

HACCP-Based SOPs

Communicating During a Foodborne Illness Outbreak (Sample SOP)

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

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

KEY WORDS: Norovirus, Communication, Training

INSTRUCTIONS:

1. When a suspected foodborne illness outbreak within the school is reported, the school nutrition manager will
 - Work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
 - Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
 - Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
 - Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
 - Foodborne illness symptoms and transmission
 - Required reporting of symptoms and illnesses
 - Employee exclusion and restriction policies
 - Handwashing and personal hygiene procedures
 - No bare hand contact policies
 - Why and how to use the Body Fluid Cleanup Kit
2. The school nutrition manager will work in cooperation with school administration and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
 - Student communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Staying home when sick
 - Responding when the student or classmate becomes sick

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Communicating During a Foodborne Illness Outbreak, continued (Sample SOP)

INSTRUCTIONS, continued:

- Parent and media communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Caring for an ill family member
 - When ill students should be kept out of school and when recovering students can return to school
- 3. All school nutrition employees will adhere to school and media communication policies.

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.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____