

Environmental health checklist when responding to a single HepA case

1. Contact the establishment and ask management about recent employee illness including diarrhea, vomiting and jaundice
2. Make sure the ill worker has been excluded and let management know when the employee can return to work (Epi will provide the return to work date).
3. Ask about the ill workers work schedule. Obtain work schedule for the past 3 weeks and provide to Epi.
4. Ask about the ill workers specific job duties (do they serve beverages, handle ice, garnish plates, handle clean dishes/utensils, prep food, etc.). Determine if they handle any RTE foods with bare hands.
5. Put the symptom tracking form in place. Management should screen employees through the dates on the form. If anyone reports symptoms consistent with HepA, they should notify their inspector. The inspector should notify Epi if illness is reported.
6. Provide HepA factsheets and educational materials to management and ask that they share information on the signs and symptoms of HepA with all staff. Epi can provide sample letters or additional information, if needed. [MDH HepA Factsheet](#)
7. While on site, conduct an environmental assessment:
 - a. Review the illness log
 - b. Observe hand-hygiene (e.g., no bare-hands with ready-to-eat foods and handwashing)
 - c. Are gloves available and used when required?
 - d. Are hand sinks properly stocked?
8. Provide education on the importance of good hand-hygiene, no bare hand contact with ready-to-eat foods, and illness reporting by employees (both symptoms and diagnosed illnesses)
9. Instruct the establishment to clean and sanitize properly.
 - a. The establishment should contact their chemical supplier to obtain a product that has a “Hepatitis A claim” to clean all surfaces.
 - i. If they can’t find a product with a HepA claim, then a product with a norovirus claim would be sufficient.
 - ii. If they don’t have a chemical supplier, they can use 2,500 ppm bleach (3/4 cup per 1 gallon) with a 5-minute contact time.
 - iii. All products must be appropriate for food contact surfaces and used for the correct contact time, per the product label.

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- b. Wash, rinse, and sanitize all food contact surfaces, equipment, and utensils in the kitchen area.
 - c. Clean and sanitize the inside of the ice bin, door handles, faucet handles, tabletops, etc. (any areas where people touch).
 - d. Clean and sanitize restrooms that the ill staff member may have used.
10. If the employee worked while ill any ready-to-eat food items that would have been prepared or handled by that employee must be discarded. This includes ice from the ice machine.
11. Epi will provide guidance on whether postexposure prophylaxis (PEP) is necessary for co-workers