

Conference for Food Protection – Committee Periodic Report

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Approved 4/20/2016*

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COMMITTEE NAME: Employee Food Safety Training Committee (EFST)

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report
Date submitted: 8/1/2017 Date amended (if applicable): 34T Date accepted by Executive Board: 34T

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Benjamin Chapman and Susan Quam, Co-Chairs

COMMITTEE CHARGE(S):

Issue # 2016 II-001

The Employee Food Safety Training Committee was re-created in Issue 2016 II-001 to continue work initiated during the 2014 – 2016 biennium from Issue 2014-II-011. Specific charges for the 2016 – 2018 biennium are to:

1. Identify what a food employee should know about food safety, prioritized by risk.
2. Develop a guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
3. Report Committee findings and recommendations to the 2018 Conference for Food Protection Biennial Meeting.

COMMITTEE WORK PLAN AND TIMELINE:

This committee began addressing charges in September 2016 and meets monthly via conference call. The initial call in September reviewed the 2014-16 committee activities and outputs and creates a schedule to outline, develop and review sections of the guidance document.

Subsequent calls, beginning in October 2016 are being held to discuss sections of the document, writing responsibilities, review structure and consensus building. We will hold 14 calls between September 2016 and October 2017 and it is anticipated a draft guidance document will be completed in that time. A final call in November 2017 will be held to finalize the document and issue submission for CFP 2018.

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

- September 6, 2016
- October 4, 2016
- November 1, 2016
- December 6, 2016
- January 3, 2017
- February 14, 2017
- March 7, 2017
- April 4, 2017
- May 2, 2017
- June 6, 2017
- August 1, 2017

1. *Overview of committee activities:*

The committee has met 11 times. The first meeting was dedicated to reviewing the 2014-2016 Employee Food Safety Training (EFST) Committee's work. The other meetings have been focused on discussing possible food employee training learning objectives (knowledge, skills and abilities) for the seven training topics identified by the 2014-2016 EFST Committee. We have been using a Google spreadsheet to allow all 56 committee members the ability to follow progress. If a member is not able to access the document, we would send out excel spreadsheets via email to keep them up to date. Approximately half of the committee (both voting and at-large) volunteered to draft learning objectives for the committee to review and debate during conference calls. It has taken six 1-hour conference calls to complete the initial review. The size of the committee and having active participation from most at-large, as well as all voting, members has slowed us down, but we are still making good progress. Because of the interest in the work of this committee and the expected guidance document produced, we wanted to make sure that all voice/ideas were able to be heard and discussed. Since our last report, we have taken a two-pronged approach of completing our charge. On July 20-21, a subcommittee of the EFST committee met at the National Restaurant Association's offices in Chicago to take an in-depth look and review of the full committee's Employee Food Safety Training learning objectives. The subcommittee included:

Ben Chapman
Betsy Craig
Ashley Eisenbeiser
Emilee Follett
Kathleen Gosser
Jennifer Jobrack
Jay Lerdel
Geoff Luebke
William Weichheit

The subcommittee went line-by-line through the full committee created and reviewed 62 objectives. The committee, facilitated by Betsy, Jay and Emilee took an approach of kill, combine or edit. Following the pairing exercise the subcommittee assigned knowledge, skills and aspirations to the output as well as food code references. Please see the attached spreadsheet, CFP Committee-EFST-objectives-8-1-17.xlsx. This output was presented back to the full EFST committee on August 1 by the subcommittee. Discussion and consensus was achieved on many objectives and subobjectives with additional feedback due from committee members by August 15 (to be discussed Sept 6). Discussions also have happened on charge two related to insrtcutions for instructional designers, managers, operators.

2. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. All charges are still in progress.

