



Division of Food and Lodging
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TO: Industry and Regulatory Food Safety Professionals

FROM: Division of Food and Lodging, ND Department of Health

SUBJECT: Employee Health and Personal Hygiene Handbook Addendum

The North Dakota Department of Health (NDDOH) promotes the use of the Food and Drug Administration (FDA) Employee Health and Personal Hygiene Handbook (hereinafter referred to as the Handbook) to encourage practices and behaviors that can help prevent ill food workers from spreading disease in the food service setting. The information in the Handbook is taken from the 2005 FDA Food Code and its Supplement. Additional requirements of North Dakota Administrative Code 33-33-04.1, or the *North Dakota Food Code*, based on the 2013 FDA Food Code and its supplement (effective January 1, 2018), apply to all food establishments licensed in the state and are described below:

1. For any pages or tables in the Handbook referencing public health controls for the control of the “Big 5” foodborne pathogens and any exposure, exclusion, or restriction to foodborne pathogens, please note that the *North Dakota Food Code* includes nontyphoidal *Salmonella spp.* infection, also known as salmonellosis, to the list of reportable medical diagnoses; changing the “Big 5” to the “Big 6.”
2. As a duty of the person in charge, according to 2-103.11 (M), food allergy awareness is required as part of food safety training for employees and shall consist of describing foods identified as major food allergens and the symptoms that a major food allergen could cause during an allergic reaction.
3. Employment of a certified food protection manager, according to 2-102.12, is not adopted as a requirement in North Dakota; however, is recommended as a best practice to verify that the person in charge can demonstrate the areas of knowledge for preventing the spread of diseases that are transmitted in food or by an ill food worker.

An easy to reference form, titled Food Employee Reporting Agreement (adapted from Form 1-B of the Handbook), is provided and its use is encouraged when training food workers and addressing employee health and hygiene matters. The Handbook, used together with the Food Employee Reporting Agreement, will help provide a greater understanding of how to comply with employee health requirements outlined in the *North Dakota Food Code* and lead to behaviors and practices that prevent food workers from contaminating food and spreading disease.

For questions regarding the Handbook and use of the Food Employee Reporting Agreement form, contact the North Dakota Department of Health, Division of Food and Lodging at 701.328.1291. These publications are available for download on our website at www.ndhealth.gov/foodlodging/. To order this publication, email CFSANPublicationRE@fda.hhs.gov and request the publication by name and publication number “IFS 04” and include a mailing address.

You may also download or order the Handbook online at the FDA website:
www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm.