



Public Health
Prevent. Promote. Protect.

Lincoln County

Lincoln County Public Health
A division of Health and Human Services

Food Service Plan Review

for new and remodeled restaurants

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Checklist for Food Service Plan Review

Please enclose the following documents:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Complete Application |
| <input type="checkbox"/> | Plan Review Fees – www.co.lincoln.or.us/DocumentCenter/View/2419 |
| <input type="checkbox"/> | Proposed Menu – including seasonal, outdoor, and banquet options. |
| <input type="checkbox"/> | Site Plan – showing the business's location within the building and the building's position on the property, including alleys, streets, and any outdoor features (like cooking equipment, dumpsters, wells, and septic systems). This can be a separate document or included in the floor plan. |
| <input type="checkbox"/> | Floor Plan – drawn to scale. Showing equipment, plumbing, electrical, and ventilation. |
| <input type="checkbox"/> | “Rough” Plumbing Schedule – can be part of the floor plan. |
| <input type="checkbox"/> | Equipment Schedule |
| <input type="checkbox"/> | Schedule of Finishes – excluding dining areas |
| <input type="checkbox"/> | Other Documents – shared facility agreements, pest management plans, etc. |

Your Step by Step Guide to

Opening a Food Establishment in Lincoln County



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We are here to help!

Step 1

Submit the Plan Review Application with required fee.

Step 2

Wait for written plan review approval. After receiving approval letter, construction may begin.

Step 3

At least two weeks prior to opening, call to schedule pre-opening inspection.

Step 4

Submit annual Food Services License Application with required fee.

Congratulations!

Your operating license will be issued upon successful completion of the pre-opening inspection

Questions? Reach out to Lincoln County Environmental Health at 541-265-4127



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General Food Service Establishment Requirements

All new food service establishments and those not licensed by the Environmental Health in the past 12 months must follow current plumbing, construction, and equipment rules.

*This is not a complete list, see the current Food Sanitation Rules for all requirements: www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/regs.aspx

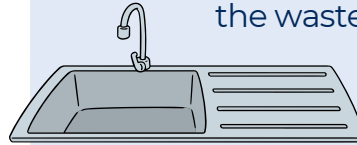
Hand Washing Sinks



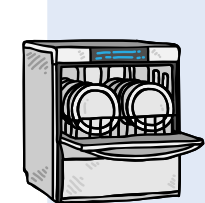
Handwashing sinks must be separate from other sinks and may NOT be used for food preparation or utensil washing.

Food Preparation Sink

Provide cleanable construction. Hand washing and ware washing is not allowed. Plumb the waste line indirectly.



Dishwashing



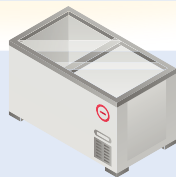
Dishwashing must be done using either a 3-compartment sink or an approved dishwasher and have drain boards or sorting tables—one for dirty utensils and one for clean ones. Plumb the waste line indirectly.

Mop Sinks



Installation of a utility sink or curbed cleaning facility is required. Any hose bibs require installation of vacuum breakers.

Cold Holding



Provide enough conveniently located refrigeration to keep potentially hazardous food at the right temperatures during storage. Each refrigerator must have an internal thermometer that is accurate to $\pm 3^{\circ}\text{F}$.

Rapid Cooling



If perishable food will be cooled, then a method to cool this food must be provided. Commercial air-cooled refrigerators or ice baths are recommended for this purpose.

Hot Holding



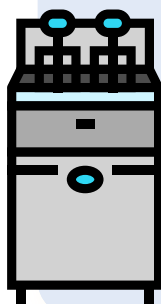
Steam tables must keep hot food at 135°F or higher. If hot holding units don't have thermometers, get metal stem thermometers to check food temperatures.

Rapid Reheating



If perishable food will be reheated, then it must be reheated to 165° F within one hour. Home-style crockpots and steam tables are not designed for this purpose.

Equipment



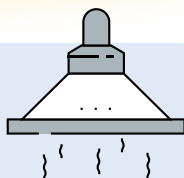
Equipment should be easy to clean and in good condition. Metal must be free of rust and corrosion; replace or refinish any rusty items. Chipped painted wood surfaces should be refinished. Equipment must allow easy cleaning underneath and behind.

Indirect Waste



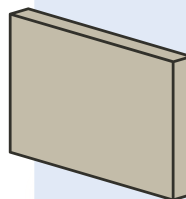
Any equipment that holds food or ice (i.e., espresso, soda, ice machines.) must drain indirectly to floor drains or sinks. If air gaps are required, there must be at least one inch or two pipe diameters between the bottom of the waste pipe and the top of the drain.

Hoods



The Oregon State Fire Marshal (OSFM) requires commercial kitchen hoods to have an approved fire protection system. The system must protect the cooking appliances, ventilation hood, and duct system.

Walls



Walls must be smooth and easy to clean. It's recommended to use hard, non-absorbent materials (like Formica or stainless steel) on walls behind dishwashing and washing areas.

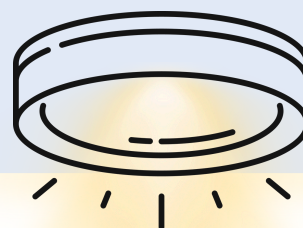
Floors & Ceilings



Floors and ceilings must be smooth and easy to clean. Use coving on non-carpeted floors; carpets can only be in dining areas. Joints between walls, floors, and ceilings should be tightly sealed.

Lighting

Adequate shield lighting must be provided.



Doors and Windows

Restroom doors shall be self-closing. Exterior doors must be rodent-proof and as tight fitting as possible. All openings to the outside, including vents, must be screened to keep out flies.



Storage Devices

All storage must be at least six inches off the floor for easy cleaning, unless it is on a wheeled platform or a sealed base.



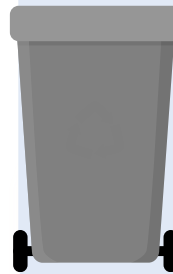
Locker, Dressing Rooms and Break Areas

Provide enough storage for employee clothing and personal items. A designated break area for eating, drinking, and smoking is also required.



Garbage Areas

Provide hard, cleanable surfaces of adequate size. Outside containers must be covered and adequately sized.



Toxic Items

Store, label, and use toxic items properly to prevent contamination of food and preparation surfaces.



Clean Indoor Air

All restaurants in Oregon must follow the Oregon Indoor Clean Air Act (ICAA). The ICAA prohibits smoking, vaping, and aerosolizing inhalants in restaurants and other enclosed public places.

**NO SMOKING
OR VAPING
WITHIN 10 FEET**



Self-Serve

All food items within customer reach that are not prepackaged must be protected from contamination by a sneeze shield or other approved method.



Operation

DO NOT OPEN FOR BUSINESS UNTIL approved by Lincoln County Environmental Health. Call 541-265-4127 for a pre-opening inspection.

**COMING
SOON**

Food Service Plan Review FAQs

Who needs to apply for a Plan Review?

This form is intended for the Lincoln County Public Health Plan Review of permanent food and beverage establishments that serve in Lincoln County. A food establishment is defined as an operation that prepares, assembles, packages, serves, stores, vends, dispenses, or otherwise provides food and/or beverages for human consumption to the general public. This includes but is not limited to:

Restaurants; cafes; caterers; catered feeding locations; microbreweries; coffee shops; private clubs, if open to the public; snack bars; satellite sites; senior citizen centers; benevolent organizations offering food service to the public; taverns, schools on the National School Lunch Program; hotel and motel meal service, other than a legally recognized continental breakfast; commissaries and warehouse facilities.

If a new food establishment is being built, an existing structure is being converted for use as a food establishment, an existing food establishment is being converted or the type of food operation at an existing food establishment is being changed, submit plans prior to beginning the construction or remodel.

What about food trucks, mobile food establishments and temporary food vendors?

Lincoln County has a separate Plan Review Application for mobile food vendors. Find more information about mobile food units at www.co.lincoln.or.us/666.

I'm the new owner of an existing food establishment. Do I need to go through Plan Review?

A new Plan Review application is needed, however the Plan Review fees may or may not be required. Reach out to Environmental Health for requirements.

How do I know whether a Lincoln County Public Health Plan Review is required?

A Plan Review is required for all new food service establishments and those not licensed in the past 12 months.

A Public Health Plan Review is required:

- For construction of any new food and/or beverage establishment,
- For remodel of a previously or currently licensed food and/or beverage establishment and
- For conversion of an existing structure not previously licensed as a food and/or beverage establishment into a food and/or beverage establishment.

