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# Retail Food Establishment Plan Review Application

Mesa County Health Department must review and approve your completed Plan Review Packet **prior** to the beginning of construction or extensive remodeling of your facility. The plan review process is used to verify that the proposed establishment or remodel meets the requirements of the *Colorado Retail Food Establishment Rules and Regulations*. Plans should be approved prior to purchasing equipment and starting construction to avoid costly changes that may be required.

## Step 1 – Submission of Plans

Please use the following checklist when submitting all the necessary items with your completed packet. Allow up to **two weeks** for your plan review to be processed. Lack of complete information may delay the review and plan approval.

- Plan Review Fee:** \$100 plan review fee must be submitted to our office which covers 90 minutes of time to review your application. Please note, additional time will be billed at \$60 per hour with a maximum of \$580 in plan review fees.
- Water Heater Sizing:** Please attach the water heater sizing worksheet to the plan review application, which is available on our website: [www.health.mesacounty.us/environment](http://www.health.mesacounty.us/environment).
- Menu and Operations:** Provide a copy of your menu and as much detail as possible about your proposed retail food establishment operations.

## Step 2 – License Application

Use the following checklist in order to obtain a Colorado Retail Food Establishment License.

- Plan Approval Letter:** After your plan review is approved, an approval letter will be sent to you to provide to other agencies as needed.
- Opening Inspection:** Prior to granting approval to open and operate, the Health Department must conduct an opening inspection. A **three-day notice** is requested for scheduling the opening inspection. All equipment must be installed and ready to use. All refrigeration must be running and be equipped with visible thermometers. Soap and paper towels must be provided at each handsink. Food thermometers, sanitizer test strips, and sanitizer products should also be available.
- License Fee:** The license fee depends on the type and size of your operation. The fee is due at the opening inspection. Licenses are valid from the date of issue until December 31 of the same year. License fees are not pro-rated.
- Sale Tax Number:** A sales tax number is required unless your business is a documented non-profit or provides only food for consumption at home (i.e. grocery store).
- HB 1023 form:** HB 1023 forms are *only* required when the business owner is established as an individual or sole proprietor. The owner will need to provide a driver's license to be copied.

## Step 3 - Consult with all Applicable Departments

Planning, Zoning, Building, Fire and Wastewater must be contacted in regards to your proposed operation to determine their involvement in your planning and building processes. If you are applying for a liquor license please contact the local liquor licensing agency. Contact information for surrounding municipalities is below.

**Grand Junction City Government**

<http://www.gjcity.org>  
250 North 5<sup>th</sup> Street, Grand Jct., CO 81501  
Mesa Co. Building (970) 244-1631  
Planning/Zoning (970) 244-1430  
Fire Department (970) 244-1400  
Liquor license (970) 244-1509  
Wastewater (970) 244-1489

**Fruita City Government**

<http://www.fruita.org>  
325 E Aspen Ave., Fruita, CO 81521  
Mesa Co. Building (970) 244-1631  
Planning/Wastewater  
(970) 858-0786  
Fire (970) 858-3133  
Liquor license (970) 858-3663

**Palisade Town Government**

<http://www.townofpalisade.org>  
125 East 3<sup>rd</sup> Street, Palisade, CO 81526  
Mesa Co. Building (970) 244-1631  
Planning/Wastewater (970) 464-5602  
Liquor license (970) 244-1609

**DeBeque Town Government**

<http://www.debeque.org>  
381 Minter Avenue, DeBeque, CO 81630  
Mesa Co. Building (970) 244-1631  
Planning/Wastewater (970) 283-5531  
Liquor license (970) 244-1609

**Collbran Town Government**

<http://www.townofcollbran.org>  
1010 High Street, Collbran, CO 81624  
Mesa Co. Building (970) 244-1631  
Planning/Wastewater (970) 487-3751  
Liquor license (970) 244-1609

For unincorporated areas of the county including  
Clifton, Gateway, Loma, Mack and Mesa:

**Mesa County Government**

<http://www.mesacounty.us/planning>  
750 Main Street, Grand Junction, CO 81501  
Building (970) 244-1631  
Planning/Zoning (970) 244-1636  
Liquor license (970) 244-1609  
Wastewater- Clifton (970) 434-7422  
Fire- Clifton- (970) 434-5448  
Fire-Lower Valley (970) 858-3133  
Septic permit (970) 245-4141

You may contact our office at (970) 248-6900 to obtain information or view our website for resources [www.health.mesacounty.us/environment](http://www.health.mesacounty.us/environment). The *Colorado Retail Food Establishment Rules and Regulations* is available on our website to help answer questions when completing the Plan Review Application.

Other regulations that may pertain to your Retail Food Establishment:

- **Federal Fair Packaging and Labeling Act (FPLA) and Food Labeling Guide:** <https://www.colorado.gov/pacific/cdphe/wholesale-food>
- **FDA:** Regulations pertaining to manufacturing sauces, salsas, dried foods, ect. [www.fda.gov](http://www.fda.gov)
- **USDA:** Regulations pertaining to wholesale foods containing meat [www.usda.gov](http://www.usda.gov)
- **Colorado Department of Agriculture:** Regulations pertaining to certified scales eggs producers retailing off site <https://www.colorado.gov/agmain>



# MESA COUNTY HEALTH DEPARTMENT

Working Together for a Healthy Community

P.O. Box 20,000  
Grand Junction, CO 81502-5033  
(970) 248-6900  
[www.health.mesacounty.us](http://www.health.mesacounty.us)

**Application Date:** \_\_\_\_\_

<b>Plan Review Form</b>	
<b>Establishment Information</b>	
Name of Establishment:	Phone:
Street Address:	Cell:
City:	Fax:
State/Zip:	Email:
County:	
<b>Business/Ownership Information</b>	
Individual or Corporate Name:	Phone:
Street Address:	Cell:
City:	Fax:
State/Zip:	Email:
<b>Contact Information</b>	
Name of Primary Contact:	Phone:
Street Address:	Cell:
City:	Fax:
State/Zip:	Email:
Name of Architect:	Phone:
Street Address:	Cell:
City:	Fax:
State/Zip:	Email:
Name of Contractor:	Phone:
Street Address:	Cell:
City:	Fax:
State/Zip:	Email:

**Date construction is to start:** \_\_\_\_\_ **Date of planned opening:** \_\_\_\_\_

**Below is a checklist of required information needed to complete the plan review.  
Please ensure all information is included.**

*\*\*Lack of complete information will delay review and plan approval.\*\**

Facility Floor Plan/Equipment Layout	Site Plan
Equipment Specifications	Chemical and Personal Storage
Plumbing Plans and Schedules	Fixtures Requiring Hot Water <i>(See Annex 1)</i>
Mechanical Plans and Schedules	Menu and Food Handling Procedures <i>(See Annex 2)</i>
Electrical Plans and Schedules	Employee Hygiene Guidance <i>(See Annex 3)</i>

Have plans for this establishment been submitted to the local building department?      **YES**      **NO**

If yes, name of local building department: \_\_\_\_\_

Have plans for this operation been previously submitted or do you intend to submit plans to other counties in the state of Colorado?      **YES**      **NO**

If yes, which counties: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Choose one or the other:      **Newly Constructed**      **Extensively Remodeled**

<b>Type of Retail Food Establishment (Check all that apply)</b>	
Full Service Restaurant	Bar
Fast Food	Coffee Shop
Market (Grocery)	School Food Program
Deli	Catering Operation
Fish Market	Concession
Meat Market	Manufacturer with Retail Sales
Convenience Store	Other:

