

## NOROVIRUS MANAGEMENT WORKSHEET AND CHECKLIST

### A. NOROVIRUS PREVENTION: FOOD AND BEVERAGE FOOD SAFETY TRAINING

Form Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

#### Food and Beverage Positions

	<i>Food Production</i>	<i>Beverage Production</i>	<i>Food Serving</i>	<i>Beverage Serving</i>	<i>Banquet Serving</i>	<i>Snack Bar</i>
1. Training Overview:						
• Initial (hours)						
• On-going (length/frequency)						
2. Management Certification Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Content Changes (last six months)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Food Manager Inspection Results: Form Used:  Club  Dept. of Health  Food Safety Auditing Company  Other: \_\_\_\_\_

Frequency: \_\_\_\_\_ Date of last manager's inspection: \_\_\_\_\_

#### *Inspection Scores*

<b>Previous</b>	<b>Current</b>	<b>Difference</b>

5. Specific Observations: Norovirus Precautions		
• Proper handwashing and hand drying procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Corrective Actions, if any, (Norovirus Precautions):</u></p> <p>a) Revised procedures:</p>          <p>b) Changes to training:</p>
• Safe cooking/serving of shellfish	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Proper cleaning of food preparation and/serving surfaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Raw fruits/vegetables including those used for bar garnishes and crudités properly washed and handled w/disposable gloves	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Kitchen tools properly cleaned	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• EPA – approved products used for cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• 30-minute replacement of serving utensils on buffets, food prep lines, holding containers, employee food services, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Proper washing/care of table linens	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Club policy for all employees reporting to work	<input type="checkbox"/> Yes <input type="checkbox"/> No	
○ In place	<input type="checkbox"/> Yes <input type="checkbox"/> No	
○ Consistently enforced	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*(use reverse side for additional information)*



9. Other Communication Tactics	
<ul style="list-style-type: none"> <li>• Close club before contacting health department. <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Seek advice from club manager peers with norovirus experience</li> </ul> Name: _____ Telephone: _____ Name: _____ Telephone: _____ Name: _____ Telephone: _____	<b>Comments:</b>
10. Contact Members/Others with Scheduled Banquet Events. <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
11. Club Spokesperson to Communicate with all News Media: _____ Alternate (if any): _____ (name)	
12. Contact Applicable Clubs for Temporary Member Access. <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>C. NOROVIRUS RECOVERY TACTICS</b>	
13. Meet with Senior Staff	
• Update senior staff about norovirus outbreak.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Review requirements about employees who <u>should</u> report to work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Send all employees home; employees meeting work policy requirements are given work report information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

14. Senior Staff Meet with Health Department personnel and Food Safety Consultant (as applicable). Follow advice about:				
• Discarding prepared and in-process foods.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Training senior staff to clean applicable areas and training/supervising others to do so.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Selecting proper cleaning chemicals and other supplies.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Specifying personal protective equipment (PPE) to be used by employees cleaning specific areas.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15. Senior Staff Manage Facility Cleaning Process. Under Supervision of Food Safety Consultant, these Staff Members:				
• Train employees about cleaning procedures	<input type="checkbox"/>			
• Schedule employees' work times and days	<input type="checkbox"/>			
• Facilitate work of employees as cleaning procedures are followed	<input type="checkbox"/>			
• Interact with General Manager as areas for cleaning are prioritized	<input type="checkbox"/>			
16. Schedule Priority Cleaning Areas. (Check when sanitized):				
<b>Properly Cleaned</b>				
• Main kitchen	<input type="checkbox"/>	• Banquet and meeting rooms (including tables and chairs)	<input type="checkbox"/>	
• Food preparation equipment	<input type="checkbox"/>	• Snack bars in sports-related areas	<input type="checkbox"/>	
• Food preparation tools	<input type="checkbox"/>	• Other club house facilities:	<input type="checkbox"/>	
• Food/beverage storage areas	<input type="checkbox"/>	– Public spaces (lobbies, hallways, restrooms, locker rooms, etc.)	<input type="checkbox"/>	
• Ala carte dining rooms (including tables and chairs)	<input type="checkbox"/>	– Administrative offices	<input type="checkbox"/>	
• Bar and lounge areas	<input type="checkbox"/>	– Overnight guest rooms	<input type="checkbox"/>	
• Banquet serving areas and serving equipment	<input type="checkbox"/>	– Other public spaces	<input type="checkbox"/>	
		• Other spaces _____ _____ _____ _____	<input type="checkbox"/>	

		<b>Comments:</b>
17. Arrange Pre-Opening Food Safety Inspection(s).		
<ul style="list-style-type: none"> <li>• Local health department</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Food safety company</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• On-site food safety concerns (<i>club managers</i>)</li> </ul>	<input type="checkbox"/>	
18. Arrange for Initial Re-Opening Product Purchases from Vendors	<input type="checkbox"/>	
19. Schedule Management and Subordinate Food Prep/Service Team Members	<input type="checkbox"/>	
20. Senior Managers Participate in Appropriate Re-Opening Activities/Events	<input type="checkbox"/>	