3. **Status of charges still PENDING and activities yet to be completed:**

- a. With the completion of face-to-face learning objective the initial review of learning objectives, we estimate 80 percent of the work needed for charges 1 and 2 has been accomplished.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work

- b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*
1. DRAFT CFP Committee EFST Objectives

2. **Supporting Attachments (OPTIONAL):** *Not applicable*

Section	KSA Type	Objective	FDA Food Code 2013	Behaviors	
Foundations of Food Safety					
					define ksa
1.1	K	Describe food hazards (including physical, chemical, and biological).	Definition "Hazard"	Lists known food hazards as relates to employee duties.	x
1.2	K	Understand employee role in controlling food hazards and the impact of their behavior on foodborne illness.	Preface ii	Describes relationship between employee health and hand hygiene, time and temperature activities, prevention of cross-contamination and cross-contact, cleaning and sanitizing, allergen control, and food safety.	x
Employee Health					
2.1	K	Identify symptoms, diagnoses, or illness exposure that must be reported to a manager according to the FDA Food Code.	2-201.11	Informs manager when experiencing symptoms, diagnosis, or exposure of reportable illness according to the FDA Food Code.	x
Personal Hygiene and Handwashing					
3.1	K	Identify the role of clean outer clothing in preventing food contamination and allergen cross-contact.	2-304.11	Wears clean outer clothing.	
3.2	K, S	Identify when, where, and how to wash hands according to the FDA Food Code.	2-103(D) 2-301.12 2-301.14 2-301.15	Washes hands according to the FDA Food Code.	x
3.3	S	Apply FDA Food Code standards for fingernails and jewelry.	2-302.11 2-303.11	Applies FDA Food Code standards for fingernails and jewelry.	x
3.4	K	Recognize where eating, drinking, and tobacco use is allowed.	2-401.11	Eats, drinks, and smokes only in designated areas.	x
3.5	K	Identify when to use hair restraints to avoid food contamination and which restraints are appropriate according to the FDA Food Code.	2-402.11	Wears appropriate hair restraints when necessary.	x
3.6	S	Distinguish when and how to use and replace single-use gloves according to the FDA Food Code.	3-304.15	Uses and replaces single-use gloves according to the FDA Food Code.	x
3.7	K	Describe how to correctly cover an infected wound on the hands or forearms.	2-201.13(l)(1-2)	Covers infected wounds according to the FDA Food Code.	x
3.8	K	Identify instances when bare hand contact with food is allowed according to the FDA Food Code.	3-301.11	Uses bare hand contact only as permitted by the FDA Food Code.	x
3.9	K	Understands that some foods will not require a pathogen kill step prior to consumption.	Definitions of "Ready-to-Eat"	Explain ready-to-eat food as relates to employee duties.	x
3.10	K	Identify adequate barriers to avoid bare hand contact.	3-301.11(B)	Uses suitable barriers to avoid bare hand contact.	
Preventing Cross-Contamination and Allergen Cross-Contact					
4.1	A	Prevent contamination of ice for consumption.	3-304.12	Stores, uses, and dispenses ice for consumption in a manner that prevents contamination.	Add in contamination x vs. contact
4.2	A	Identify potential contamination events associated with consumer self-service areas, specifically with respect to service and ware items.	3-306.13	Notifies a person in charge when a self-service area has potentially become contaminated by customers or employees.	x

Section	KSA Type	Objective	FDA Food Code 2013	Behaviors	
4.3	A	Determine when to replace equipment and utensils with clean and sanitized equipment and utensils; and when to clean and sanitize food contact surfaces.	4-601.11 4-701.10 4-702.11	Replaces equipment and utensils with clean and sanitized utensils, and cleans and sanitizes food contact surfaces, when necessary	x
4.4	K	Identify how to correctly store cleaned and sanitized utensils and equipment.	3-304.12	Stores cleaned and sanitized utensils in a manner that prevents contamination.	x
4.5	S	Prevent contamination of fruits and vegetables by avoiding bare hand contact after washing raw, uncut fruits and vegetables.	3-302.11 3-302.15	Washes raw, uncut fruits and vegetables prior to preparation or service and avoids bare hand contact once washed.	x
4.6	S	Describe proper storage food to prevent contamination, including location, protection, containers.	3-302.12 3-305.11 3-395.12	Properly stores food to prevent contamination.	x