**Indicate number of seats in each area:**

Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

<b>Square Footage and Area Location</b>		
<i>*If the establishment is in a multi-story structure, indicate on which floor each area is located.</i>		
<b>Please indicate square footage in each area</b>	<b>Square Feet (ft<sup>2</sup>)</b>	<b>*Floor</b>
Total Square Feet of the Establishment		
Total Square Feet of the Kitchen Area		
Square Feet of the Food Preparation and Dishwashing Area		
Square Feet of Food/Beverage Storage Areas		
Square Feet of Retail Sales Area (Markets)		

<b>Days and Hours of Operation</b>											
Insert hours below in the following format: 8am to 8pm											
If there is a break in the hours you are open, use the second line to insert additional hours.											
<b>Days</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
<b>Hours</b>	to	to	to	to	to	to	to				
<b>Hours</b>	to	to	to	to	to	to	to				
<b>For seasonal operations, check all that apply.</b>											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Add additional information (if necessary):											
<b>Projected daily maximum number of meals to be served per shift, where applicable.</b>											
<b>Breakfast</b>		<b>Lunch</b>		<b>Dinner</b>							
<b>Maximum number of kitchen staff per shift, where applicable.</b>											
<b>Breakfast</b>		<b>Lunch</b>		<b>Dinner</b>							

**I. FACILITY FLOOR PLAN/EQUIPMENT LAYOUT:**

- A. Submit floor plans drawn to scale that include the location and identification of all equipment including but not limited to the items listed in Table 1 below. Check all that apply to your facility.

**Table 1**

<b>Floor Plan/Equipment Layout</b>			
Handsinks		Dry Storage Areas	Ventilation Hoods
Food Preparation Sinks		Ice Bins/Ice Machines	Chemical Dispensing Units
Utility Mop sinks		Wait Stations	Chemical Storage Areas
Dump Sinks		Bar Service Areas	Personal Storage Areas
Warewashing Sinks		Water Heater Locations	Garbage/Recyclables Storage
Dishmachines		Indoor/Outdoor Seating	Dipper Wells
Toilet Facilities		Outdoor Cooking/Bar/Patio	Grease Interceptor/Grease Trap
Floor Sinks/Floor Drains		Buffet Lines	Laundry Facility Locations

B. Provide or use the finish schedule in Table 2 below to indicate interior finishes for each area within the establishment.

**Table 2**

<b>ROOM FINISH SCHEDULE</b>									
<b>Room Name or Number</b>	<b>Floors</b>			<b>Wall Finishes</b>				<b>Ceiling</b>	
	Material	Finish	Type of Base	North	East	South	West	Material	Finish
<i>Example</i> <b>Cookline</b>	<i>Example</i> <b>Tile</b>	<i>Example</i> <b>Smooth</b>	<i>Example</i> <b>Tile Coving</b>	<i>Example</i> <b>Stainless</b>	<i>Example</i> <b>Stainless</b>	<i>Example</i> <b>Stainless</b>	<i>Example</i> <b>Stainless</b>	<i>Example</i> <b>Vinyl Acoustic Tile</b>	<i>Example</i> <b>Smooth</b>

**II. EQUIPMENT SPECIFICATIONS:**

- A. Submit equipment specification sheets, including make and model numbers. All equipment shall be of commercial design. If a specification sheet lists more than one piece of equipment, identify the specific equipment to be used.
- B. Provide number of hot holding and refrigeration units. Also provide capacities for refrigeration units in Table 3 and Table 4 below.

**Table 3**

Refrigeration Capacities		
TYPE OF UNIT	# OF UNITS	TOTAL CUBIC FEET
Walk-in Cooler		
Walk-in Freezer		
Reach-in Cooler		
Sandwich Prep Cooler		
Reach-in Freezer		
Blast Chiller		
Retail Display		
Other:		

**Table 4**

Hot Holding Units	
TYPE OF UNIT	# OF UNITS
Steam Tables	
Hot Box	
Cook & Hold Units	
Other:	

- C. Bulk and self service food:
  - 1. Will food items such as candy, trail mix, etc. be sold in bulk to the public?  
**YES      NO** If yes, please submit equipment specifications for bulk food bins.
  - 2. Will self service foods (i.e., buffets and salad bars) be provided?  
**YES      NO** If yes, please submit equipment specifications for food shields and/or sneeze guards.
- D. Complete Table 5 to indicate method of equipment installation or attach an equipment schedule, including display units.

