

STUDENT COURSEBOOK

Chapter 2: Management and Personnel

Supervision • Employee Health • Personal Cleanliness • Hygienic Practices • Illness Policies

Training note: This coursebook summarizes Chapter 2 of the 2026 FDA Food Code for instruction. Jurisdictional adoption and requirements may vary.

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How to Use This Coursebook

Chapter 2 focuses on the people who control food safety every day: management, persons in charge, food employees, and conditional employees. The material below converts the regulatory language into practical study notes while preserving the major requirements and decision points.

Learning Objectives

- Explain when a person in charge (PIC) must be present and how knowledge may be demonstrated.
- Describe the PIC's role in active managerial control and employee food-safety practices.
- Identify reportable symptoms, diagnoses, and exposure histories.
- Distinguish exclusion from restriction and recognize when each is required.
- Apply the Chapter 2 rules for handwashing, fingernails, jewelry, clothing, eating and drinking, hair restraints, and animals.
- Explain the written employee illness policy and vomiting/diarrheal event response procedure requirements.

Chapter 2 at a Glance

Part	Topic	What Students Should Remember
2-1	Supervision	PIC presence, knowledge, certification, and duties
2-2	Employee Health	Reporting, exclusion/restriction, and reinstatement
2-3	Personal Cleanliness	Hands, fingernails, jewelry, and clothing
2-4	Hygienic Practices	Eating/drinking, discharges, bandages, hair restraints, animals
2-5	Illness Management	Written illness policy and contamination-event procedures

1. Supervision and the Person in Charge



Chapter 2 visual: management oversight and the Person in Charge.

The permit holder is generally responsible for being the person in charge or designating one. A PIC must normally be present during all hours of operation. Limited exceptions exist for certain low-risk establishments and for multiple separately permitted departments on the same premises during periods when food is not being prepared, packaged, or served.

Key idea: Food safety needs an accountable person on site.

Demonstrating Food-Safety Knowledge

During an inspection, the PIC must be able to demonstrate knowledge of foodborne disease prevention, HACCP principles, and Food Code requirements. Chapter 2 provides three ways to demonstrate that knowledge:

1. The establishment has no violations of priority items during the current inspection.
2. The PIC is a certified food protection manager who passed an examination that is part of an accredited program.
3. The PIC correctly answers the inspector's questions about the specific operation.

The knowledge areas are broad. They include employee hygiene and illness, TCS food time/temperature control, raw or undercooked animal foods, cooking and holding temperatures, cross-contamination, bare-hand contact with ready-to-eat food, handwashing, allergens, equipment, cleaning and sanitizing, water protection, toxic materials, critical control points, HACCP plans, reporting/exclusion/restriction responsibilities, and food defense.

Certified Food Protection Manager

Chapter 2 states that the PIC shall be a certified food protection manager who has demonstrated proficiency through an accredited program, except for certain establishments that the regulatory authority determines pose minimal risk because of the nature of the operation and the extent of food preparation.

Active Managerial Control: PIC Duties

The PIC is expected to maintain active managerial control rather than waiting for problems to be discovered. In practical terms, this means routinely verifying that employees follow safe practices.

- Keep unauthorized or unnecessary persons out of food preparation, storage, and warewashing areas unless contamination is prevented.
- Ensure employees, delivery personnel, maintenance workers, and others entering controlled areas comply with applicable Food Code requirements.
- Monitor effective handwashing.
- Monitor receiving so food comes from approved sources, arrives at required temperatures, is protected from contamination, is unadulterated, and is accurately presented.
- Verify unattended deliveries made during non-operating hours are safely received and stored.
- Oversee cooking, cooling, hot holding, cold holding, and thawing of TCS food.
- Monitor sanitizing of cleaned multiuse equipment and utensils.
- Prevent bare-hand contact with ready-to-eat food unless an approved alternative procedure applies.
- Ensure employees are trained for their assigned duties, including food-allergy awareness.
- Ensure employees and conditional employees are informed, in a verifiable manner, of health-reporting responsibilities.
- Maintain and implement required written procedures and plans.
- Train employees to recognize and report suspicious activity related to intentional adulteration/food defense.

2. Employee Health

4 **Employee Health and Reporting**



- Report vomiting, diarrhea, jaundice, sore throat with fever, or diagnosed foodborne illness to the manager.
- Follow the written employee illness policy for exclusion or restriction from work.
- Keep employee drinks in a closed, spill-resistant container and away from exposed food, equipment, and utensils.

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Chapter 2 visual: employees must report specified symptoms and diagnoses to the Person in Charge.

Employee health controls are designed to keep infectious agents from being transferred from workers to food, equipment, utensils, or other people. Employees and conditional employees must report specified symptoms, diagnoses, and exposure histories to the PIC.

