept frozen until time of use must be removed from the reduced oxygen environment prior to thawing under refrigeration or; prior to or immediately after thawing if the thawing is done submerged under cold (70°F or below) running water.
- An irreversible registering temperature indicator must be readily accessible for measuring the utensil surface temperature when using a hot water sanitizing ware washing machine.
- Food contact surfaces exposed to fish must be cleaned before contacting raw meat and poultry.

Additional information on adoption of the Food Code is available on the Division's website at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/>. Operators may also call the Call Center at 850.487.1395 or visit the local District Office. Locate your District Office at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/division-offices/>.

FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Ron DeSantis, Governor

Division of Hotels and Restaurants

Halsey Beshears, Secretary

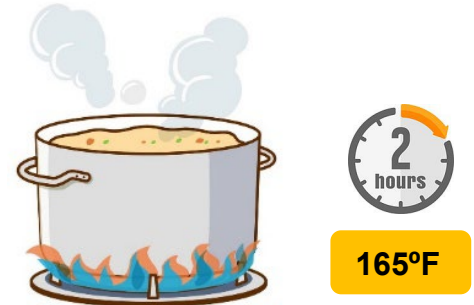
www.MyFloridaLicense.com/DBPR/hotels-restaurants/ — Phone: 850.487.1395

REHEATING FOR HOT HOLDING PROCEDURES

There is an increased risk of foodborne illness when food is improperly reheated. 3-403.11, FDA Food Code

Reheating prepared foods

- Time/temperature control for safety food (TCS food) that is cooked, cooled, and reheated for hot holding shall be reheated so all parts of the food reach at least **165°F for 15 seconds within 2 hours**



Reheating in a microwave

- If reheated for hot holding in a microwave TCS food shall be reheated so all parts of the food reach at least **165°F within 2 hours** (except commercially processed food) and the food is **rotated or stirred, covered and allowed to stand covered for 2 minutes** after reheating



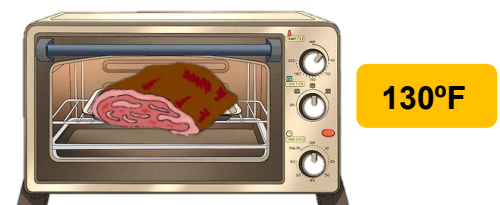
Reheating commercially processed foods

- TCS commercially processed food shall be reheated for hot holding to a temperature of at least **135°F within 2 hours** (if reheated for a second time the temperature must reach at least 165°F for 15 seconds within 2 hours)



Reheating unsliced portions of meat roasts

- Remaining unsliced portions of whole meat roasts that are cooked in the food service establishment may be reheated for hot holding using the oven parameters and minimum time and temperature conditions specified for cooking meat roast in the Food Code, the minimum temperature is **130°F** (see FC section 3-401.11(B) for a complete list of roast parameters)



CHOKING FIRST AID PROCEDURES

This poster is not a substitute for specific training

Please contact your local hospital or fire department for more information on Choking First Aid

**DETERMINE IF VICTIM CAN CRY (if infant), SPEAK, OR COUGH
IF NOT, SHOUT FOR SOMEONE TO CALL 911
If you're the only rescuer, perform choking first aid before calling 911**

Give 5 Back Blows (Step 1)

- Stand behind the victim and place arm across their chest for support; bend the victim slightly at the waist; firmly strike the victim between shoulder blades with the heel of your hand



Give 5 Abdominal Thrusts (Step 2)

- Stand behind the victim and wrap your arms around the victim's waist; place your fist thumb-side in against victim's abdomen, below rib cage, slightly above the navel; grasp your fist with other hand; press your fist forcefully with quick upward thrust into the victim's abdomen



Infants

- Follow 5 back blows with 5 chest compressions using two fingers placed at the center of the infant's breastbone



Pregnant Women

- Apply 5 standing chest compressions in place of 5 abdominal thrusts



Repeat Steps 1 and 2 until the object is forced out, the person can cough forcefully or breathe, or becomes unconscious

If the person becomes unconscious, begin CPR starting with chest compressions. Each time you open the airway, look in the airway and remove the object if you see it



INDUSTRY BULLETIN for Florida's Food Industry SUBJECT: BOIL WATER NOTICE GUIDELINES

May 2021

BOIL WATER NOTICE, By Authority of Section 381.006 and 403.855-857, Florida Statutes

These procedures **must** be observed while a "BOIL WATER NOTICE" is in effect:

TAP WATER

- ◆ Do not serve water from faucets until local health authorities advise the water is safe for consumption. Use only bottled water from an approved source and/or boiled tap water. Boil water at a rolling boil for one minute to kill infectious organisms.
- ◆ An alternative method for areas without power is disinfection by mixing eight drops (one eighth teaspoon) of unscented household bleach (four to six percent chlorine) per gallon of tap water and allow to stand for 30 minutes. If the water is cloudy in appearance, add another 8 drops and let stand again for 30 minutes. (Water will not be toxic but may have a chlorine odor and taste.) Note: Using bleach may not kill all parasites that may be present. Boiling is recommended if practical.

ICE, ICE-MAKING, BEVERAGE, & WATER VENDING

- ◆ Ice bagged or made prior to the issuance of the boil water notice may be used.
- ◆ Ice produced in ice machines after the issuance of a boil water notice must be discarded and machines not restarted until the water supply is deemed safe by local health authority. Sanitize the interior of the ice machine, ice trays and built-in icemakers with two teaspoons (100+ ppm) of household bleach in one gallon of water prior to restarting the ice machine or icemaker.
- ◆ Disconnect or turn off water vending machines, drinking fountains, misters, ice-making units and soda machines and prevent their use.
- ◆ Filters in water lines should be replaced if the water supplier detected bacteria in the water samples or if debris accumulation is observed in the filter(s). Information regarding the presence of bacteria will be provided by your water supplier or through the news media.

HANDWASHING

- ◆ Do not use tap water for handwashing. Use only bottled water from an approved source, or boiled (and safely cooled) tap water or disinfected (chlorinated) tap water. After proper handwashing, use a sanitizing solution on the hands. This may be accomplished by using a commercial hand sanitizer that requires no rinse or use a chlorine bleach solution of two teaspoons of household bleach in one gallon of water. Single-use gloves may be used to provide additional protection after proper handwashing.
- ◆ No bare hand contact with ready-to-eat food is allowed while boil water notice is in effect.

COOKING & CLEANING

- ◆ Food equipment, utensils and food-contact surfaces that must be cleaned in place (does not fit into a three-compartment sink) may be cleaned with steam with no additives, a sanitizing mix of bottled or boiled water and bleach (50-100 ppm) or other approved sanitizing solution.
- ◆ Do not use tap water for food processing or food preparation until the BOIL WATER NOTICE is lifted by local authorities. Use only bottled water from an approved source and/or boiled tap water for these purposes.

DISHWASHING/WAREWASHING

- ◆ Manually wash, rinse and sanitize dishes, food equipment and utensils with bottled water from an approved source, or with boiled tap water or disinfected tap water utilizing a three-compartment sink in the approved manner. Use single-service articles when possible.
- ◆ Mechanical dishwashers may be used only to remove food residue and debris, if followed by a manual wash, rinse and sanitization as described above.

RESCINDING THE BOIL WATER NOTICE

- ◆ You will be advised by the local Health Department directly or through the news media when a "BOIL WATER NOTICE" has been rescinded (lifted). AFTER the "BOIL WATER NOTICE" is lifted, allow water to run for five minutes at each tap to flush the lines with safe water. Remember to include misters, drinking fountains, ice makers (discard the first binful), soda machines, etc., when flushing the lines.

If you require further information, please contact your local water supplier. If you have questions about the Boil Water Notice Guidelines, please contact your licensing agency.

Florida Department of Agriculture and Consumer Services: 850-245-5520

Florida Department of Business and Professional Regulation:
850-487-1395

Florida Agency for Persons with Disabilities: 850-488-4257

Agency for Health Care Administration: 888-419-3456

Department of Children and Families: 850-487-1111

Florida Department of Health:
Local County Health Department

www.MyFloridaLicense.com
apd.MyFlorida.com
www.FDACS.gov

Ron DeSantis, Governor

www.MyFlorida/Accessflorida
ahca.MyFlorida.com
www.FloridaHealth.gov

COLD HOLDING

Maintain products including dairy, seafood, meats, poultry and prepared foods at

41°F or below



Regularly check temperatures with a probe thermometer

Limit overfilling containers or stacking food above cold holding line

Provide ambient thermometers
*(place in the warmest part of the cooler)



Keep gaskets clean and doors in good repair

Careful not to block fans or air circulation

Keeping foods cold at proper temperatures is one of the best ways to prevent or slow the growth of pathogenic bacteria which helps prevent foodborne illness



- The Person in Charge is responsible for monitoring and maintaining food temperatures at all times, including when cooler tops are left open and busy times.
- Take internal temperatures of the thickest part of foods (Infrared thermometers measure surface temperature and should not be used to take food temperatures).
- If using ice to assist with cold holding, make sure ice fully surrounds the product.
- Maintain Time/Temperature Control for Safety (TCS) foods at 41°F or below, except during periods of preparation, cooking or cooling.
- Maintain shell eggs at 45°F or below ambient air temperature.
- Calibrate probe thermometers for accuracy often and replace when necessary.

TIME AS A PUBLIC HEALTH CONTROL WRITTEN PROCEDURES

For Using Time Control Only To Hold Time/Temperature Control for Safety (Potentially Hazardous) Foods

Business Name		License Number	
Owner (Corporation, Partnership, Individual, etc.)		Date	
		Month	Day
Street Address of Business			
City	State	Zip Code	
Type of Establishment: <input type="checkbox"/> Permanent Restaurant <input type="checkbox"/> Catering <input type="checkbox"/> MFDV <input type="checkbox"/> Temporary Food Service			

Important Note: Improper time/temperature control is a leading cause of foodborne illness. The Centers for Disease Control (CDC) estimates nationally that foodborne illness kills 3,000 people a year and 48 million more become ill. Time/Temperature control is an important factor in preventing foodborne illness.

I am completing this written procedure because I desire to utilize time only as a public health control to hold working supplies of time/temperature control for safety (formerly potentially hazardous) food(s) (TCS/PH foods) in my public food service establishment.

The following is a description of the standard procedures and policies I will use to operate my business in order to protect the health and safety of the public.

