



Communicating During a Foodborne Illness Outbreak Standard Operation Procedure

PURPOSE: To rapidly communicate foodborne illness outbreak alerts and prevention strategies to child nutrition staff, students, and parents.

PROCEDURES:

1. When a suspected foodborne illness outbreak within the school is reported, the foodservice manager will work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
2. Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food.
3. Isolate suspected foods.
4. Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
5. Provide and document training on foodborne illness identification and prevention for all foodservice employees to reinforce foodborne illness symptoms and transmission.
6. Required reporting of symptoms and illnesses are completed.
7. Employee exclusion and restriction policies.
8. Handwashing and personal hygiene procedures.
9. No bare hand contact policies.
10. Why and how to use the Body Fluid Cleanup Kit – follow Body Fluid Cleanup SOP
11. The foodservice manager will work in cooperation with school administration and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
12. Student communication plans will cover
 - a. Foodborne illness symptoms
 - b. How foodborne illness is spread
 - c. Handwashing for prevention.
 - d. Staying home when sick
 - e. Responding when the student or classmate becomes sick
 - f. Parent and media communication plans will cover
 - g. Foodborne illness symptoms
 - h. How foodborne illness is spread
 - i. Handwashing for prevention
 - j. Caring for an ill family member
 - k. When ill students should be kept out of school and when recovering students can return to school.
13. All foodservice employees will adhere to school and media communication policies.

MONITORING:

1. A copy of the crisis communication plan and foodborne illness outbreak response will be accessible to all foodservice employees.
2. The foodservice manager will document foodservice employee training.
3. The designated foodservice employee will ensure all foodservice employees are adhering to policies related to this SOP during all hours of operation.



CORRECTIVE ACTION:

1. Retrain and employ appropriate disciplinary action with any foodservice employee found not following procedures related to this SOP.
2. Follow established policies for cleaning, sanitizing, disinfecting and recovering from a suspected or confirmed foodborne illness outbreak.

VERIFICATION AND RECORD KEEPING:

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

DATE APPROVED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____