

HACCP-Based SOPs

Communicating Norovirus Prevention Methods (Sample SOP)

PURPOSE: To reinforce methods of preventing norovirus by communicating with staff.

SCOPE: This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

KEY WORDS: Norovirus, Communication, Training

INSTRUCTIONS:

The school nutrition manager will develop a schedule and provide training on norovirus prevention for school nutrition employees.

- School nutrition employee communication will reinforce
 - Norovirus symptoms
 - How norovirus is spread
 - Handwashing and personal hygiene procedures
 - No bare hand contact policies
 - Required reporting of symptoms and illnesses
 - Employee exclusion and restriction policies
 - Why and how to use the Body Fluid Cleanup Kit

MONITORING:

1. The school nutrition manager will document school nutrition employee training.
2. The designated school nutrition employee will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

VERIFICATION AND RECORD KEEPING:

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

HACCP-Based SOPs

Communicating Norovirus Prevention Methods, continued (Sample SOP)

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____