RULES AND REGULATIONS	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand the life of all food(s) held utilizing time only as a public health control is limited to 4 hours (if the food is removed from temperature control at 41°F or below; or 135°F or above) – OR – 6 hours (if the food is removed from temperature control at 41°F or below and is not permitted to rise above 70°F while out of temperature control).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand once time only as a public health control has begun, the food(s) may not be returned to temperature control.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand food(s) held for a maximum of 4 hours using time only as a public health control must begin at 41°F or below, or 135°F or above. NOTE: cut tomatoes, and commercially processed pancake and waffle batters reconstituted with water may begin at any temperature.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand food(s) held for a maximum of 6 hours using time only as a public health control must begin at 41°F or below and never rise above 70°F. NOTE: cut tomatoes may begin at any temperature below 70°F.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand these food(s) must be monitored and temperatures recorded to ensure they do not rise above 70°F during the 6-hour period – OR – placed in equipment that maintains food(s) at an internal temperature of 70°F or less.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand if foods are cooked, cooled and cold held prior to the use of time only as a public health control, I must have written procedures and monitoring documentation available to ensure foods are properly cooked, cooled and cold held.

RULES AND REGULATIONS CONTINUED

- ☐ Yes ☐ No I understand food(s) must be cooked and served, served if ready-to-eat, or discarded within the specified time frame (4 hours or 6 hours) from the point in time when the food(s) are removed from temperature control.
- ☐ Yes ☐ No I understand food(s) which are not marked, exceed 70°F during the 6-hour period, or are marked to exceed the specified time frame (4 hours or 6 hours) must be discarded.
- ☐ Yes ☐ No I understand these written procedures and any required monitoring documentation must be available at all times in the establishment and made available for review upon request.

REQUIREMENT

Identify the **specific location(s)** where time only as a public health control will be utilized to hold TCS/PH food(s). Identify the **food(s)** held at each location and the **time option** used for each food item or group of food items. If using both time options at a specific location, you must list the food items separately (use the empty lines at the bottom of the table or an extra sheet of paper). Additional information may be attached, if needed.

PROPOSED PROCEDURE

LOCATION	FOOD ITEM(S)	TIME OPTION (CHOOSE <u>ONE</u> PER LINE)
<input type="checkbox"/> Cold Buffet		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Hot Buffet		<input type="checkbox"/> 4 hours
<input type="checkbox"/> Cook Line		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Counter Next to		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Make Line Cooler		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Pizza Make Table		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Display Case		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Expo/Server Line		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Sushi Bar/Area		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/> Condiment Counter		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
<input type="checkbox"/>		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours
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<input type="checkbox"/>		<input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours

REQUIREMENT
Identify the point at which time only as a public health control will begin for each identified food item or group of food items (E.g., when cooking / heating is completed and foods are 135°F or above: pizza removed from oven, when removed from refrigeration and foods are 41°F or below: flat of eggs removed from reach-in cooler).
PROPOSED PROCEDURE
<input type="checkbox"/> When removed from refrigeration and the food(s) are 41°F or below:
<input type="checkbox"/> When cooking / heating is completed and the food(s) are 135°F or above:
<input type="checkbox"/> After cutting/chopping/dicing tomatoes
<input type="checkbox"/> After mixing/reconstituting pancake or waffle batter
<input type="checkbox"/> Other:

REQUIREMENT
Indicate the manner in which the 4-hour or 6-hour time limit will be marked for each identified food item or group of food items (E.g., Cuban sandwich holding chart, hot buffet time board, egg roll pan marked with grease pencil).
PROPOSED PROCEDURE
<input type="checkbox"/> Time marked on the food tray/container
<input type="checkbox"/> Time marked on a chart or board
<input type="checkbox"/> Specific timeframe(s) used (E.g., 10AM to 2PM, 2PM to 6PM, and 6PM to 10PM). Indicate timeframe(s), location(s) and food item(s):
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:
<input type="checkbox"/> Other:

COMPLETED BY

I understand that I must operate my business according to these procedures each day the establishment is in operation.

Name (please print)	Title (please print)	
Signature		Date

TIME AS A PUBLIC HEALTH CONTROL

Improper time/temperature control is a leading cause of foodborne illness. The Centers for Disease Control and Prevention (CDC) estimates that 3,000 people die each year in the United States due to foodborne illness and 48 million more become ill. Time/Temperature control is an important factor in preventing foodborne illness.

When time/temperature control for safety (formerly potentially hazardous) foods (TCS foods) are removed from heat or refrigeration and allowed to remain at room temperature, disease-causing organisms (pathogens) multiply more rapidly. In addition to the threat present from the pathogens themselves, some pathogens also produce poisons (toxins) as they grow. These toxins cannot be removed from the food once they are present.

Studies have shown that it takes a while for TCS foods to warm up or cool down. It also takes a period of time for pathogens to be able to multiply at a fast rate. The Food and Drug Administration (FDA) has established guidelines to safely hold TCS foods at room temperature for a short period of time. Holding TCS foods at room temperature (or any less than required temperature) is known as using "time only" (instead of time and temperature) to control the growth of pathogens in the food - or "Time as a Public Health Control".

TCS foods left in the temperature danger zone closest to human body temperature (98.6°F) are at greatest risk for pathogen growth. For this reason, there are two different time control options – 4 hours or 6 hours. TCS foods that begin cold and remain cooler may be held at room temperature longer.

Main Requirements When Using Time Only As a Public Health Control

- ◆ **Written procedures explaining your particular operation must be available at all times.**
- ◆ **If foods are cooked, cooled and kept cold before being held using time as a public health control, written procedures must be available for each process. Temperatures must be monitored and recorded for the cooking, cooling and cold holding processes to ensure the foods reach the proper temperature within the required amount of time – and are held at the proper temperature.**
- ◆ **The foods must be marked or identified to indicate when time control begins and when the time limit expires (4 hours or 6 hours).**
- ◆ **Foods that are not marked or identified as required must be discarded immediately.**
- ◆ **Foods must be discarded when they have reached the time limit (4 hours or 6 hours).**
- ◆ **Once food has been held using time as a public health control, it cannot go back to being held using temperature control regardless of the temperature of the food.**

Specific Requirements Based Upon the Time Option Chosen

4-Hour Option

- ◆ **The food must begin at 41°F or below; or 135°F or above. (Cut tomatoes, and commercially processed pancake and waffle batter reconstituted with water may begin at any temperature.)**

6-Hour Option

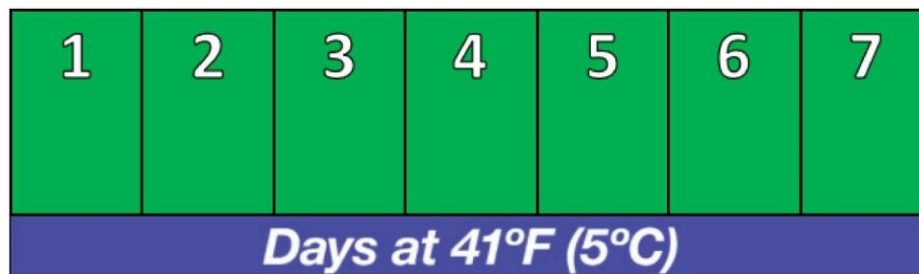
- ◆ **The food must begin at 41°F or below. (Cut tomatoes may begin at any temperature below 70°F.)**
- ◆ **The food may not rise above 70°F while held using time as a public health control.**
- ◆ **Temperatures of the food must be taken periodically to ensure the food does not rise above 70°F OR the food must be held in equipment that has an ambient air temperature cold enough to maintain the food at 70°F or below.**
- ◆ **Food that rises above 70°F must be discarded immediately.**

Establishments serving a highly susceptible population, such as immunocompromised individuals, young children and the elderly, may not use time as a public health control for raw shell eggs.

Date Marking

Date marking is required for food products that are:

- (1) Ready-to-eat (RTE)
- (2) Time/Temperature Control for Safety (TCS)
- (3) Refrigerated for more than 24 hours after preparation/opening



(Use-by or Sell-by dates are not the same as date marking requirements)

Per 2017 FDA Food Code Section 3-501.17

- RTE, TCS foods must be consumed, sold, or discarded within 7 days of opening/preparation
- This shelf-life helps to prevent the growth of *Listeria monocytogenes*
- A date marking system may use calendar dates, days of the week, color-coded marks, or other effective means
- Day 1 is the date the food was opened/prepared

Frozen Tracking:

RTE, TCS food that is frozen after the initial date of preparation/opening, must have a system in place to track how many days remain before the products must be discarded once it is no longer frozen

Foods Exempt from Date Marking:

- Hard and semi-soft cheeses
- Cultured dairy products (e.g., yogurt, sour cream, buttermilk)
- Commercially made deli salads (e.g., pasta salad, chicken salad, potato salad)
- Shellstock
- Preserved fish products
- Dry, fermented sausages (e.g., pepperoni, genoa)
- Salt-cured products (e.g., prosciutto)

An Easy Way to Remember the “BIG 6” Foodborne Illnesses

A foodborne illness is any illness that can be spread by food workers to customers through contaminated food (fecal/oral transmission). That is why food workers are required to report certain symptoms and illnesses to managers. Managers are required to take action when a food worker reports they are ill with **vomiting, diarrhea, jaundice, sore throat accompanied by a fever** and/or one of the “Big 6”. The action required ranges from reporting the information to the Health Department and prohibiting the employee from working to assigning the employee duties that do not include handling food, clean equipment or utensils, or single-service items (such as sandwich wrappers or plastic forks).

The best course of action is you “**N**eed to **S**end **S**ick **E**mployees **H**ome **N**ow”. This phrase provides an easy way to remember the “Big 6” foodborne illnesses.

<u>N</u>eed:	N ontyphoidal Salmonella
<u>S</u>end:	S almonella Typhi
<u>S</u>ick:	S higella
<u>E</u>mployees:	E coli (shiga-toxin producing)
<u>H</u>ome:	H epatitis A
<u>N</u>ow:	N orovirus

Ill food workers may not return to work and/or their normal duties until they have been symptom free for at least 24 hours (longer for jaundice) and/or cleared by a doctor. (Requirements for doctor clearance depend on the symptoms and/or illness.)

**Division of
Hotels and Restaurants**



EMPLOYEE HEALTH

Food Employee Reporting Agreement

Employees (and applicants offered employment) in a public food service establishment must report the illnesses/symptoms listed in the charts below when they occur along with the date that symptoms began (or date of diagnosis) to the manager or person in charge, so the person in charge can take appropriate steps to prevent the transmission of foodborne illness.

I agree to report to the Person in Charge:

Any of the following symptoms, either at work or outside of work, including the date symptoms began	
<ul style="list-style-type: none"> ▪ Vomiting ▪ Diarrhea ▪ Jaundice 	<ul style="list-style-type: none"> ▪ Sore throat with fever ▪ A lesion containing pus or an infected wound (unless properly covered)

If diagnosed as being ill with one of the following illnesses	
<ul style="list-style-type: none"> ▪ Hepatitis A ▪ Shigella ▪ Norovirus 	<ul style="list-style-type: none"> ▪ Salmonella Typhi (typhoid fever) ▪ Shiga toxin-producing E. coli ▪ Nontyphoidal Salmonella

If exposed to the following illnesses within the timeframe specified.	
<ul style="list-style-type: none"> ▪ Norovirus within the past 48 hours ▪ Hepatitis A within the past 30 days ▪ Shigella within the past 3 days 	<ul style="list-style-type: none"> ▪ Shiga toxin-producing E. coli within the past 3 days ▪ Salmonella typhi (typhoid fever) within the past 14 days

Exposure includes consumed or prepared food implicated in a confirmed foodborne outbreak, attending or working in a location where there is a confirmed foodborne outbreak, living in the same house as a person who attends or works in a location where there is a confirmed foodborne outbreak, living in the same house as a person diagnosed with one of the above mentioned illnesses or consumed food prepared by a person who is ill with one of the above mentioned illnesses

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

- Reporting requirements specified above involving symptoms, diagnoses and exposures;
- Work restrictions or exclusions that are imposed over me; and
- Good hygienic practices.

Food Employee Name: _____

Signature of Food Employee: _____ Date: _____

Signature of Permit Holder: _____ Date: _____

The information in this form is based upon the 2017 Food and Drug Administration Food Code.

The “BIG 6” Foodborne Illnesses

Hepatitis A

Overview:

Fecal-oral transmission, can be found in water and raw shellfish (oysters, clam, mussels), highly infectious; disease can be spread 2-4 weeks before any symptoms appear, children may show no symptoms but still spread the disease to others

Prevention:

Wash hands (especially after using the bathroom), no bare hand contact with ready-to-eat food, obtain water and shellfish from an approved source

Incubation Period:

15-50 days

Symptoms:

Fever, nausea, vomiting, diarrhea, fatigue, abdominal cramps, loss of appetite, jaundice, dark urine

Shiga toxin-producing E. coli

Overview:

Young, elderly and immunocompromised at greatest risk; can cause death; E. coli is naturally found in intestines of all animals and humans

Prevention:

Cook beef (especially ground beef) thoroughly, prevent cross contamination from raw beef, use only pasteurized milk and juice

Incubation Period:

1-10 days

Symptoms:

Severe (watery to bloody) diarrhea, severe abdominal cramps, vomiting

Shigella

Overview:

Fecal-oral transmission; can be caused by water polluted with human feces; some strains similar to E. coli O157:H7; produces a toxin; young, elderly and immunocompromised at greatest risk

Prevention:

Wash hands (especially after using the bathroom), no bare hand contact with ready-to-eat food, wash produce, obtain water from an approved source

Incubation Period:

8-50 hours

Symptoms:

Diarrhea (sometimes with blood/mucus), abdominal cramps, fever, vomiting

Salmonella Typhi (Typhoid Fever)

Overview:

Fecal-oral transmission, people who show no symptoms can still spread the disease to others, can cause death

Prevention:

Wash hands (especially after using the bathroom), no bare hand contact with ready-to-eat food

Incubation Period:

1-30 days

Symptoms:

Sustained high fever, nausea, vomiting, diarrhea or constipation, abdominal cramps, headache, fatigue, rash on chest/abdomen

Norovirus

Overview:

Fecal-oral and person to person transmission, leading cause of viral foodborne illness and diarrhea in the United States, highly infectious

Prevention:

Wash hands (especially after using the bathroom), no bare hand contact with ready-to-eat food, sanitize all surfaces with chlorine solution

Incubation Period:

12-48 hours

Symptoms:

Nausea, vomiting, diarrhea, abdominal cramps, low fever

Nontyphoidal Salmonella

Overview:

Fecal-oral transmission, ingestion of contaminated food or contaminated water; young, elderly and immunocompromised at greatest risk; can cause death

Prevention:

Wash hands (especially after using the bathroom), no bare hand contact with ready-to-eat food, prevent cross contamination

Incubation Period:

6-72 hours

Symptoms:

Diarrhea, vomiting, fever, nausea, abdominal cramps and headaches. Severe cases cause infection in urine, blood, bones, joints, or the nervous system

Clean-Up of Vomiting and Diarrheal Events

Anything that comes in contact with vomit or diarrhea must be discarded or properly disinfected

Clean

- Remove vomit or diarrhea right away using absorbent material (e.g., **kitty litter, baking soda**) while wearing protective clothing (e.g., **disposable gloves, mask**)
- Clean all surfaces contaminated with vomit or diarrhea and all nearby high-touch surfaces with soapy water
- Rinse thoroughly with plain water
- Wipe dry with paper towels



Disinfect

- Prepare and use a chlorine bleach solution (**5-8% bleach**) **Hard Surfaces: (~1000 ppm) [1/3 cup bleach: 1 gallon water]** **Porous Surfaces: (~5000ppm) [5/3 cup bleach: 1 gallon water]** or any other EPA-registered disinfectant effective against Norovirus, following manufacturer's instructions (Carpets, fabrics, and upholstery may require steam cleaning as disinfectants could cause permanent damage)
- Air dry surfaces
- Affected food contact surfaces should be properly washed, rinsed, and sanitized after clean-up and disinfection



Prevent

- Wash hands thoroughly with soap and warm water to prevent the spread of disease



In accordance with section 2-501.11 of the 2017 FDA Food Code

REQUIREMENT
Explain how hand washing will prevent cross contamination (include how, when and where handwashing will take place)
PROPOSED PROCEDURE

REQUIREMENT
Explain which two or more additional control measures will be used where bare hand contact occurs (double handwashing, nail brushes, hand antiseptic after handwashing, paid sick leave, other control measures approved by the division)
PROPOSED PROCEDURE

REQUIREMENT
Explain how management will monitor and document employee hand washing practices.
PROPOSED PROCEDURE

REQUIREMENT
Explain how management will monitor and document employee adherence to the provisions of the AOP including use of additional control measures
PROPOSED PROCEDURE

REQUIREMENT
Explain the corrective actions that management will take (for the potentially contaminated food as well as training of the worker) if the AOP is not followed.
PROPOSED PROCEDURE

TRAINING
<input type="checkbox"/> Yes <input type="checkbox"/> No Training in the risk of contacting RTE foods with barehands, proper handwashing (how, when and where to wash hands), fingernail maintenance, prohibition of jewelry and good hygienic practices is provided to all identified employees before they begin using bare hand contact with RTE food.
<input type="checkbox"/> Yes <input type="checkbox"/> No Employee training documentation is maintained on the premises.
EMPLOYEE HEALTH POLICY
<input type="checkbox"/> Yes <input type="checkbox"/> No Written employee health policy including exclusions, restrictions and reporting requirements maintained on premises (copy attached to this form)
<input type="checkbox"/> Yes <input type="checkbox"/> No Acknowledgement of health policy requirements by employees and person in charge documented
HAND WASHING / HAND WASH SINKS
<input type="checkbox"/> Yes <input type="checkbox"/> No Accessible and conveniently located hand washing sinks are installed in all areas necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No All hand washing sinks are provided with hot water (100°F), soap, disposable towels or hand drying devices and hand wash signs.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If required hand antiseptic and/or nail brushes are provided and used after proper hand washing
WRITTEN PROCEDURES
<input type="checkbox"/> Yes <input type="checkbox"/> No Written procedures will be available at all times in the establishment and made available for review upon request.
RULES AND REGULATIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No I agree that all employees, including the operator, manager, or any supervisory position, who handle ready-to-eat foods with bare hands must comply with all requirements of the Food Code and the establishment's written alternative operating procedures.
<input type="checkbox"/> Yes <input type="checkbox"/> No I understand that if the division or other food regulatory authority is notified of a suspected foodborne illness outbreak, the division may temporarily suspend the alternative operating procedure and enforce no bare hand contact of ready-to-eat food until a determination is made by the health authority whether a foodborne illness outbreak exists or until the origin of the foodborne illness outbreak is confirmed. If the origin of the foodborne illness, specific to the implicated establishment, is determined to be a food service employee associated outbreak, the division shall continue to enforce no bare hand contact until the establishment operator verifies completion of corrective action, including remedial training of all food preparation employees.

☐ Additional information attached

Important Note: Improper hand washing can increase the spread of infectious diseases. The Centers for Disease Control (CDC) estimates nationally that foodborne illness kills 3,000 people a year and 48 million more become ill. CDC estimates that 20 million cases of acute gastroenteritis are due to norovirus infection, and it is now thought that at least 50% of all foodborne outbreaks of gastroenteritis can be attributed to noroviruses. Strict hand washing after using the bathroom and before handling food items is important in preventing the spread of this virus.

SUBMITTED BY

I understand that I must operate my business according to these operating procedures each day the establishment is in operation.

Name (please print)	Title (please print)	
Signature		Date

*****Alternative Operating Procedures are not transferable*****

For Division Use Only**APPROVAL**

Alternative Operating Procedure ☐ Approved ☐ Denied (See Comments)

COMMENTS

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Name / Title (print)	Signature	Date
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SAFE HANDLING OF GYROS

Gyros – Preparation and Handling

A blend of raw, minced meats (often lamb and beef) that is mixed with various spices and seasonings and formed into a cone or loaf.

As gyro meat is cooked in a vertical broiler and sliced while the interior and under layers of the cone are still raw, it is difficult, if not impossible, to control the depth of slice – and ultimately the removal of only properly cooked meat that has not been cross contaminated by raw juices or the slicing utensil.

For this reason, all sliced gyro meat must receive a secondary cook (by grilling, frying, etc.) to make certain that the meat has reached the minimum cook temperature of 155°F for 15 seconds (unless there is a specific consumer advisory for this product).

Health Risks

The risk of foodborne illness is higher for this type of meat product than for many other meat products because the meat is comminuted (ground) and the cooking method used is often based more on visual cues of doneness (color of meat and juices), rather than on specific time and temperature measurements. Comminuted meat has been ground, minced and/or tenderized so surface germs have been mixed throughout the entire food, instead of remaining mainly on the surface.

The types of germs that can grow in these cones if not handled properly can produce toxins (poisons). These toxins cannot be destroyed by normal cooking processes or freezing nor can they be detected by sight, smell or taste.

Requirements

- Cooking must be continuous – the heat cannot be turned on and off and the rotisserie may not be stopped except when slicing meat from the cone.
- If cooking is not continuous, a written plan for Time as a Public Health Control must be in place and the entire cone must be sliced and served or discarded within 4 hours.
- Cook sliced gyro meat to a minimum temperature of 155°F for 15 seconds (unless there is a specific consumer advisory for this product).
- Estimate the size of cone needed so it will be consumed by the close of business - to avoid leftovers.
- Leftover cones cannot be cooled intact and re-used because the raw animal food has been subjected to more than sixty (60) minutes of cooking. Any cone left must be sliced, fully cooked and properly cooled.
- Sliced gyro meat must be cooled in an approved method (e.g., uncovered, shallow pans no more than 2" to 4" deep) to allow for proper cooling. All heated time/temperature control for safety foods must be cooled from 135°F to 70°F within 2 hours and from 135°F to 41°F within a total of 6 hours.
- Gyro meat being sliced from the cone may be handled with bare hands because it is not yet ready-to-eat (unless there is a specific consumer advisory for this product). Once the sliced gyro meat has undergone a secondary cook step, it is ready-to-eat and may not be handled with bare hands – unless there is an approved Alternative Operating Procedure (AOP).
- Ready-to-eat foods may be handled with bare hands if you have an approved written AOP and apply hand antiseptic after washing your hands properly.



