FLOW DIAGRAM FOR GUIDELINES AND TOOLS

PRE-OUTBREAK INVESTIGATION PREPARATION

→ Monitor Employee Health and General Food Safety Practices Daily

Tool #1
Illness Complaint Tracking Log Form

Tool #2
Customer Foodborne Illness Complaint Form

NOTIFICATION BY HEALTH/ REGULATORY AUTHORITY

CUSTOMER COMPLAINT

FOODBORNE DISEASE OUTBREAK SUSPECTED

INVESTIGATION

- Facility
- Employee
- Product

Tool #3 (a-b)
Menu Item Ingredient Listing Form

Tool #5
Employee List Form

Tool #6
Employee Interview Form

Tool #8
Product Sampling Procedure

Tool #9
Sample Chain of Custody Form

Tool #11
Food Establishment Food Safety Checklist

Tool #12
Food Flow Chart Form

Tool #13
Facility & Work Station Schematic Example

COMMUNICATIONS

- External to Health/ Regulatory Authorities & Media
- Internal to Employees & Business Management

Tool #4
Employee Communications Meeting

MITIGATION/CONTROL

- Facility Closure
- Product Hold/ Remove/ Replace
- Employee Restrictions/ Exclusions/ Training

Re-Opening

Tool #14
Re-Opening Self Inspection Checklist Form

Tool #10
Distribution & Supplier Information

Tool #7 (a-b)
Employee Illness Decision Guide

Tool #7 (c-g)
Employee Illness Posters