



# Sanitation Guide

## For Food Establishment Employees

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1. All employees shall wear clean uniforms or outer garments and an apron while engaged in the handling of food, drink, utensils or equipment. The use of caps, hair nets, headbands, pins or other hair restraints is required for all food handlers.
2. Do not change or hang your clothes in kitchen areas or storage rooms.
3. Wash your hands with warm water and an approved hand washing soap for at least 20 seconds, rinse thoroughly, and dry before starting work, handling food, after using the toilet, or completing any action that could contaminate your hands. Do not wash hands in any sink where food is prepared or dishes are washed. Only use the proper lavatory or specifically designated sink for hand washing.
4. Cover coughs or sneezes with a handkerchief or strong tissue—not with your hand, towel or wiping cloth—and wash your hands each time after you wipe your nose, cough or sneeze.
5. Persons handling or serving food shall not smoke, eat or drink while working and must wash hands after smoking, eating or drinking during a break.
6. Do not put your fingers into glasses or cups. Do not handle dishes, utensils or silverware where food will be placed.
7. Do not handle food unnecessarily. Use tongs, a fork, waxed paper or disposable plastic or vinyl gloves whenever possible, such as when preparing uncooked foods or handling cooked foods that will not receive further cooking or reheating.
8. All potentially hazardous foods must be held and/or stored below 41° F or above 135° F. These foods must be cooled from 135° F to 41° F in four hours or less.
9. All foods must be cooked to the proper temperature for 15 seconds: Ground Beef–155° F; Poultry–165° F; Fish–145° F; Pork–145° F. When reheating or microwaving, cook and reheat food to 165° F.
10. Single service items such as plastic and paper cups, plates and straws shall be protected from flies, vermin, dust and water. Open packages as directed to prevent contamination.
11. Do not cross-contaminate foods. Keep raw meat, poultry, fish and their juices away from other foods, equipment, utensils, cutting boards or food contact surfaces used for other purposes.
12. Do not prepare or serve food or handle dishes, glasses and utensils if you have infected cuts, boils, a serious cold, diarrhea or any other communicable disease.
13. A person suffering from a communicable disease or physical ailment, which may render his/her employment detrimental to the health of the public, shall not be permitted to work in the kitchen, dining room, food storage, lounge or bar area of the establishment.

**Vermont Department of Health**  
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