A Public Health Plan Review MAY be required:

- For significant change in the operator or type of food and/or beverage served,
- For a food and/or beverage establishment previously licensed by the Oregon Department of Agriculture, or
- For a food and/or beverage establishment that has been closed for at least six months.

Please reach out to Environmental Health to determine if a plan review is necessary.

How can I pay for my application fees?

In Lincoln County, we can take fee payment in person or over the phone. Fees are subject to change. Please call 541-265-4127 for current fee rates. Application fees may be paid using cash, check or credit cards, including Visa and MasterCard. Checks should be made out to: Lincoln County Environmental Health

Visit us in person or send payment to the following address:

Lincoln County Environmental Health, 255 Oregon Coast Hwy, Suite 101, Newport, OR 97365

What happens after the Lincoln County Plan Review Application is submitted?

After you submit the Plan Review Application:

1. **Initial Review:** Staff will contact you within 10 business days for questions or additional information.
2. **Schedule Pre-Opening Inspection:** Once your equipment is installed and at least two weeks before opening, call Lincoln County Environmental Health at 541-265-4127 to schedule this inspection.
3. **Ensure Compliance:** Key staff should be present during the inspection to discuss operations and compliance with local and state laws.

What else do I need to do before I can open my food establishment?

Before opening your food establishment, you may need to:

1. **Schedule a Pre-Opening Inspection:** This must happen before your license is issued.
2. **Obtain Required Permits:** Make sure you have a Certificate of Occupancy and a business license from your local City or County.
3. **Check Other Requirements:** Secure any necessary zoning approvals and other permits from relevant authorities.

4. **Upon Successful Pre-Opening Inspection, submit a Food Service Plan License Application:** Inspectors will coach you on next steps to submit and pay license fee.

Remember, the food service license is valid for the calendar year and is not transferable from one owner to another.

Please note that this plan review is for Lincoln County Public Health purposes only. The business owner is responsible for securing land use (zoning) approval, licenses, reviews, and permits from any other relevant governing bodies. If you have any questions after reviewing the enclosed information, please contact Lincoln County Environmental Health at 541-265-4127 during normal business hours.

How long does the process take?

Lincoln County Public Health knows your time is valuable, and getting your new business started is important to us. Completion of your plan review packet and required approvals depends on how quickly and thoroughly all necessary information and documents are submitted. We will work with you to ensure the process goes as smoothly and efficiently as possible.

What happens if my plan is not approved?

You will receive feedback on necessary changes. You can revise your plans and resubmit for review.

Do I need to submit a new plan if I make changes after approval?

Sometimes, it depends on the changes. Any significant changes usually require resubmission for approval. Reach out to Environmental Health with questions.

Are there fees associated with the plan review?

Yes, plan review fees apply. Contact the Environmental Health Section for current fee schedules or view at www.co.lincoln.or.us/DocumentCenter/View/2419.

Can I operate while waiting for my plan to be approved?

No, you must receive approval and a valid license before operating.

What should I do if I have questions about the requirements?

Contact the Lincoln County Environmental Health Section for clarification on requirements and guidelines.

Local Agencies and Resources

Link to Oregon Administrative Rules (OAR):

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/foodsafetyrulesweb.pdf>

Planning Approval

Within City Limits:

Lincoln City	541-996-2151	Siletz	541-444-2521
Depoe Bay	541-765-2361	Waldport	541-563-3561
Newport	541-265-5331	Yachats	541-547-3565
Toledo	541-336-2247		

Outside City Limits:

Lincoln County Planning Department 541-265-4192

Sewer and Water

If sewer and water are not municipal (not within city limits), contact:

Sewer – Lincoln County Planning Department Subsurface Sanitation 541-265-4192

Water – Lincoln County Environmental Health Section 541-265-4127

Permits and Approvals

Building and Mechanical:

City of Newport 541-265-5331

City of Lincoln City 541-996-2153

All others Lincoln County Planning Dept 541-265-4192

Electrical

State Electrical Inspector 541-265-4195

Plumbing

State Plumbing Inspector 541-265-4195

Oregon Liquor and Cannabis Commission (OLCC)