**Table 5**

**Note:** Under "Installation Method", check all that apply.

Equipment Installation List					Installation Method					
					Floor Mounted			Counter/ Table-Mounted		
ID # on Plan	Equipment	Make/Model	New (N) / Used (U)	Plumbing Required Yes / No	Casters	Legs (at least 6 inches)	Sealed In Place	Portable	Legs (at least 4 inches)	Sealed In Place



**III. PLUMBING PLANS AND SCHEDULES:**

- A. Submit a plumbing plan that indicates location and specifications of the following:
  - 1. Floor sinks and floor drains
  - 2. Restrooms, toilets, urinals and hand washing sinks
  - 3. Grease trap, grease interceptor, or solids interceptor, if required by the local building, water or sanitation authority
  - 4. Hose bibs and hose reels, if applicable
  - 5. Laundry facilities, if applicable
  - 6. Showers, if applicable
  
- B. Complete Table 6 below for all food service related equipment and plumbing fixtures. Indicate if fixtures or equipment will be indirectly drained (e.g. floor sink or air gap), directly connected to the sewer, and/or what method of backflow prevention will be used, if applicable. If additional equipment is provided, please specify in the table below.

**Table 6**

ID # on Plan	Fixture or Equipment	Indirect/Direct Drainage	Method of Backflow Prevention
	Warewashing Facilities		
	Dish Machines		
	Garbage Disposals		
	Handsinks		
	Food Preparation Sinks		
	Refrigeration Units		
	Ice Bins/Machines		
	Beverage Machines		
	Mop/Utility Sink		
	Chemical Dispensing Units		

**Note:** Approved backflow protection must be supplied on all fixtures and equipment with submerged inlets. Vacuum breakers must be installed on water inlet lines for dishwashing machines, garbage disposals, and hose bibs. Continuous pressure backflow protection devices must be installed on water lines where a valve or shut off is located between the backflow device and the inlet to the fixture/equipment, such as hose reels. Indirect drainage is required for warewashing, food preparation sinks, ice bins/machines and beverage machines.

- C. Is a dedicated food preparation sink provided?      **YES**      **NO**  
 Is more than one food preparation sink provided?      **YES**      **NO**

Attach a specification sheet for the food preparation sinks and complete Table 7.

**Table 7**

Food Preparation Sink Information			
ID # on Plans	Length (inches) of Drainboard	Dimensions (inches) of Sink Compartments (LxWxD)	
		<b>x</b>	<b>x</b>
		<b>x</b>	<b>x</b>
		<b>x</b>	<b>x</b>

- D. Is a garbage disposal provided?      **YES**      **NO**  
 If yes, provide location: \_\_\_\_\_
- E. Food will be primarily served on:      Multi-use tableware      Single-Service Tableware      Both
- F. Provide the locations of drink dump sink installed in areas where soiled drinking glasses are emptied and staged for warewashing: \_\_\_\_\_
- G. Complete Table 8 and Table 9 for warewashing.  
 Will alternate equipment or methods be used in place of traditional drainboards?      **YES**      **NO**  
 If yes, indicate the methods that will be used and provide specification sheets:  
 \_\_\_\_\_

- Manual** - Include the size of each compartment (*length x width x depth*) of the warewashing sinks, soiled and clean drainboard lengths, and whether or not a pre-rinse spray hose will be installed for each warewashing area, including bars.