Allergen Control

5.1	K	Identify the major food allergens as defined by the FDA Food Code 2013, which includes milk, egg, fish, crustacean shellfish, tree nuts, wheat, peanuts and soybeans. Know that food allergens can impact job duties including preparing food while controlling cross-contact; handling customer information needs; and responding to suspected allergic reactions.	Definitions "Major Food Allergen"	Lists the major food allergens as defined by the FDA Food Code.	x
5.2	K	Identify methods for safely thawing food according to the FDA Food Code.	2-103-11(M)	Receives training by person in charge regarding food allergen awareness.	x

Time and Temperature Control for Safety (TCS)

6.1	K	Understand that some foods require time and temperature control to reduce the risk of foodborne illness.	Definitions "Time/Temperature Control for Safety Food"	Applies time and temperature controls to TCS foods to reduce the risk of foodborne illness.	x
6.2	K	Define "highly susceptible population" as identified in the FDA Food Code.	Definition "Highly susceptible population"	Define "highly susceptible population" as identified in the FDA Food Code.	x
6.3	A	Identify how to monitor TCS food temperatures using appropriate temperature measuring devices.	Definition "Temperature measuring device" 2-103.11(G) 2-103.11(H)	Use temperature measuring devices to monitor temperatures of TCS food.	x
6.4	K	Identify the appropriate cooking times and temperatures for different food products to reduce the risk of foodborne illness.	3-401	Applies Food Code standards to cooking food.	x
6.5	S, A	Apply proper methods and time/temperature combinations for cooling food to reduce the risk of foodborne illness.	3-501.15	Applies Food Code standards to cooling food.	x
6.6	A	Apply corrective action to food that has fallen outside time/temperature control.	3-501.18(A)(1)	Applies proper corrective action to food that has fallen outside time/temperature control.	x
6.7	K	Identify methods for safely thawing food according to the FDA Food Code.	3-501.13	Applies Food Code standards to thawing food.	x

Section	KSA Type	Objective	FDA Food Code 2013	Behaviors	
6.8	K	Identify how to safely reheat food that will be hot held according to the FDA Food Code	3-403.11	Applies Food Code standards for reheating food that will be hot held.	x
6.9	K	Identify required temperatures for safe hot and cold holding of TCS foods.	3-401.13 3-501.16	Applies Food Code standards to hot and cold holding food.	x
6.10	K	Identify required times and temperatures for refrigerated storage of TCS foods.	3-501.16(A)(2)	Applies Food Code standards to refrigerated storage of food.	x
6.11	K	Understand how date marking TCS food in refrigerated storage can reduce the risk of foodborne illness.	3-501.17 3-501.18(A)(3)	Applies date marking system to properly store TCS foods, including taking appropriate corrective action	x

Cleaning and Sanitizing

7.1	K	Understand the difference between cleaning and sanitizing.	Definition "Sanitization"	Describes the difference between cleaning and sanitizing.	
7.2	A	Use chemicals according to manufacturer instructions and store in properly labeled containers in designated areas.	7-102.11 7-201.11 7-202.12	Uses chemicals according to manufacturer instructions and store in properly labeled containers in designated areas.	x
7.3	K, S	Define food contact surfaces and know when and how to clean and sanitize them.	Definition "Food-contact surface" 2-103.11(J) 4-601.11 4-602 4-603 4-701 4-702 4-703	Identifies food contact surfaces and the proper ways to clean and sanitize them.	x
7.4	K	Identify how to clean and sanitize utensils and equipment properly.	4-602.11	Properly cleans and sanitizes utensils, cutting boards, thermometers.	x
7.5	S	Use mechanical warewashing according to the FDA Food Code.	4-603.13	Uses mechanical warewashing according to the FDA Food Code.	x
7.6	S	Use manual warewashing according to the FDA Food Code	4-301.12	Uses manual warewashing according to the FDA Food Code	x
7.7	S	Use and store wiping cloths according to the FDA Food Code	3-304.14	Uses and store wiping cloths according to the FDA Food Code	x