715 SW Fall Street, Newport, OR 97365

Phone: (541) 265-4522

Fax: (541) 265-4521



Food Service Plan Review Application

New__ Remodel __

Name of Establishment: _____

Location Address: _____

Facility Phone: _____ Website _____

Owner: _____

Email: _____

Mailing Address: _____

Daytime/Cell Phone: _____

Contact Person & Title (architect): _____

Email: _____

Mailing Address: _____

Daytime/Cell Phone: _____

Projected start date: _____ Projected date for completion: _____

When submitting this application, include the following documents:

- Proposed menu(s), including seasonal, off-site and banquet menus
- Site plan - location of building on site, including alleys, streets and outside equipment (dumpsters, well, septic system)
- Plan drawn to scale showing location of equipment, plumbing, electricity services and mechanical ventilation
- List of equipment & specifications

I have submitted plans/applications to (or obtained permits from) the necessary or appropriate authorities including zoning, planning, building, plumbing, and fire departments.

Yes__ No__

Type of Service (Check the food service that best describes your operation):

- Cook and Serve
- Cook, Hold Hot and Serve
- Cook, Chill, Reheat, Hold Hot and Serve
- Hold Cold and Serve
- Commercially prepackaged food only (except beverage)
- Other _____

What are your expected number of meals served per day?

What will be the frequency of food delivery?

Will food be transported to another location as with a catering operation or satellite kitchen?

Yes__ No__

Days and Hours of Operation: _____

Number of seats: _____ Inside_____ Outside_____

Number of staff (total): _____

Total square feet of facility: _____

Number of floors on which operations are conducted: _____

Frequency of waste removal?

- Garbage
- Recycling (Oil/grease/fat, Cardboard/paper)
- Composting

Water system source and type of sewage disposal (e.g., on-site, city)

Submitting incomplete plans will delay the plan review process. Please answer every question that applies to your food service operation.

According to OAR 333-150-0000
Required Format and Specifications – Draw Plans to Scale

1. Accurately draw floor plan to a minimum scale of ¼ inch = 1 foot
2. Show seating capacity
3. Locate and label each piece of food equipment with its common name
Include self-service hot and cold holding units with sneeze guards
(Chapter 3 & 4)
 - Indicate if equipment is not newly purchased
 - A direct waste connection may not be used for equipment in which food, or ice is placed (5-402.11)
4. Identify the equipment that will be used for rapid cooling, including ice baths and refrigeration
5. Identify the equipment that will be used for rapid reheating
6. Identify food preparation sinks, including indirect drains
7. Show where raw and ready-to-eat food will be prepared
8. Identify each designated hand sink. This includes hand sinks in the restrooms, food preparation, food service, and dishwashing areas
(Chapter 5)
9. Include:
 - a. Entrances, exits, loading/unloading areas and docks
 - b. Plumbing schedule, including location of floor sinks, overhead wastewater lines, water heater BTU or KW and capacity, grease trap or interceptor (Chapter 4 & 5)
 - c. Source of water supply and method of sewage disposal other than a municipal system – (Systems must meet state regulations) (Chapter 5)
 - d. Mop sink or curbed cleaning facility with facilities for hanging wet mops (5-203.13)
 - e. Location for storing chemicals (7-201.11)
 - f. Location for the storage of personal items such as dressing rooms, locker areas and employee rest areas (6-305.11)
 - g. Dish (warewashing) machine or 3-compartment sink, including indirect drain (Chapter 4)
 - Largest piece of equipment must be able to fit into sink or dish machine (4-301.12)
 - Indicate if dish machine is chemical or high temperature sanitizing
 - h. Indicate surface materials and the location of where the dumpster, compactor, garbage cans, waste oil, and recycling containers are stored (Chapter 5-501 & 6-102)

Interior Finishes/Surfaces
OAR 333-150-0000, Section 6-101.11A(3)

Use the following chart to indicate all interior finishes or reference number on plans:

	Floors	Cove Base	Walls	Ceilings	Food Contact Surfaces	Shelving
Kitchen						
Bar						
Storage Rooms						
Toilet rooms						
Garbage & refuse storage						
Mop service area						
Dish washing area						
Walk-in refrigerators & freezers						

Example:						
Kitchen	Quarry tile Smooth seal	Quarry tile Smooth seal	FRP smooth Stainless steel Painted smooth	Vinyl acoustical tile Smooth	Stainless steel Hardwood cutting surfaces Formica	Wood Painted smooth Stainless steel