Figure 1 – Gyro cone on spit in vertical broiler.

NON-CONTINUOUS (PARTIAL) COOKING WRITTEN PROCEDURES

For Raw Animal Foods Cooked Using a Non-Continuous Cooking Process

Business Name		License Number	
Owner (Corporation, Partnership, Individual, etc.)		Date	
		Month	Day
Street Address of Business			
City	State	Zip Code	
Type of Establishment: <input type="checkbox"/> Permanent Restaurant <input type="checkbox"/> Catering <input type="checkbox"/> MFDV <input type="checkbox"/> Temporary Food Service			

Important Note: Improper time/temperature control is a leading cause of foodborne illness. The Centers for Disease Control (CDC) estimates nationally that foodborne illness kills 3,000 people a year and 48 million more become ill. Close attention must be paid to control biological hazards when a food establishment cooks raw animal foods using a process in which the food is partially cooked, then cooled and finished cooking at a later date or time.

Important Note: "Partially" cooked means the raw animal food has not reached the minimum temperature/time parameter required for cooking in the 2009 Food and Drug Administration Food Code.

Raw animal foods that go through a slight interruption during the cooking process (e.g. meat for a stir fry is partially cooked and set aside for a moment while the vegetables cook and then everything is mixed together to continue cooking) and raw animal foods that are not cooled after the initial heat/cook are not included in the definition of non-continuous cooking.

I am completing this written procedure because I intend to utilize non-continuous cooking of raw animal foods in my public food service establishment.

The following is a description of the standard procedures and policies I will use to operate my business in order to protect the health and safety of the public.

RULES AND REGULATIONS	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the initial heating process of a raw animal food (the first time the food is heated/cooked) can be no longer than 60 minutes in duration.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that immediately after the initial heating, the partially cooked animal food must be cooled according to the time and temperature requirements specified for cooked potentially hazardous (time/temperature control for safety) foods. Specifically, the food must be cooled from 135°F to 70°F within two hours AND from 135°F to 41°F within a total of six hours.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that animal food(s) that are partially cooked in a non-continuous cooking process and then cooled must be held at 41°F or below.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that partially cooked animal food(s) are considered raw animal food(s) and they must be kept separate from ready-to-eat foods during preparation, display and storage.

<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand the partially cooked animal food(s) prepared in a non-continuous cooking process must be marked/labeled/identified in a manner that makes it clear to all employees that the food(s) are required to undergo further cooking.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that animal food(s) that are partially cooked in a non-continuous cooking process must be cooked (at the time of the second cook) to heat all parts of the food to the internal temperature required for the particular raw animal product as listed in the Food Code prior to sale or service.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that a consumer advisory may not be used to serve or offer undercooked animal foods that have been prepared using a non-continuous cooking process.

RULES AND REGULATIONS CONTINUED

<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>I understand that once the raw animal food(s) are cooked to the proper minimum cook temperature, the food(s) must be properly handled by one of the following procedures if not served immediately:</p> <ul style="list-style-type: none"> • Cooled from 135°F to 70°F within two hours and from 135°F to 41°F within a total of six hours AND then held cold at 41°F or below; OR • Held hot at 135°F or above; OR • Held using Time as a Public Health Control
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the temperature of the foods prepared using a non-continuous cooking process must be monitored in each stage of the process (cooling after the initial heat/cook; cold holding; final cooking; cooling after the final cook, if applicable; reheating for hot holding, if applicable; and hot holding, if applicable).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the temperatures taken during the required monitoring must be written down and kept onsite.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand these written procedures and any required monitoring documentation must be available at all times in the establishment and made available for review upon request.

REQUIREMENT

Identify the **specific raw animal food(s)** that will undergo a non-continuous cooking process.

Identify the manner by which the partially cooked food(s) will be marked/labeled/identified as requiring further cooking.

In the line under each food item, describe how the partially cooked food will be properly cooled. (E.g., chicken wings placed in an uncovered shallow pan no more than 2 inches deep and cooled in the walk-in freezer for 30 minutes or until 41°F, hamburgers placed on sheet trays in single layer and cooled on speed rack in walk-in cooler)

Additional information may be attached, if needed.

PROPOSED PROCEDURE

FOOD ITEM(S)	HOW MARKED/LABELED/IDENTIFIED
COOLING METHOD:	
COOLING METHOD:	
COOLING METHOD:	

FOOD ITEM(S)	HOW MARKED/LABELED/IDENTIFIED
COOLING METHOD:	
COOLING METHOD:	
COOLING METHOD:	

REQUIREMENT
Indicate how the food(s) will be handled after the final (second) cook step. Mark all that apply.
PROPOSED PROCEDURE
<input type="checkbox"/> Food(s) will be served immediately.
<input type="checkbox"/> Food(s) will be held hot at 135°F or hotter.
<input type="checkbox"/> Food(s) will be cooled from 135°F to 70°F within two hours AND from 135°F to 41°F within a total of six hours, AND held cold at 41°F or colder.
<input type="checkbox"/> Food(s) will be held using Time as a Public Health Control. <div style="margin-left: 20px;"> <input type="checkbox"/> 4-hour option (food must begin at 41°F or below OR 135°F or above) <input type="checkbox"/> 6-hour option (food must begin at 41°F or below and not rise above 70°F) </div>
<input type="checkbox"/> Other:

REQUIREMENT
Indicate the corrective action(s) that will be take if the food(s) do not meet each of the requirements. You may choose the recommended corrective action or create your own.
PROPOSED PROCEDURE
Initial heating of longer than 60 minutes:
<input type="checkbox"/> The raw animal food will be fully cooked to the required minimum cooking temperature/time instead of being partially cooked.
<input type="checkbox"/> Other:
Food not cooled according to the minimum time and temperature parameters specified for cooked potentially hazardous (time/temperature control for safety) foods (either at the partial cooking stage or after fully cooked):
<input type="checkbox"/> The food will quickly be reheated to 165°F and the cooling process will begin again using a better cooling method.
<input type="checkbox"/> Other:

Partially cooked or fully cooked food not held at 41°F or colder:

- ☐ If the food has been held above 41°F for more than four hours, the food will be discarded. If the food has been held above 41°F for less than four hours, the food will be cooled quickly and moved to a location where it can be maintained at 41°F or colder OR cooked or reheated to 165°F and then served; hot held at 135°F or hotter; cooled from 135°F to 70°F within two hours and from 135°F to 41°F within six hours; and held at 41°F or colder.

☐ Other:

Final cook temperature does not reach at least the minimum cook temperature required by the Food Code for the particular raw animal product:

- ☐ Continue cooking the food until all parts of the food reach the minimum cook temperature required by the Food Code for the particular raw animal product.

☐ Other:

COMPLETED BY

I understand that I must operate my business according to these procedures each day the establishment is in operation.

Name (please print)	Title (please print)	
Signature		Date

NON-CONTINUOUS (PARTIAL) COOKING

Non-continuous cooking means raw animal food is intentionally cooked to a temperature below the minimum required temperature during the first cook/heat and then cooled. The cooking process is completed at a later date or time during the second cook.

Raw animal foods that go through a slight interruption during the cooking process (such as meat for a stir fry is partially cooked and set aside for a moment while the vegetables cook and then everything is mixed together to continue cooking); raw animal foods that are seared on the surface just long enough to obtain grill marks, cooled and then cooked at a later time (such as steak, fish or chicken for a banquet); and raw animal foods that are not cooled after the initial heat/cook are not included in the definition of non-continuous cooking.

Examples of foods commonly cooked using a non-continuous (partial) cooking method include chicken wings and hamburgers for service during peak periods.

Partially cooking raw animal foods and then cooling them creates a good environment for the growth of disease-causing bacteria that form spores (thick-walled bacteria that are able to survive hostile environments). Some spores can produce poisons (toxins) – the most well-known spore example is *Clostridium botulinum* (botulism). Since these bacteria and toxins are not killed by regular cooking, special control measures need to be in place to prevent their growth.

If raw animal foods will be cooked using a non-continuous cooking process, the following requirements must be followed:

- Written procedures for the entire process must be available. The procedures must address all of the requirements below and include corrective actions that will be taken in case a minimum time/temperature is not met. (An example of a corrective action for the required cooling step of 135°F to 70°F within 2 hours: if the chicken wings in the shallow tub in the walk-in cooler are above 80°F after 1 hour and 30 minutes, transfer the chicken wings to sheet pans and place in the chest freezer for 15 minutes or until they reach 70°F. Note - you do not want to wait until the time limit has expired before taking a corrective action.)
- The first cook/heat can take no longer than 60 minutes (no minimum temperature requirement).
- Cooling of the partially cooked food must begin immediately after the first cook/heat is complete.
- Cool the food from 135°F to 70°F within 2 hours and from 135°F to 41°F within a total of 6 hours. (Same as regular cooling requirements.)
- After cooling, store the food at 41°F or below. (Same as regular cold holding requirement.)
- Mark/identify the partially cooked foods (each container, tray, etc., and/or the storage area) to make it clear that these foods require further cooking.
- Store the partially cooked foods separate from unwashed produce and ready-to-eat foods. Also, keep different types of partially cooked and raw animal foods separate based on the minimum required cooking temperature (e.g., pork and fish on the top, beef in the middle and chicken on the bottom). Partially cooked animal foods are still considered raw.
- Cook the food to the internal temperature required for the particular raw animal product as listed in the Food Code during the final cook step (see Section 3-401.11 2009 FDA Food Code).
- A consumer advisory may not be used with any food that has been cooked using a non-continuous cooking method in order to offer or serve the animal food raw or undercooked.
- Temperatures must be taken and recorded during each step of the process (first cook, cooling, cold holding, second/final cook and, if applicable, reheating for hot holding and hot holding).

An optional fill-in-the-blank form, DBPR HR 5022-101 Non-continuous (Partial) Cooking Written Procedures, is available to assist operators with the written procedure requirements. This form is on the division's website at <http://www.myfloridalicense.com/dbpr/hotels-restaurants/forms-publications/>

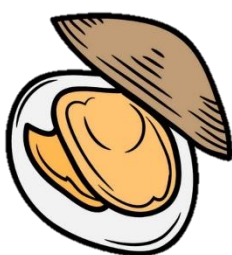
Shellfish Tag Guidance

All raw, in the shell molluscan shellfish provided to retail food establishments **must** be accompanied by shellfish tags (either Harvester or Dealer Tags). This requirement does not apply to cooked shellfish or shucked shellfish.

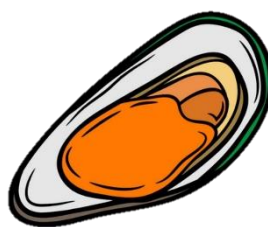
Molluscan Shellfish includes:



Oysters



Clams



Mussels



Scallops*

*Except products consisting of the shucked adductor muscle only

Shellfish tags should include:

- Type and quantity of shellfish
- Harvesting date, location, and ID Number
- A written disclaimer
- Dealer's name, address, and certification# (Dealer tags only)

Written Disclaimer:

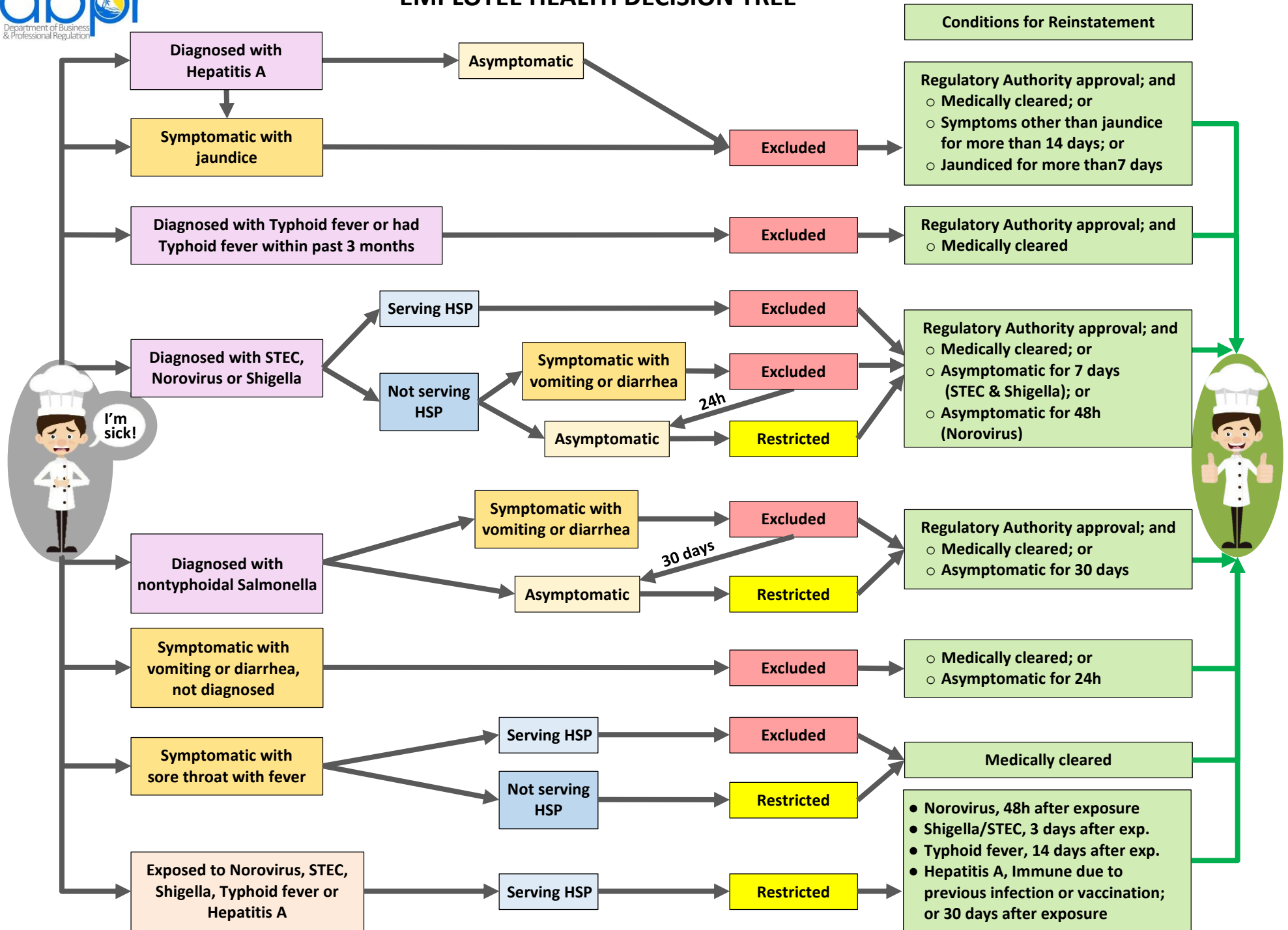
"This tag is required to be attached until container is empty or is retagged and thereafter kept on file for 90 days."

Shellfish tags must:

- Remain attached to the container in which they were received, until empty
- Be marked with the day the last item was served
- Be kept for a minimum of 90 days
- Be kept in chronological order (based on last day served)

Shellfish accompanied by a green tag should not be provided to retail food establishments, as this denotes that the shellfish would require further processing by a licensed **Post-Harvest Processor** prior to sale or service.

EMPLOYEE HEALTH DECISION TREE



*RESTRICT = LIMIT DUTIES

If an employee exhibits the following symptoms or is diagnosed with the following illnesses, **restrict** the employee. This means the employee may not work with food; clean equipment, utensils, or linens; or unwrapped single-service items until the employee provides a doctor's note clearing them to work as a food employee and/or approval is granted from the Department of Health.

*If your establishment serves a Highly Susceptible Population (elderly, children, immunocompromised, etc.), please contact the Department of Health for further guidance as there may be more stringent requirements due to the vulnerability of those served.

- **Norovirus**
- **Shigella**
- **Lesion containing pus or an open/draining infected wound on the hand or wrist** (unless the lesion or wound is covered by an impermeable cover and a single-use glove)
- **Lesion containing pus or an open/draining infected wound on an exposed portion of the arm** (unless the lesion or wound is covered by an impermeable cover)
- **Lesion containing pus or an open/draining infected wound on any other exposed portion of the body** (unless the lesion or wound is covered by a dry, tight-fitting cover)
- **Sore throat with fever**
- **Shiga toxin-producing E. coli**

MONITOR CLOSELY

For the following illnesses, **monitor** the employee if they have been exposed to the illness within the timeframe specified. If the employee develops symptoms or is diagnosed with the illness, follow the exclusions and/or restrictions listed above.

Exposure includes attending or working in a location where there is a confirmed foodborne outbreak, living in the same house as a person who attends or works in a location where there is a confirmed foodborne outbreak, or living in the same house as a person diagnosed with one of the following illnesses.

- **Norovirus** within the past 48 hours
- **Shiga toxin-producing E. coli** within the past 3 days
- **Shigella** within the past 3 days
- **Salmonella Typhi** (typhoid fever) within the past 14 days
- **Hepatitis A** within the past 30 days

Approximately 48 million people suffer from foodborne illness in the United States each year. Of those ill, 128,000 will be hospitalized and 3,000 will die. Do your part – report illnesses and encourage others to do the same.

The information in this handout is based upon the 2009 Food and Drug Administration Food Code.

FOOD ALLERGEN AWARENESS

It is estimated that 9 million adults and 6 million children, or approximately 4% of the population, have a food allergy. Food allergies are an immune system reaction that can range from mild to life-threatening.

While operators are not required to offer allergen-free foods, managers and employees are required to have basic knowledge about food allergens - including knowing the eight major food allergens and describing common symptoms of an allergic food reaction. If operators choose to serve allergen-free food, they must prepare the food in a safe manner for the customer. Using the same food preparation equipment (e.g., cutting boards, knives, fryers), serving utensils or trays, gloves, thermometers, storage containers, cleaning implements (e.g., brushes, wiping cloths), etc., without washing, rinsing and sanitizing them between foods can result in trace amounts of a food allergen being served to an allergic customer. For people with severe food allergies, there must be no contact with the allergen food at any time.

Symptoms:

Severe food allergy symptoms can include: swelling of the lips, tongue and/or throat; trouble swallowing; shortness of breath or wheezing; turning blue; feeling faint; loss of consciousness; chest pain; and weak pulse.

Mild symptoms can include: hives; coughing; reddening of the skin; itching; nasal congestion; sneezing; vomiting; cramps; and diarrhea. Reactions can occur within seconds or take several hours. If you believe someone may be having an allergic reaction to food, call 911 immediately.

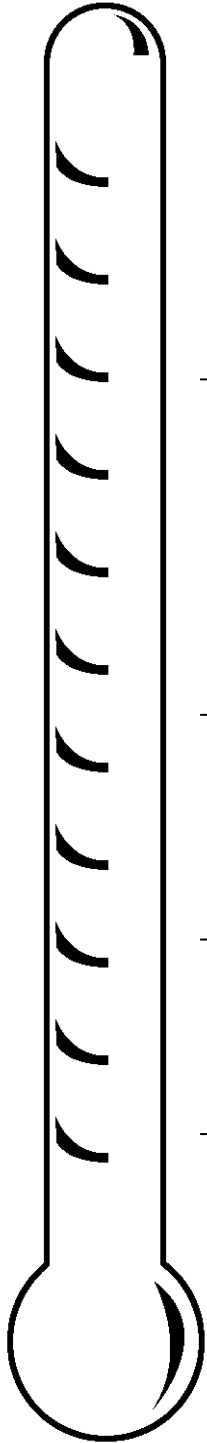
Although there are over 200 known food allergens, the eight major food allergens account for 90% of allergic food reactions.

EIGHT MAJOR FOOD ALLERGENS	
Allergen	Examples of foods containing the allergen and common aliases (not a complete list)
Milk	butter, cheese, yogurt, cream, half and half, sour cream, sherbet, custard, casein, caseinate, lactalbumin, lactoferrin, lactulose, whey, curds
Eggs	mayonnaise, albumin, conalbumin, globulin, lecithin, livetin, lysozyme, meringue, ovalbumin, ovoglobulin, ovalactohydrolyzed proteins, ovomacroglobulin, ovomucin, ovomucoid, ovotranferin, ovovitellin, silico-albuminate, vitellin, yolk
Fish	anchovies, bass, catfish, cod, flounder, grouper, haddock, hake, herring, mahi mahi, perch, pike, pollock, salmon, scrod, sole, snapper, swordfish, tilapia, trout, tuna
Crustacean shellfish	crab, lobster, shrimp, crayfish
Tree nuts	almond, beechnut, Brazil nut, bush nut, cashew, chestnut, coconut, filbert, ginko nut, hazelnut, lichee nut, macadamia nut, pecan, pine nut, pistachio, shea nut, walnut
Peanuts	beer nuts, ground nuts, monkey nuts, arachis oil
Wheat	soy sauce, semolina, durum wheat, food starch, kamut, spelt, wheat protein, durham, triticale, rye, barley
Soybeans	edamame, miso, tempeh, tofu, lecithin, textured vegetable protein, modified food protein, soy albumin, soy fiber, soy flour, soy grits, soy milk, soy nuts, soy protein P34, soy sprouts

Packaged food items that require an ingredient label must list any major food allergens in plain language (milk, fish, tree nuts, etc.).

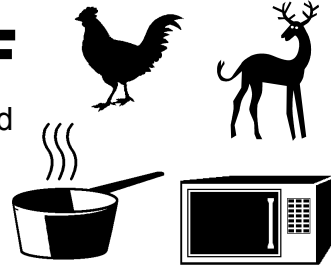
Hot Tips on Temps

Minimum Internal Cooking/Reheating Temperatures



165°F

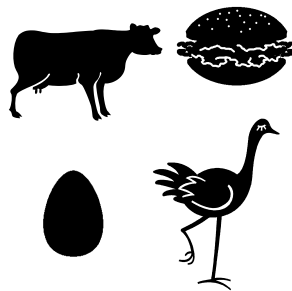
for < 1 second



Poultry; stuffing containing fish, meat or poultry; stuffed foods; wild game animals; time/temperature control for safety food previously cooked/heated and cooled that is reheated for hot holding (includes microwave reheating); raw animal foods cooked in a microwave

155°F

for 17 seconds



Mechanically tenderized meats; ground fish and meats; injected meats; eggs prepared prior to consumer order; ratites (ostrich, emu, etc.)

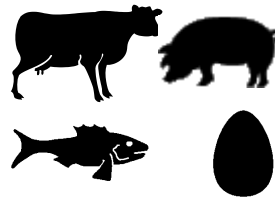
OR: 158°F for <1 second

150°F for 1 minute

145°F for 3 minutes

145°F

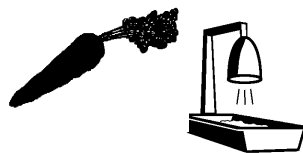
for 15 seconds



Intact meats (beef, pork, lamb, goat and commercially raised game animals); fish; eggs prepared for immediate individual consumer order

135°F

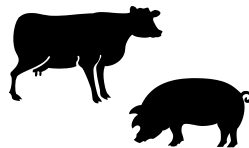
for 15 seconds



Fruits and vegetables cooked for hot holding; commercially packaged food reheated for hot holding (includes microwave reheating)

130°F

for 112 minutes



Meat roasts (beef, lamb or pork)

OR: 131°F, 89 min. 145°F, 4 min.
133°F, 56 min. 147°F, 134 sec.
135°F, 36 min. 149°F, 85 sec.
136°F, 28 min. 151°F, 54 sec.
138°F, 18 min. 153°F, 34 sec.
140°F, 12 min. 155°F, 22 sec.
142°F, 8 min. 157°F, 14 sec.
144°F, 5 min. 158°F, 0 sec.

IMPROPER COOLING IS A MAJOR CAUSE OF FOODBORNE ILLNESS

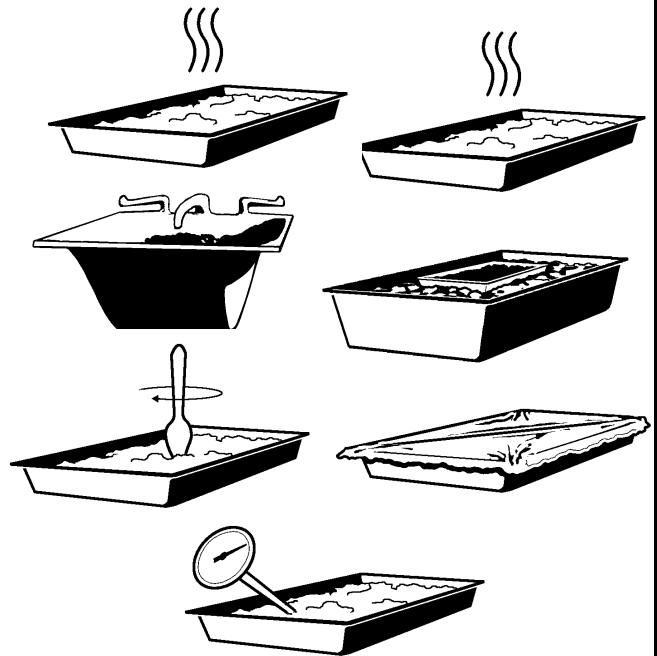
Hot food must be cooled from 135°F to 70°F within 2 hours, and from 135°F to 41°F within a total of 6 hours.

- ▶ Never cool food at room temperature.
- ▶ Keep containers uncovered during cooling.
- ▶ Stirring hot foods rapidly increases the cooling rate.

2 GREAT WAYS FOR COOLING FOODS RAPIDLY!

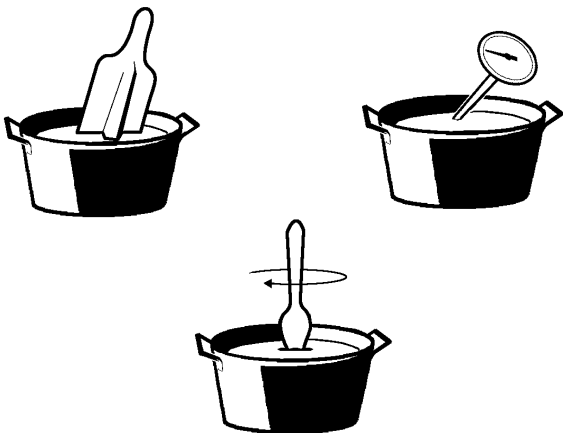
Shallow is better!

1. Separate foods into small quantities and place them into shallow pans made of aluminum or stainless steel. The food should be no deeper than 4 inches (2 inches for thick foods).
2. Place the pan into an "ice bath" (a sink or large container) filled with ice at least three times the amount of food to be chilled.
3. Stir the food every 15 minutes. Once the food reaches an internal temperature of 135°F, place the food in a protected location in a refrigeration unit. Do not cover the food while it is cooling.
4. Check the temperature periodically and stir, to be sure the food reaches 70°F within 2 hours and 41°F within a total of 6 hours. After the food has cooled to 41°F, cover the food.



Use a chill stick for soups and chowders!

1. Pour hot liquids into a large pot and then stir the liquid with a chill stick every 15 minutes. Leave the chill stick in the pot between stirring. Once the food reaches an internal temperature of 135°F, place the food in a protected location in a refrigeration unit.
2. Check the temperature periodically and stir. Switching out the chill stick may be necessary to reach 70°F within 2 hours as the ice in the chill stick melts. Leave the chill stick in the pot between stirring.
3. Make sure the food reaches 41°F within a total of 6 hours. After the food has cooled to 41°F, cover the food.



Florida Department of Business and Professional Regulation
Division of Hotels and Restaurants



UNIVERSITY OF
FLORIDA

THERMOMETER CALIBRATION GUIDE

Using a food thermometer is the only sure way of knowing your food is at the proper temperature – whether you are cooking, cooling, reheating or holding. Each type of food thermometer has its own individual characteristics. Choose the one that best fits the intended use within your establishment.

Digital Thermometers

The best thermometers to use for most foods are digital. They can measure food temperature quickly. Because temperature is measured at the tip of the thermometer's probe, digital thermometers can measure both thin and thick foods.



Dial Probe Thermometers



Although commonly used, it is harder to get a correct reading from a dial food thermometer because they take longer to measure the food temperature. The thermometer reading is averaged from the point to the dimple along several inches of the probe. This means dial probe thermometers cannot be used to measure the temperature of thin foods.

Checking for Accuracy

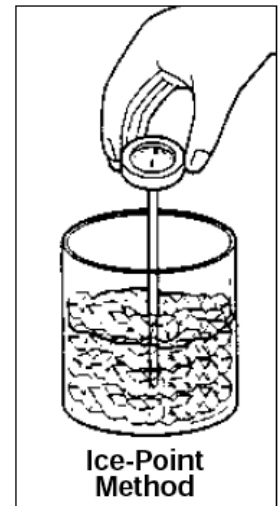
There are two ways to check the accuracy of a food thermometer. One method uses ice water, the other uses boiling water. Many probe food thermometers have a calibration nut under the dial that can be adjusted. Some digital stemmed thermometers cannot be calibrated or must be returned to the manufacturer. **Food thermometers should be checked regularly to ensure that they are working properly.**



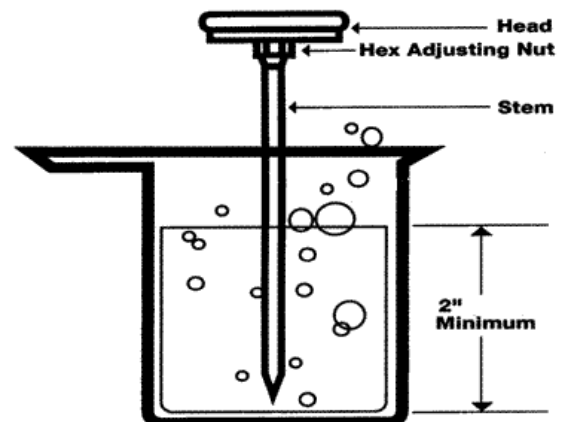
Calibrating Thermometers

Thermometers should be calibrated using either the ice-point or boiling-point method. The ice-point method is typically used because the boiling-point method may be less reliable due to variations in altitude or atmospheric pressure.

Ice-Point Method		
Step	Process	Notes
1	Fill a large glass with crushed ice. Add clean tap water until the glass is full.	Stir the mixture well.
2	Put the thermometer or probe stem into the ice water so that the sensing area is completely submerged. Wait 30 seconds.	Do not let the stem touch the bottom or sides of the glass. The thermometer stem or probe stem must remain in the ice water.
3	Hold the adjusting nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F.	Press the reset button on a digital thermometer to adjust the readout.



Boiling-Point Method		
Step	Process	Notes
1	Bring clean tap water to a boil in a deep pan.	
2	Put the thermometer or probe stem into the boiling water so that the sensing area is completely submerged. Wait 30 seconds.	Do not let the stem touch the bottom or sides of the pan. The thermometer stem or probe stem must remain in the boiling water.
3	Hold the adjusting nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 212°F.	Press the reset button on a digital thermometer to adjust the readout.



Using a Thermometer



When taking food temperatures, the probe should be placed into the thickest portion of the food. This placement is especially important for a whole turkey or large roast. Digital thermometers should be used when taking temperatures of thin food like hamburgers or chicken breasts.

