

**TEMPORARY FOOD SERVICE PERMIT**  
**Supplemental Documents and Other Info.**

*The following 6 pages are for your reference **ONLY** and should not be submitted with your application.*

*The employee health policy agreement and addendum must be available at your booth during the duration of the event.*

*You may find additional copies of this application and supplemental documents at:*

*[http://www.duplincountync.com/businessAssistance/business\\_forms.html](http://www.duplincountync.com/businessAssistance/business_forms.html)*

# *Employee Health Policy Agreement*

## **Reporting: Symptoms of Illness**

I agree to report to the manager when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

## **Reporting: Diagnosed Illnesses**

I agree to report to the manager when I have:

1. Norovirus
2. Salmonella Typhi (typhoid fever)
3. Shigella spp. infection
4. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
5. Hepatitis A

*Note: The manager must report to the Health Department when an employee has one of these illnesses.*

## **Reporting: Exposure of Illness**

I agree to report to the manager when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or hepatitis A.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

## **Exclusion and Restriction from Work**

If you have any of the symptoms or illnesses listed above, you may be excluded\* or restricted\*\* from work.

\*If you are excluded from work you are not allowed to come to work.

\*\*If you are restricted from work you are allowed to come to work, but your duties may be limited.

## **Returning to Work**

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, Salmonella Typhii (typhoid fever), Shigella spp. infection, E. coli infection, and/or Hepatitis A, you will not be able to return to work until Health Department approval is granted.

## **Agreement**

I understand that I must:

1. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
2. Comply with work restrictions and/or exclusions that are given to me.

I understand that if I do not comply with this agreement, it may put my job at risk.

Food Employee Name (please print) \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Manager (Person-in-Charge) Name (please print) \_\_\_\_\_

Signature of Manager (Person-in-Charge) \_\_\_\_\_ Date \_\_\_\_\_

**An employee health policy for each employee/volunteer or an addendum attached to this policy must be kept on site at each event.**





**FOR VENDOR USE – REMOVE FROM APPLICATION**  
**Rules Regarding Temporary Food Establishments**

**Food Protection**

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc, must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 135°F) or cold (below 41°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperatures. Foods which require heating, must be heated rapidly to 165°F, and maintained at 135°F.
3. All food handling/cooking operations and areas must be covered overhead with at least a tent like roof. Effective measures such as fans, screens, walls, or a combination thereof, shall be provided to keep dust, insects, rodents, animals and other sources of potential contamination out of the establishment. Tent sides or tarps need to be provided in case of inclement weather. At no time is any item of food to be placed on the ground.

**Personal Hygiene**

1. Participants must wear clean clothing, aprons and hair restraints.
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc. before returning to food preparation.
5. No smoking will be allowed inside food booths.
6. No bare hand contact is allowed with ready-to-eat foods. Suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment shall be used.
7. A handwashing set-up is required to include at least a 2 gallon container, warm water, soap, paper towels and wastewater catch basin.
8. Employees working with food shall keep fingernails trimmed, filed and maintained. Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food. Except for a plain ring such as a wedding band, food employees may not wear jewelry including medical information jewelry, watches, etc. on their arms or hands.

**Clean Up**

1. All utensils, warmers, griddles, etc. must be cleaned routinely, sanitized as required and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean cooking utensils so that soiled utensils can be replaced with clean utensils as needed during the day.
3. Utensils washing station shall consist of at least three basins of sufficient size to submerge, wash, rinse, and sanitize utensils. At least one drainboard, table or counter space shall be provided for air-drying.
4. A separate food preparation sink must be provided if produce is to be washed.
5. NO DUMPING of liquid wastes or grease into storm drains or onto the ground. The organizer or sponsor will provide dumpsters and grease receptacles for the disposal of these products.
6. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
7. Utensils and food prep surfaces must be washed, rinsed, and sanitized (Sanitizing solutions that can be used include Chlorine 50-200ppm, QUAT 200ppm or Iodine 12.5ppm)

**FOR VENDOR USE – REMOVE FROM APPLICATION**  
**Temporary Food Establishment Checklist**

1. The vendor has the responsibility of verifying with the organizer or sponsor the availability of water and electrical hookups as well as wastewater, garbage and grease disposal at each site for food vendors. A food grade potable water hose is required for water connections. No disposing of grease or wastewater into storm drains. Contact the organizer or sponsor for these items.
2. All food must be obtained from approved sources. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Duplin County Division of Environmental Health. **DO NOT PREP FOOD BEFORE RECEIVING A PERMIT**; any food pre-pared will be discarded.
4. The following checklist is provided for your use. All items must be completed in order to receive a permit:

- \_\_\_\_\_ Submit Temporary Food Service application and pay the \$75.00 permit fee no later than fourteen (14) days prior to the event.
- \_\_\_\_\_ Sanitizer solution.
- \_\_\_\_\_ Sanitizer Test Strips
- \_\_\_\_\_ Metal stem food thermometer (0-220°F)
- \_\_\_\_\_ Water under pressure. Way of heating water. Handwashing water must be warm (100°F) and utensil washing water must be 110°F.
- \_\_\_\_\_ Utensil washing set up – 3 basins of sufficient size to submerge, wash, rinse and sanitize utensils. At least one drainboard, table or counter space shall be provided for air-drying.
- \_\_\_\_\_ Handwashing set-up – 2 gallon container with an unassisted free flowing faucet, soap, single-use paper towels and a wastewater receptacle. Warm water (100°F) must be used.
- \_\_\_\_\_ Hair restraints, gloves
- \_\_\_\_\_ A separate food preparation sink for washing produce.
- \_\_\_\_\_ Adequate and approved supply of ice. Ice scoops and a separate bin for consumption ice.
- \_\_\_\_\_ Food stored off the floor/ground (potatoes, onions, coolers/boxes of food must be stored on a pallet or other approved means).
- \_\_\_\_\_ All food handling and cooking must be done in a protected area. This area shall have overhead coverage. Effective measures such as fans, screens, walls for protection from dust, insects, inclement weather, etc.
- \_\_\_\_\_ Open displays must be protected from contamination by sneeze guards or other barriers.
- \_\_\_\_\_ Dispensers for condiments (i.e. prepackaged, squeeze bottles, hinged lid containers).

***If you have any questions, you may contact Environmental health at (910)296-2126.***

**\*\*You should make a copy of your entire application (for your use) prior to submission\*\***

FOR VENDOR USE – REMOVE FROM APPLICATION

## *Proper Hand Wash Station*

2 Gallon Thermal Container