**Table 8**

Manual Warewashing Information					
ID # on Plans	Length (inches) of Soiled Drainboard	Dimensions (inches) of Sink Compartments (LxWxD)		Length (inches) of Clean Drainboard	Pre-Rinse Sprayer Yes/No
		<b>x</b>	<b>x</b>		
		<b>x</b>	<b>x</b>		
		<b>x</b>	<b>x</b>		

**Note:** Warewashing sinks must be large enough to accommodate the largest piece of equipment or utensils used.

2. **Mechanical** - Provide make and model numbers and attach specification sheets for each warewashing machine. Please indicate if the machine is heat or chemical sanitizing. Indicate soiled and clean drainboard length, whether or not a pre-rinse spray hose will be used, utensil soak sink dimensions and water usage in gallons per hour (GPH).

**Table 9**

Mechanical Warewashing Information						
Make	Model #	Heat/Chemical Sanitizing	Drainboard Length (inches)	Pre-Rinse Yes/No	Utensil Soak Sink Dimensions (inches) (LxWxD)	Water Usage (GPH)
					X X	
					X X	

- a. Is a separate booster heater provided?      **YES**      **NO**      If yes, complete Table 10.

**Table 10**

Booster Heater Information			
Make	Model #	kW/BTU Rating	Distance from Machine (feet)

H. Provide the following water heater information in Table 11, Table 12 or Table 13, where applicable. Attach specification sheets.

1. If more than one water heater is to be installed, please indicate which plumbing fixtures each heater or system will service.

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**Table 11**

Standard Tank Type Heater		
Make	Model #	kW/BTU Rating

**Table 12**

Heat Reclaim System		
Make	Model #	kW/BTU Rating

**Table 13**

<b>Instantaneous/Tankless Systems (Gallons Per Minute, GPM, indicate which required degree rise will be used in the flow rate column)</b>				
<b>Make</b>	<b>Model #</b>	<b>BTU Rating</b>	<b>Flow Rate (GPM) @ 80°F or 100°F rise</b>	<b>Storage Tank Capacity (Gallons), if applicable</b>

**Note:** For instantaneous/tankless systems when a dishmachine is used, a properly sized storage tank (minimum 20 gallons), recirculation line, and an aqua stat (water thermostat) must be installed. For facilities with high temperature dishwashing machines, use 100°F rise. For all other facilities, use 80°F rise. If flow rate in GPM is not provided, contact the manufacturer to obtain the information.

**IV. MECHANICAL VENTILATION PLANS AND SCHEDULES:**

- A. Provide plans and schedules that indicate the location and specifications of ventilation hoods and restroom exhaust fans. The ventilation schedule shall include exhaust capacities in cubic feet per minute (CFM) for all kitchen hoods and exhaust fans. Indicate the volume of outside air each roof top and make up air unit will supply into the building.
- B. Provide make and model numbers or shop drawings for each ventilation hood and exhaust fan in Table 14. Provide the size (length x width) of each hood and include the manufacturer's recommended exhaust listings in CFMs.

**Table 14**

<b>Ventilation Information</b>					
<b>ID # on Plans</b>	<b>Hood Type</b>	<b>Dimensions (inches) of hood (LxW)</b>	<b>Exhaust CFMs</b>	<b>Total Supply Air CFMs</b>	<b>*Outside Air CFMs</b>
		<b>x</b>			
		<b>x</b>			
		<b>x</b>			

**\*Note:** Volume of make-up air supplied into building must be greater than or equal to exhaust from building.

**V. ELECTRICAL PLANS AND SCHEDULES:**

- A. Provide plans and schedules that indicate the locations and specifications of all lights.
 

**Note:** All lights in kitchen areas, dry storage areas, dishwashing areas, inside equipment, and above areas where open foods are held or displayed must be equipped with shatter proof bulbs or shields that will protect open food, utensils and single use items from broken glass if a bulb is broken.