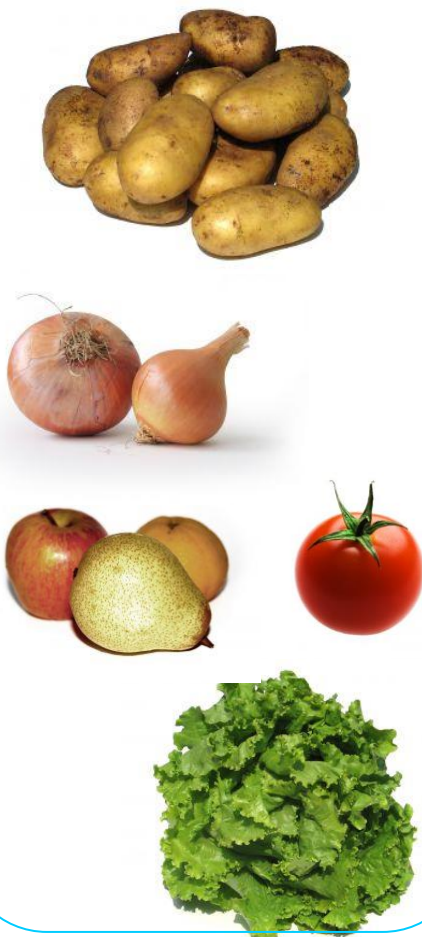


SAFE REFRIGERATOR STORAGE

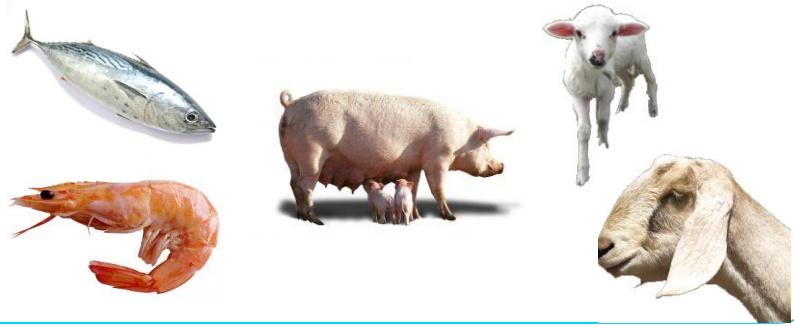
Fully Cooked Foods, Ready-to-eat Foods (including washed produce)



Unwashed Vegetables and Produce



Raw Seafood, Fish, Pork, Lamb, Goat

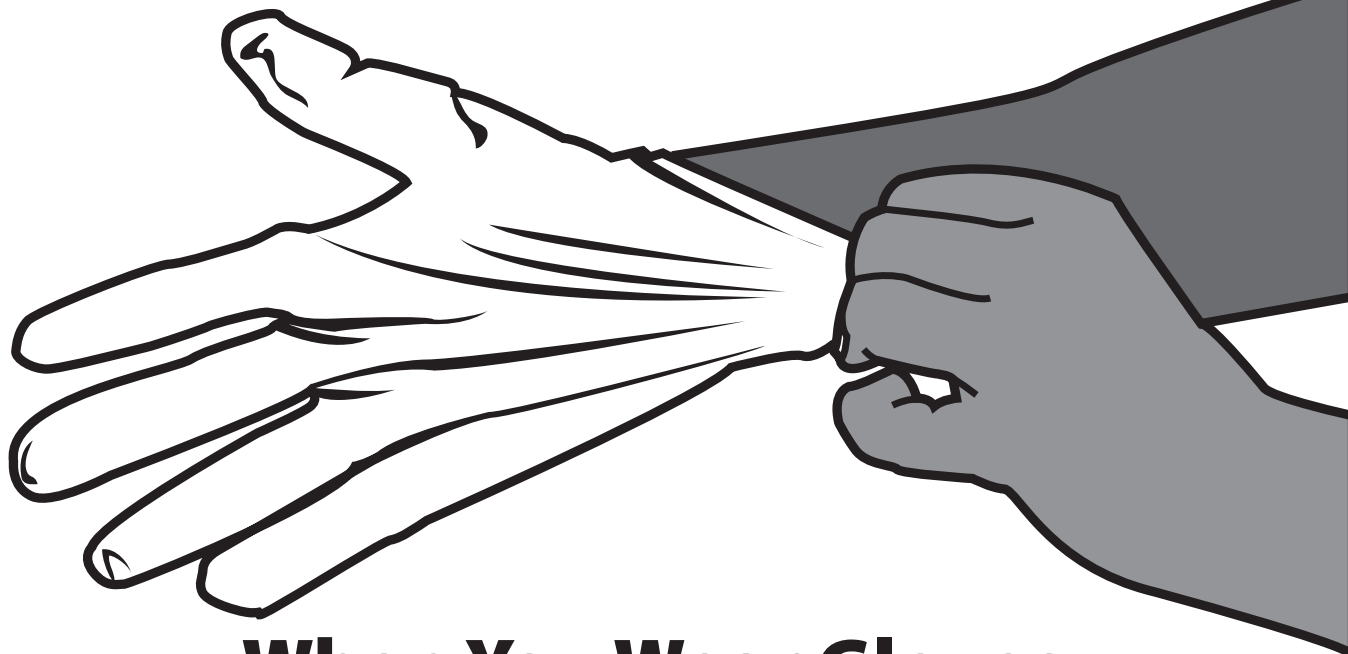


Raw Ground Beef, Steaks, Shell Eggs



Raw Poultry (chicken, turkey, duck)





When You Wear Gloves, Wear Gloves the Right Way !

- ▶ **Wear food service gloves or use sanitary utensils or deli tissue when handling ready-to-eat foods.**
- ▶ **Always wash your hands before putting on gloves.**
- ▶ **Change your gloves any time you would need to wash your hands.**
 - » After touching your body
 - » After using the toilet
 - » After eating or drinking
 - » After handling dirty equipment or utensils
 - » After handling raw food
 - » After any other activities that contaminate your gloves
- ▶ **Remove your gloves before washing hands.**

For specific information,
read the 2001 FDA Food
Code, section 2-301.14



Division of
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Employees Must Wash Hands Before Leaving

Florida Department of
Business
Professional
Regulation

Division of Hotels and Restaurants

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DBPR Form HR 5030-111

Revised 2008 March 21

Employees Must Wash Hands Before Leaving

Florida Department of
Business
Professional
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Division of Hotels and Restaurants

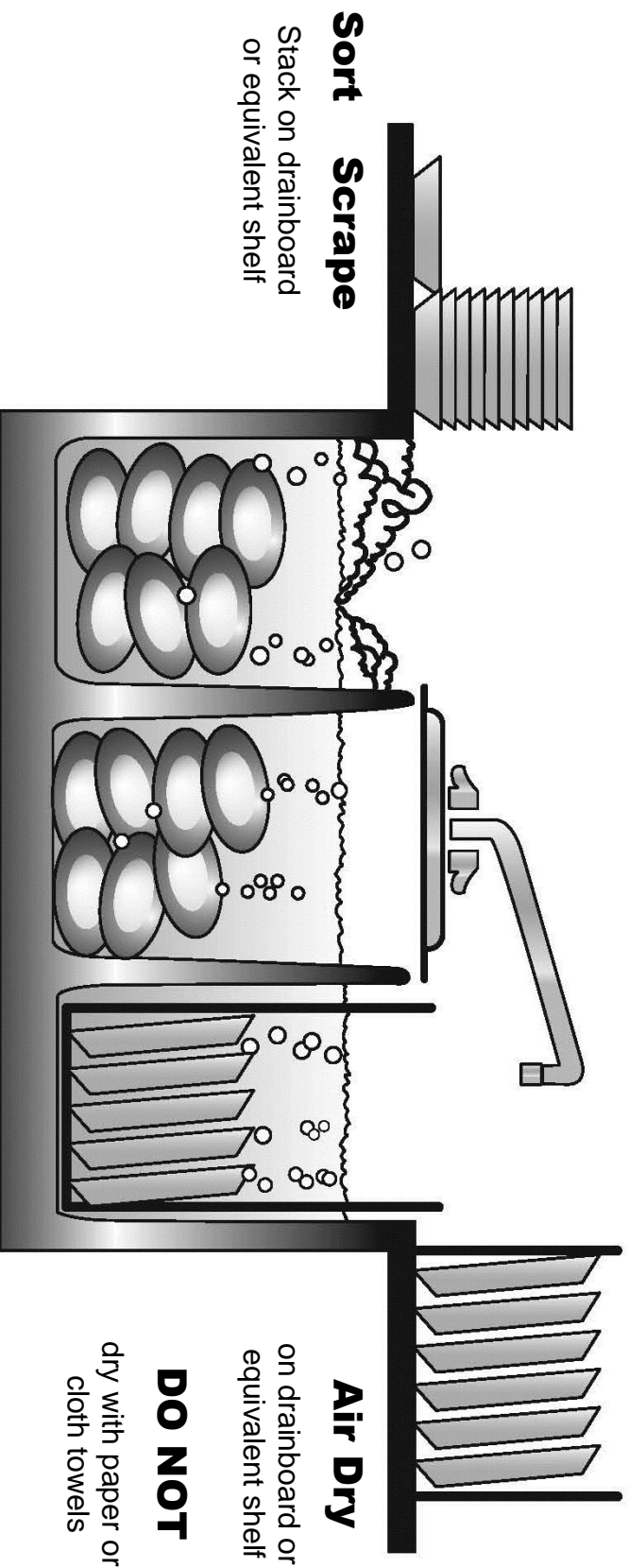
www.MyFloridaLicense.com/DBPR/hotels-restaurants/



DBPR Form HR 5030-111

Revised 2008 March 21

Manual Dishwashing Procedure



Wash

with detergent
in water at
110°F or above

Rinse

in clean water
to remove
detergent

Sanitize

in water at 171°F or above for at least 30 seconds
OR chemical sanitizer at 75°F or above
Most common chemical sanitizers:

1. **Chlorine** – 50-100 ppm for at least 7 seconds
2. **Quaternary ammonium compounds** – 150-400 ppm as indicated by the manufacturer's use directions for at least 30 seconds

*Test kit strips to measure parts per million (ppm) are
required when using chemicals for sanitization.*

Division of

Hotels and Restaurants

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Florida Department of Business and Professional Regulation



The Spread of Foodborne Illness!

Notify your manager if you or anyone in your household has:

- **Salmonella**
- **Norovirus**
- **Hepatitis A**
- **Shigella**
- **E. coli**

Notify your manager if you have experienced any of these symptoms within the last 48 hours:

- **Vomiting**
- **Diarrhea**
- **Jaundice**
- **Sore throat with fever**

**Your Health Affects More Than Just You –
Ill Food Workers Can Make Customers Sick!**



Florida Department of
Business &
Professional
Regulation

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FLORIDA LAW SAYS...

DON'T SERVE ILLNESS

Be an example of a safe, clean, caring food and beverage service employee.