Reportable Symptoms

Reportable symptom	Important Chapter 2 note
Vomiting	Report to the PIC.
Diarrhea	Report to the PIC.
Jaundice	Report to the PIC; the PIC has a regulatory-notification duty.
Sore throat with fever	Report to the PIC; action differs for establishments serving a highly susceptible population.
Open/draining lesion containing pus	Must be properly covered according to location; otherwise work restriction applies.

Reportable Diagnoses

A diagnosis by a health practitioner of any of the following must be reported:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Shiga toxin-producing Escherichia coli (STEC)
- Typhoid fever caused by Salmonella Typhi
- Non-typhoidal Salmonella

Memory aid: These six diagnoses trigger formal employee-health controls.

Reportable Exposure History

Chapter 2 also requires reporting certain exposures connected with confirmed disease outbreaks or household contacts. The exposure windows are:

Pathogen	Exposure window
Norovirus	48 hours
Shigella spp. or STEC	3 days
Typhoid fever (S. Typhi)	14 days
Hepatitis A virus	30 days

When the PIC Must Notify the Regulatory Authority

The PIC must notify the regulatory authority when a food employee is jaundiced or is diagnosed with one of the six listed pathogens.

Exclusion vs. Restriction

Term	Meaning for training purposes	Typical effect
Exclude	The employee is not permitted to work as a food employee in the establishment under the applicable condition.	Keeps the employee out of food-establishment work covered by the exclusion.
Restrict	The employee may remain at work but duties must be limited so there is no risk of transmitting disease through food or food-contact activities.	Keeps the employee away from higher-risk food and food-contact tasks.

Core Exclusion and Restriction Rules

- Vomiting or diarrhea: exclude, unless the symptom is from a noninfectious condition.
- Recent jaundice or hepatitis A infection: exclude under the conditions specified in the Code.
- Typhoid fever diagnosis, or qualifying recent history of typhoid fever: exclude.
- Asymptomatic norovirus, Shigella, or STEC diagnosis: exclude if the establishment serves a highly susceptible population; otherwise restrict.
- Asymptomatic non-typhoidal Salmonella diagnosis: restrict.
- Sore throat with fever: exclude in an establishment serving a highly susceptible population; otherwise restrict.
- An improperly covered infected wound or pustular boil: restrict.
- Specified pathogen exposure: restrict a food employee who works in an establishment serving a highly susceptible population.

Reinstatement: Important Time Frames

Reinstatement rules vary by symptom or pathogen and may require regulatory approval and/or medical documentation. The following are high-value study points from Chapter 2:

Situation	Key timing/condition
Vomiting/diarrhea, not diagnosed	May be reinstated after being asymptomatic for at least 24 hours, or with medical documentation that the symptom is noninfectious.
Norovirus	Among the listed routes to reinstatement: more than 48 hours after symptoms resolve, with regulatory approval; other medical/documented routes also exist.
Shigella spp.	Among the listed routes: more than 7 calendar days after symptoms resolve, with regulatory approval; negative-test routes also exist.
STEC	Among the listed routes: more than 7 days after symptoms resolve, with regulatory approval; negative-test routes also exist.
Non-typhoidal Salmonella	Among the listed routes: more than 30 days after symptoms resolve, with regulatory approval; negative-test routes also exist.
Sore throat with fever	Medical documentation may establish appropriate treatment, a negative throat culture, or freedom from <i>S. pyogenes</i> infection.
Infected wound/boil	Restriction may be removed once the lesion is properly covered as specified.

Because the full reinstatement provisions contain multiple alternatives and special conditions, managers should consult § 2-201.13 and the regulatory authority when managing a diagnosed illness.

3. Personal Cleanliness



Chapter 2 visual: proper handwashing and personal cleanliness.

Clean Hands and Arms

Food employees must keep hands and exposed portions of their arms clean. The standard hand-cleaning procedure takes at least 20 seconds overall and includes rinsing, applying cleaning compound, vigorous rubbing for at least 10-15 seconds, thorough rinsing, and proper drying.

When Hands Must Be Washed

- Immediately before food preparation and before working with exposed food, clean equipment/utensils, or unwrapped single-service/single-use items.
- After touching bare body parts other than clean hands and clean exposed arms.
- After using the toilet room.
- After caring for or handling service animals or specified aquatic animals.
- After coughing, sneezing, using a tissue/handkerchief, using tobacco products, eating, or drinking, subject to the Code's drinking exception.
- After handling soiled equipment or utensils.

- As often as necessary during food preparation to remove soil/contamination and when changing tasks.
- When switching from raw food to ready-to-eat food.
- Before putting on gloves for a food-handling task.
- After any other activity that contaminates the hands.