**VI. SITE PLAN:**

- A. Submit a site plan which includes the following:
  1. Dumpster enclosures and trash compactors
  2. Outside walk-in coolers/freezers
  3. Outside food storage areas
  4. Location of well heads and well water supply lines servicing the building, if applicable
  5. On-site waste water treatment systems and associated lines servicing the building, if applicable
  6. Grease interceptors/grease traps, if applicable

**B. Water Supply** - Select the type of water supply system that services the establishment.

Community/Public - Name of district: \_\_\_\_\_

Non-Community - Public Water System ID Number (PWSID): \_\_\_\_\_

Private - Provide the information requested in section "a" below and complete Table 15.

- a. Submit a copy of the most recent water sample test results and a piping diagram of the disinfection system. Include size of holding tank(s), pressure tank(s), make and model number of treatment system, etc.

**Table 15**

Private Drinking Water Supply Information		
	Well	Spring
<b>Depth (feet)</b>		<b>N/A</b>
<b>Method of Disinfection</b>		
<b>Filtration (if applicable)</b>		

**C. Sewage Disposal** - Select the type of sewage disposal system that services the establishment.

Municipal/Public - Name of district: \_\_\_\_\_

On-site Waste Water Treatment System - Indicate location on site plan and attach a copy of the permits for the system.

**VII. CHEMICAL AND PERSONAL STORAGE:**

- A. Include the proposed locations of chemical and employee personal items storage areas on the floor plan.
  1. Describe how food, equipment, utensils, linens, and single-service articles will be protected from contamination by chemicals and personal items.

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**Annex 1: Number of Plumbing Fixtures Requiring Hot Water**

Provide the number of plumbing fixtures requiring hot water in Table 16 below. This information will be used to determine the hot water demand within the facility and sizing criteria for the water heater.

**Table 16**

<b>Plumbing Fixtures Requiring Hot Water</b>	<b>Number of Fixtures throughout facility</b>
3-compartment sinks	
Warewashing machines	
Pre-rinse sprayers	
Utensil soak sinks	
Handsinks include restrooms	
Mop sinks/Utility sinks	
Garbage can washer	
Showers	
Hose bibs used for cleaning	

**Annex 2: Menu and Food Handling Procedures**

- A. Submit menus, such as breakfast, lunch and dinner menus.
  
- B. If Standard Operating Procedures or Food Handling Procedure Manuals that describe food preparation procedures are available, submit with plans and verify that questions C through H below are addressed. Or you may provide responses in the corresponding sections.
  
- C. Will vacuum packaging/reduced oxygen packaging or specialized processes as defined in Section 3-606 and 3-607 of the *Colorado Retail Food Establishment Rules and Regulations* be conducted?     **YES**     **NO**  
 If yes, provide specifications sheets for the equipment that will be used and a copy of the required HACCP plan for each category of food to be processed in this manner. (Reference 3-606 and 3-607, *Specialized Processing Methods, Reduced Oxygen Packaging, Colorado Retail Food Establishment Rules and Regulations*)
  
- D. Describe how the temperature of foods will be monitored. Provide the frequency of temperature checks and what foods and/or equipment will be monitored. If logs or other types of documentation will be used to help manage proper food temperatures, please attach copies.

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E. Will cooked foods be cooled?      **YES**      **NO**

What methods will be used to rapidly cool cooked foods to 41°F (5°C) or below? Check all that apply. (Reference 3-603 *Cooling* and 3-604 *Cooling Methods* in the *Colorado Retail Food Establishment Rules and Regulations*.)

Under refrigeration

Ice water bath

Adding ice as an ingredient

Rapid cooling equipment

Shallow pans

Separating food into smaller portions

Other: \_\_\_\_\_

1. List the foods that will require rapid cooling. Include foods that are made from scratch such as soups, sauces, potato salad, pastas, chili, noodles, roasts, casseroles, sausages, yogurts, etc.:

\_\_\_\_\_

F. Will foods be reheated and then held hot before being served?      **YES**      **NO**

If yes, please explain how they will be rapidly reheated to above 165°F (74°C) within 2 hours. (Reference 3-504 *Reheating*, in the *Colorado Retail Food Establishment Rules and Regulations*.)