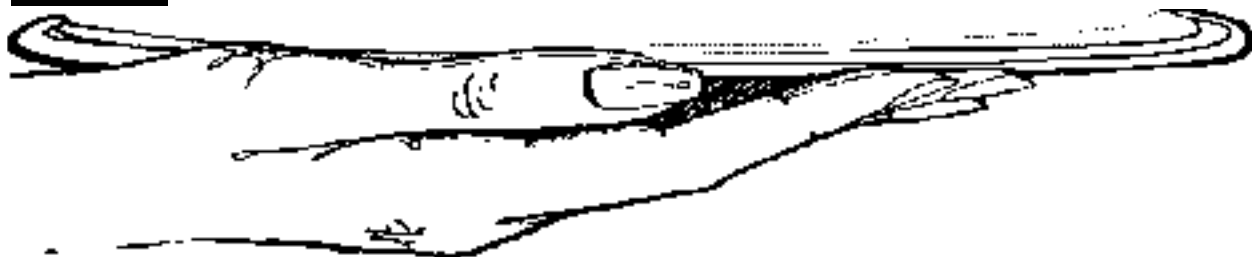


CLEAN: Start each day with a clean body. Give special attention to hair, nails, teeth. Wear clean garments, uniforms or aprons and hair restraints. **WASH YOUR HANDS** before you begin work and after visiting the toilet or touching any soiled object.

AVOID: Smoking or eating in food preparation or serving areas. Scratching head, face; picking nose or pimples; coughing in hands or spitting; wiping perspiration with cloths used for other purposes. Wearing rings, dangling jewelry or wristwatches while preparing or serving food.

REPORT: TO YOUR SUPERVISOR...infected burns, cuts, boils or pimples; sore throat, fever, nasal discharge, diarrhea or any contagious illness transmittable through foods. Any violations of good hygiene and safe food service practices.

EDUCATE: Yourself and your co-workers concerning sanitation and food protection requirements and regulations.



State of Florida
Department of Business and Professional Regulation
Division of Hotels and Restaurants
www.myfloridalicense.com/DBPR/hotels-restaurants/





INDUSTRY BULLETIN for Florida's Food Industry SUBJECT: BOIL WATER NOTICE GUIDELINES June, 2018

BOIL WATER NOTICE, By Authority of Section 381.006 and 403.855-857, Florida Statutes

These procedures **must** be observed while a “BOIL WATER NOTICE” is in effect:

TAP WATER

- ◆ Do not serve water from faucets until local health authorities advise the water is safe for consumption. Use only bottled water from an approved source and/or boiled tap water. Boil water at a rolling boil for one minute to kill infectious organisms.
- ◆ An alternative method for areas without power is to mix eight drops (one eighth teaspoon) of unscented household bleach per gallon of water and allow to stand for 30 minutes. If the water is cloudy in appearance, add 16 drops (quarter teaspoon) and let stand for 30 minutes. (Water will not be toxic, but may have a chlorine odor and taste.) Note: Using bleach will not kill parasites that may be present, however boiling will kill parasites.

ICE, ICE-MAKING, BEVERAGE, & WATER VENDING

- ◆ Ice bagged or made prior to the issuance of the boil water notice may be used.
- ◆ Ice produced in ice machines after the issuance of a boil water notice must be discarded and machines not restarted until the water supply is deemed safe by local health authority. Sanitize the interior of the ice machine, ice trays, and built-in ice-makers with two teaspoons (100+ ppm) of household bleach in one gallon of water prior to restarting the ice machine or ice-maker.
- ◆ Disconnect or turn off water vending machines, drinking fountains, misters, ice-making units, and soda machines and prevent their use.
- ◆ Filters in water lines should be replaced if the water supplier detected bacteria in the water samples or if debris accumulation is observed in the filter(s). Information regarding the presence of bacteria will be provided by your water supplier or through the news media.

HANDWASHING

- ◆ Do not use tap water for handwashing. Use only bottled water from an approved source and/or boiled (and safely cooled) tap water. After proper handwashing, use a sanitizing solution on the hands. This may be accomplished by using a commercial hand sanitizing lotion that requires no rinse or a chlorine bleach solution of two teaspoons of household bleach in one gallon of water. Single-use gloves may be used to provide additional protection after proper handwashing.
- ◆ No bare hand contact with ready-to-eat food is allowed while boil water notice is in effect.

COOKING & CLEANING

- ◆ Food equipment and utensils and food-contact surfaces that must be cleaned in place (does not fit into a three-compartment sink), may be cleaned with steam with no additives, a sanitizing mix of bottled or boiled water and bleach (50-100 ppm), or other approved sanitizing solution.
- ◆ Do not use tap water for food processing or food preparation until the BOIL WATER NOTICE is lifted by local authorities. Use only bottled water from an approved source and/or boiled tap water for these purposes.

DISHWASHING/WAREWASHING

- ◆ Manually wash, rinse, and sanitize dishes, food equipment, and utensils with bottled water from an approved source and/or boiled tap water utilizing a three-compartment sink in the approved manner. Use single-service articles when possible.
- ◆ Mechanical dishwashers may be used only to remove food residue and debris, if followed by a manual wash, rinse, and sanitization as described above.

RESCINDING THE BOIL WATER NOTICE

- ◆ You will be advised by the local Health Department directly or through the news media when a “BOIL WATER NOTICE” has been rescinded (lifted). AFTER the “BOIL WATER NOTICE” is lifted, allow water to run for five minutes at each tap to flush the lines with safe water. Remember to include misters, drinking fountains, ice makers (discard the first binful), soda machines, etc., when flushing the lines.

If you require further information, please contact your local water supplier. If you have questions about the Boil Water Notice Guidelines, please contact your licensing agency.

Florida Department of Agriculture and Consumer Services: 850-245-5520

Florida Department of Business and Professional Regulation: 850-487-1395

Florida Agency for Persons with Disabilities: 850-488-4257

Agency for Health Care Administration: 850-412-4356

Department of Children and Families: 850-487-1111

Florida Department of Health: Local County Health Department

www.MyFloridaLicense.com
apd.MyFlorida.com
www.FreshFromFlorida.com

Rick Scott, Governor

www.MyFlorida/Accessflorida
ahca.MyFlorida.com
www.FloridaHealth.gov

DIVISION OF HOTELS AND RESTAURANTS

Food Manager Certification



Florida law requires food managers to complete training and pass a certification exam within 30 days of employment. Private entities provide the training and testing. Food manager certification must be completed through one of the accredited examination programs listed below. Florida law requires all public food service establishments to provide the division with proof of food manager certification upon request, including but not limited to when the division inspects the establishment.

Accredited Examination Providers		
Prometric Services	866.776.6387	www.prometric.com
National Restaurant Association Educational Foundation	800.765.2122	www.nraef.org
National Registry of Food Safety Professionals	800.446.0257	www.nrfsp.com
360training.com (Learn2Serve)	888.360.8764	www.360training.com
AboveTraining/StateFoodSafety	801.494.1416	www.statefoodsafety.com

More information is available on the division website at:
<http://www.myfloridalicense.com/DBPR/hotels-restaurants/food-lodging/food-manager/>

DBPR Form HR 5030-080

2018 February

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DBPR Form HR 5030-080

2018 February



Hepatitis A Virus (HAV) Alert for Food Workers

HAV is contagious.

At-risk people

Symptoms

HAV usually spreads person-to-person through objects, food or drink that are contaminated by small amounts of stool from a person with HAV.



- Are in close contact, care for or live with someone who has HAV.
- Use injection or non-injection drugs.
- Are homeless or in temporary housing.
- Have recently been incarcerated.
- Are men who have had sex with other men.
- Have recently visited a country where HAV is common.
- Are having sex with someone who has HAV.

- Stomach pain
- Nausea and vomiting
- Yellow skin or eyes (jaundice)
- Diarrhea
- Loss of appetite
- Joint pain
- Pale or clay colored stool
- Fever
- Tired
- Dark-colored urine

Symptoms usually start 2–7 weeks after infection and last less than 2 months. Some people can be sick for up to 6 months.

You can have HAV for up to 2 weeks without feeling sick, but during that time, you may be spreading HAV to others.

Staying home from work.

Don't spread HAV at work.

Don't spread HAV outside of work.

If you have some symptoms and a close friend, relative or roommate who has been diagnosed with HAV in the past 30 days, see a health care provider immediately.

LET YOUR BOSS KNOW IF:

- You're seeing a health care provider because you have HAV symptoms.
- You've seen a health care provider and you have HAV.

Wash your hands with soap and warm water for 20 seconds:

BEFORE YOU

- Put on disposable gloves.
- Prepare food.
- Switch between working with raw food and working with ready-to-eat food.
- Work with food that isn't packaged.
- Change kitchen tasks.
- Handle or serve food.
- Handle clean tableware and utensils.
- Handle take-out containers or utensils.
- Clean equipment.



ALCOHOL-BASED HAND SANITIZERS DON'T KILL HAV GERMS!

AFTER YOU

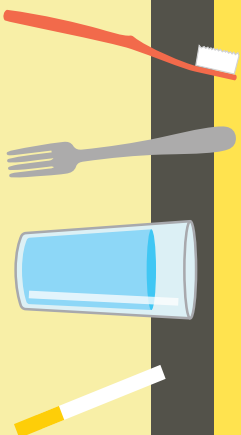
- Touch bare human body parts other than clean hands and arms.
- Use the restroom.
- Handle dirty equipment or utensils.
- Cough, sneeze or use a handkerchief or tissue.
- Use tobacco, eat or drink.

DON'T SHARE:

Towels, toothbrushes or eating utensils.

DON'T TOUCH:

Food, drinks, drugs or cigarettes that have been handled by a person with HAV.



HAV spreads person-to-person from ingesting small amounts of fecal matter from a person with HAV. Sexual activity can spread HAV.

People who are sick with HAV should avoid sexual contact.

The vaccination is safe & effective.

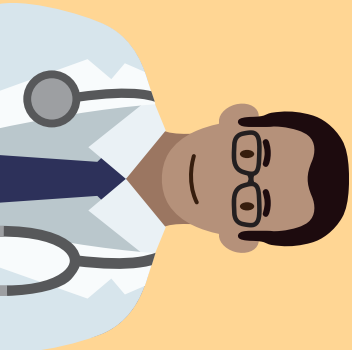


- If you're at risk, you should get vaccinated.
- The vaccine is given as 2 shots, 6 months apart. You need both shots for the vaccine to work long-term.

Contact the Florida Department of Health

Learn more:

FloridaHealth.gov/hepa
CDC.gov/Hepatitis
Immunize.org/Hepatitis-A



CONSUMER ADVISORY

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

—Section 3-603.11, FDA Food Code



Provided by the Florida Department of
Business and Professional Regulation
Division of Hotels and Restaurants
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CONSUMER INFORMATION

**There is risk associated with
consuming raw oysters**

If you have chronic illness of the liver, stomach or blood or have immune disorders, you are at greater risk of serious illness from raw oysters, and should eat oysters fully cooked.

IF UNSURE OF YOUR RISK, CONSULT A PHYSICIAN



Section 61C-4.010(8), Florida Administrative Code
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