Menu & Procedure Review

This section must be filled out by the operator and submitted prior to licensing or with the plan review application. Answer only the questions that apply to your facility. Add documents or pages as needed to describe your operation. The “Food Sanitation Rules,” OAR 333-150-0000 can be obtained at: www.healthoregon.org/foodsafety

Training & Policies

1. Describe your current policy to exclude or restrict food workers who are sick or have infected cuts and lesions (2-201.12):

2. What are employees told about working when ill (2-201.12)?

3. Provide your established hand washing policy (2-301.14, 2-301.13, 2-301.12, 2-301.15):

4. How are employees informed about hand washing requirements (2-103.11(L))?

5. How do you enforce hand washing and ill employee requirements (2-201.12, 2-103.11(D) & (K))?

6. Who will be your people in charge (2-101.11)?

7. Are you aware of the rule that requires a “knowledgeable” person to be present at all times of operation (2-102.11)? Yes__ No__

Note: One way to meet this is to obtain certification in a **Food Safety Program** designed for food managers:
www.healthoregon.org/foodsafety

8. List the types of food probe thermometers (0-220°F) that food handlers will be using and where the thermometers will be kept (4-302.12 & 4-203.11)?

9. How do you calibrate your food probe thermometers and how often? Who is responsible for calibrating thermometers (4-502.11(B))?

9a. How do you clean and sanitize your probe thermometer (4-602.11(4))?

10. What type of chemical sanitizer do you use (chlorine, quaternary ammonium, iodine) (4-501.114)? _____

At what concentration do you use this sanitizer? _____

What type of test kit do you have (4-302.14)? _____

When do you use your test kit (4-501.116)? _____

11. Describe how cutting boards, counter tops, equipment and other food contact surfaces that are too big to be submerged into sinks and too big for the dishwasher are cleaned and sanitized (4-603.15)?

11a. When does cleaning and sanitizing need to occur (4-602.11)?

12. What is done with leftover food (Chapter 3-501)?

13. Will salads such as tuna, egg, chicken, macaroni, pasta and potato be prepared from scratch in your facility? Yes___ No___

If yes, will the ingredients be pre-chilled before being mixed or assembled?

Yes___ No___

14. Describe how you will minimize the handling of ready-to-eat food. For example will you use disposable gloves to prepare ready-to-eat food (2- 103.11(K))?

15. Describe when and where produce will be washed prior to use (3-302.15 & 5-402.11):

Food Preparation

1. List food from animals that you will serve raw or partially cooked such as sushi, steak tartar, and oyster shooters (3-603.11):

2. If serving raw fish (sushi, lox, ceviche), will parasite destruction be done on-site or by the supplier (3-402.11 & 3-402.12)?
 - On-site Provide your procedure on parasite destruction (*A freezer used for parasite destruction must maintain – 4°F for 7 days. Measure and record temperature of freezer unit daily.*)

 - Supplier Provide the name of your supplier and documentation to show parasite destruction. (*Each invoice received from the supplier shall state the specific fish by species that have been frozen to meet the parasite destruction requirements under 3-402.11.*)

3. List your food suppliers for the following (Chapter 3, Section 2):

Category	Supplier(s)
Game meats (e.g., emu, ostrich, elk)	
Raw or partially cooked fish products (e.g., lox, ceviche, raw oyster, sushi)	
Fresh or live shellfish	
Wild mushrooms	

4. Describe food processing within your facility (smoking meats, sous vide, canning, specialty processing) (Chapter 3-502):

Holding Food Temperatures Cold & Hot

(Chapter 3-501)

1. Refrigerated food must be maintained at 41°F or colder. How did you determine the amount of cold storage/holding that you will need for your operation (4-301.11)?

2. How will you ensure that each refrigerator has a working thermometer and that the temperature is maintained at 41°F or colder (4-203.12, 4-204.112, 4-502.11)?

3. Refrigerator Units (4-301.11)

List size, description/manufacturer, and what will be stored in each:

Refrigerator Number	Size/capacity	Manufacturer or Description	Type of food stored inside

Note: Add pages as needed

4. Is an ice machine provided and indirectly drained? Yes__ No__
(5-402.11)

5. If ice is purchased, who is your supplier? _____

6. If you will be using ice for keeping food cold such as in a salad bar, how should the food be stored in the ice? Please describe:

7. Describe your procedure for date marking of ready-to-eat potentially hazardous food items?

8. How will you store raw animal food to prevent contamination of ready-to-eat food (3-302.11)?

9. How and where will frozen food be thawed (3-501.13)?

Note: When storing raw animal products above one another, their storage must be based on the final required cooking temperature of each animal product. The animal product with the lowest cooking temperature must be stored above other raw animal products that require a higher cooking temperature (e.g., raw fish above raw ground beef).