\_\_\_\_\_

\_\_\_\_\_

1. List the equipment that will be used for reheating:

\_\_\_\_\_

G. Describe how frozen foods will be thawed. (Reference 3-601 *Thawing*, in the *Colorado Retail Food Establishment Rules and Regulations*.)

Under refrigeration

Under running water

In a microwave

As part of the cooking process

Other: \_\_\_\_\_

H. Will raw meats, poultry, or seafood be stored/displayed in the same refrigerators and freezers with cooked and/or ready-to-eat foods?      **YES**      **NO**

I. Will catering be conducted?      **YES**      **NO**

J. Will food be transported or delivered to another location?      **YES**      **NO**      If yes, please list the equipment that will be used to maintain food at proper temperatures during transport.

\_\_\_\_\_

K. Will foods be prepared tableside in dining areas?      **YES**      **NO**

If yes, please list the foods that are intended for tableside preparation.

\_\_\_\_\_

L. Will a salad bar, buffet line, omelet station, sauté station, carving station, beverage bar or customer self service areas be operated?      **YES**      **NO**

If yes, describe: \_\_\_\_\_

M. Will produce be washed?      **YES**      **NO**      **N/A**  
If not, will produce be received pre-washed?      **YES**      **NO**  
If yes, provide additional documentation.

N. Will the establishment prepare foods that will be sold to other retail food establishments?  
**YES**      **NO**

If yes, please visit [www.colorado.gov/cdphe/dehs/](http://www.colorado.gov/cdphe/dehs/), then click "Food safety", then click "Wholesale food" to obtain information on registering as a wholesaler.

O. How will bare hand contact with ready-to-eat foods be minimized during preparation? (Reference 3-401 *Preventing Contamination from Hands*, in the *Colorado Retail Food Establishment Rules and Regulations*.)

Utensils                      Gloves                      Deli Tissue

Other: \_\_\_\_\_



### **Annex 3: Employee Hygiene Guidance and Requirements**

The purpose of this guidance document is to encourage employee practices and behaviors that can help prevent food handlers from spreading viruses and bacteria to food that cause foodborne illness outbreaks. Below is a list of highly infective pathogens that are transmissible through food and cause severe illness:

1. Norovirus
2. Hepatitis A virus
3. *Salmonella Typhi*
4. *Shigella spp.*
5. *Escherichia coli (E. coli) O157:H7* (or other Enterohemorrhagic or Shiga toxin-producing *E. coli*)
6. Other enteric bacterial pathogen such as Salmonella or Campylobacter

**If an employee has been diagnosed by a health practitioner to have any of these pathogens, prior to returning to work, they must be cleared by their health practitioner and the Health Department. In lieu of a diagnosis of any of these pathogens, employees can return to work if they have been free of the symptoms listed above for 24 hours or more.**

Section 2-201 of the *Colorado Retail Food Establishment Rules and Regulations* states that management has the responsibility to inform and monitor conditional employees or food employees to ensure that they have good hygienic practices and know when they should not come to work because of illness.

Should employees exhibit the following symptoms, refer to section 2-202 of the *Colorado Retail Food Establishment Rules and Regulations* to determine when a food handler should be excluded or restricted from food handling duties:

- Vomiting
- Diarrhea
- Jaundice (yellow skin or eyes)
- Sore throat with fever
- Infected cuts and burns with pus on hands and wrists

#### **Additional Resources**

##### **Employee Health and Personal Hygiene Handbook:**

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>

##### **Communicable Disease Manual:**

<https://www.colorado.gov/pacific/cdphe/communicable-disease-manual>

**Employee Illness Flow Chart:** When to exclude and restrict employees from working.

## Employee Illness: The Flowchart

Use this diagram to help you determine whether an employee should be restricted or excluded from food handling at your facility.