10. What type of equipment will you use for holding food hot? How will you ensure that food is at the required temperature throughout the day?

11. Describe how food temperatures (hot and cold) will be maintained while in transport and at the catered site or satellite kitchen(s)?

Note: Required holding temperatures and cooling requirements are listed in the "Food Safety: Your Self-Training Manual" or in the "Food Sanitation Rules" both can be obtained from your local health department or at this website: www.healthoregon.org/foodsafety

Cooling

1. In the appropriate box, list menu items of food items that will be cooled.

Cooling Method	Solid Food (roast, turkey, solid cuts of meat)	Soft, Thick Food (refried beans, rice, potatoes, stews, soups, sauces & chili)	Liquid Food (thin broths)
Shallow Pans*			
Ice Baths**			
Reduce Volume or Size			
Blast Chiller			
Other (Describe)			

* Adequate and appropriate refrigeration is required

** Food-preparation sink and ice machine are required

2. How will food handlers know that the food has cooled from 135°F to 70°F within two hours and then from 70°F to 41°F within 4 hours?

Cooking & Reheating

1. Describe how the food worker will know when raw animal products are fully cooked (3-401.11):

Note: Required cooking temperatures are listed in the "Food Safety: Your Self-Training Manual" or in the "Food Sanitation Rules" both can be obtained from your local health department or at this website: www.healthoregon.org/foodsafety

2. How will the cook know that all parts of the food being reheated has reached at least 165°F for 15 seconds within 2 hours?

3. List type of units used for reheating.

Self Service

1. Will you provide self-service food to your customers? Yes___ No___
2. How will you protect food in self-service areas from customer contamination (3-306.11 & 3-306.13)?

Food Sanitation Rules

OAR 333-150-0000

1. Do you have a copy of the Food Sanitation Rules? Yes___ No___

The rules are online at: www.healthoregon.org/foodsafety If you do not have access to the Internet, you can obtain a copy from the Local Public Health Authority.

2. Do you know how to locate specific information in the rules? Yes___ No___

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

_____ Date _____

_____ Date _____

_____ Date _____

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required -- federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Food Sanitation Rules (Oregon Administrative Rules Chapter 333).

.

Pre-opening Checklist for Operators

Answer yes to each item before scheduling a pre-opening inspection

Hand-washing facilities

1. Is hot and cold running water available at each handwashing sink? Yes No
2. Are mixing valves, combination faucets or metered faucet provided at each hand-washing sink? Yes No
3. Are metered faucets set for a minimum of 15 seconds? Yes No
4. Are hand cleansers provided for all hand-washing sinks? Yes No
5. Are approved methods for drying hands provided at all hand-washing sinks such as paper towels? Yes No
6. Are covered waste receptacles available in unisex and women's restrooms? Yes No
7. Are all toilet room doors self-closing? Yes No

Dishwashing Facilities

1. Do all dish machines have data plates with operating specifications? Yes No
2. Do all dish machines have the required temperature and pressure gauges that are accurately working? Yes No
3. Is your dish machine reaching 160F at the tray level or dispensing 50ppm chlorine residual in the final rinse? Yes No
4. Do you have a procedure for manual cleaning and sanitizing of fixed equipment? Yes No
5. Does the three-compartment sink have a drain board on each end of it? Or alternatives? Yes No

Miscellaneous

- | | | |
|---|-----|----|
| 1. Are all containers of chemicals, including spray bottles, clearly labeled and stored away from food? | Yes | No |
| 2. Will dry product storage be stored 6 inches off the floor? | Yes | No |
| 3. Are all food containers made of food grade materials? | Yes | No |
| 4. Do you have a system for laundering linens or work clothes? | Yes | No |
| 5. Are all food preparation areas free of carpet? | Yes | No |

Insect and Rodent Control

- | | | |
|---|-----|----|
| 1. Are all outside doors self-closing and rodent proof? | Yes | No |
| 2. Are screens provided for doors and windows that will be kept open to the outside? | Yes | No |
| 3. Are all pipes & electrical conduit openings sealed? Is the ventilation system (exhaust and intake) protected? | Yes | No |
| 4. Is the area around the building clear of unnecessary brush, litter, boxes and other unnecessary items? | Yes | No |
| 5. Do you have a location and a procedure in place for cleaning garbage cans and floor mats? (Is the drain plumbed to sewer?) | Yes | No |

Refrigeration Units

- | | | |
|---|-----|----|
| 1. Are all refrigeration units operational? | Yes | No |
| 2. Does each refrigeration unit have a working thermometer? | Yes | No |
| 3. Is each refrigerator operating at 41F or colder? | Yes | No |
| 4. Do you have a procedure for date marking? | Yes | No |

Employee Illness Policy

Each new hire and any current employee who hasn't received this policy before must be provided a copy of the employee illness policy. The policy must also be posted in the facility, and all employees should be informed of its location. The person in charge during each shift must be able to show health inspectors where the policy is posted and explain it to both employees and inspectors.

Refer to Oregon Food Sanitation Rules 2-201.11, 2-201.12 and 2-201.13 concerning employee illness. These rules can be viewed and/or downloaded at:

<https://www.oregon.gov/oha/ph/HealthyEnvironments/FoodSafety/Pages/rules.aspx>

New employees must inform management of the following at the time of hiring and agree to report to these conditions if they occur during employment:

1. If they have diarrhea, vomiting, jaundice (yellowing of skin or eyes), or a sore throat with fever, they should not come to work. They must wait at least 24 hours (preferably 72 hours) after symptoms end before returning to work.
2. If they have ever been diagnosed or presumed to have any of these conditions: Norovirus, Hepatitis A, Typhoid Fever, Shigellosis, E. coli 0157:H7, or other EHEC/STEC conditions. If a new hire or current employee is diagnosed or presumptive with any of these conditions, the facility will immediately notify Lincoln County Public Health and exclude the employee from the facility until they are confirmed free of pathogens or otherwise allowed to work.
 - a. If they have been exposed to or suspected of causing any confirmed outbreak related to any of the medical conditions outlined in #2, above.
 - b. If they have a household member diagnosed with any of the conditions in #2 above.
 - c. If a household member is attending or working in a setting with a confirmed outbreak of any of the conditions in #2.
3. Name, address, and phone number of their healthcare provider.

Employees with lesions (open sores, cuts, deep scrapes or pus-filled gashes) must be excluded or restricted from work unless:

1. A lesion on the hands or wrists is covered with an impermeable cover such as a finger cot and a single use glove is worn.

2. A lesion on the arm is protected with an impermeable cover.
3. A lesion on other parts of the body is protected with a dry, tight fitting bandage.

*Food Code Rules Annex Form 1-A and Annex Form 1-B, located at the back of the food rules, can be used to collect relevant past medical history and employee reporting agreement information.

Final Checklist for Operators

<input type="checkbox"/>	Hot and cold running water is available at each handwashing sink.
<input type="checkbox"/>	Soap and paper towels are available at all handwashing sinks.
<input type="checkbox"/>	All refrigeration units are operational (holding <41°F) with internal air temperature thermometers located at the front area of these units.
<input type="checkbox"/>	All food storage is at least six inches off the floor.
<input type="checkbox"/>	All warewashing machines are operational and reach the proper sanitization temperature or chemical residual.
<input type="checkbox"/>	Required temperature and pressure gauges on warewashing machines are working.
<input type="checkbox"/>	There are sanitizer test strips for chemicals used in warewashing machines and wiping cloth solutions.
<input type="checkbox"/>	All containers of chemicals, including spray bottles and buckets, are clearly labeled, and stored away from food.
<input type="checkbox"/>	Food temperature thermometers are available, including a food thermometer for use with thin foods such as meat patties and fish fillets unless these foods are not served.
<input type="checkbox"/>	Please be prepared to answer questions related to the food operations.
<input type="checkbox"/>	All food workers are required to have Food Handlers Permits within thirty (30) days of beginning work within the food establishment. One way to meet this requirement is to obtain certification through the Oregon Food Handlers Program: http://www.orfoodhandlers.com/eMain.aspx?State=OREGON