Where Hands Must Be Washed

Hands must be washed in a designated handwashing sink or an approved automatic handwashing facility. Food employees may not wash their hands in a food-preparation sink, warewashing sink, service sink, or mop-water disposal facility.

Hand Antiseptics

Hand antiseptics are not a substitute for proper handwashing. Chapter 2 requires them to meet applicable criteria and, when used as a topical application or hand dip, to be applied to hands that have first been cleaned as required.

Fingernails, Jewelry, and Clothing

- Fingernails must be trimmed, filed, cleanable, and not rough.
- When working with exposed food, fingernail polish or artificial nails are not allowed unless intact gloves in good repair are worn.
- Food employees generally may not wear jewelry on the hands or arms while preparing food. A plain ring, such as a wedding band, is allowed. The Code also provides an ADA-related allowance for a medically necessary device that can be kept clean and worn without creating contamination.
- Food employees must wear clean outer clothing to prevent contamination.

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4. Hygienic Practices



Chapter 2 visual: hair restraints, gloves/utensils, and jewelry controls.

Eating, Drinking, and Tobacco Products

Employees may eat, drink, or use tobacco products only in designated areas where contamination cannot result. A food employee may drink from a closed beverage container if it is handled to prevent contamination of the employee's hands, the container, exposed food, clean equipment/utensils/linens, and unwrapped single-service or single-use articles.

A closed employee beverage can be allowed at a workstation only when it is handled so contamination is prevented.

Persistent Sneezing, Coughing, or Runny Nose

A food employee with persistent symptoms that cause discharges from the eyes, nose, or mouth may not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service/single-use articles.

Bandages and Finger Cots

An impermeable cover on the wrist, hand, or finger of a food employee working with exposed food must be covered with a single-use glove.

Hair Restraints

Food employees generally must use effective hair restraints, including appropriate restraints for head, beard, or body hair, to keep hair from contacting exposed food and protected food-contact items. The requirement does not apply to certain employees, such as some counter staff, hosts, and wait staff, when their duties present minimal contamination risk.

Handling Animals

Food employees generally may not care for or handle animals that may be present. The Code allows specified handling of an employee's service animal and certain aquarium/display-tank animals if required handwashing follows.

5. Written Policies and Procedures

Employee Illness Policy

The 2026 Food Code requires the permit holder to provide a written employee illness policy that is available upon request. The policy must address reporting and compliance requirements for food employees, conditional employees, the PIC, and required reporting to the regulatory authority.

- Symptoms: diarrhea, vomiting, sore throat with fever, jaundice, and infected wounds or cuts.
- Diagnoses: norovirus, hepatitis A, Shigella spp., typhoid fever, non-typhoidal Salmonella, and STEC.
- Exclusion/restriction and reinstatement after symptoms or disease resolve.

Vomiting and Diarrheal Event Response

A food establishment must have written procedures for employees to follow when vomit or fecal matter is discharged onto surfaces in the establishment. The procedures must identify actions that minimize the spread of contamination and exposure of employees, consumers, food, and surfaces.

Manager takeaway: Written procedures are required before an incident happens.

Chapter 2 Quick Review

Remember	Why it matters
PIC present and actively managing risk	Supervision is a continuous control, not only an inspection-day activity.
Employees report symptoms, diagnoses, and exposures	Early reporting allows exclusion/restriction before food is contaminated.
Wash hands correctly and at the right times	Hands are a major vehicle for contamination.
No bare-hand contact with RTE food unless an approved procedure applies	Creates a barrier between hands and ready-to-eat food.
Closed employee beverage handled safely	Allows hydration while protecting food and food-contact items.
Written illness and contamination-event procedures	Provides a consistent response to illness and bodily-fluid events.

End-of-Chapter Multiple-Choice Review

Choose the best answer. Questions are based on Chapter 2 of the 2026 FDA Food Code.

1. Who is generally responsible for ensuring that a person in charge is present during all hours of operation?

- A. The equipment supplier
- B. The permit holder
- C. The customer
- D. The pest-control operator

2. Which is one way a PIC may demonstrate food-safety knowledge during an inspection?

- A. Showing the restaurant's advertising
- B. Having no priority-item violations during the current inspection
- C. Having worked in food service for one year
- D. Posting a menu

3. A certified food protection manager demonstrates proficiency by passing a test that is part of what type of program?

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- A. Accredited program
- B. Loyalty program
- C. Apprenticeship only
- D. Vendor orientation

4. Which activity is part of active managerial control?

- A. Waiting for the inspector to identify problems
- B. Routinely monitoring employee handwashing
- C. Allowing any delivery regardless of source
- D. Ignoring cooling temperatures

5. Which symptom must a food employee report to the PIC?

- A. Vomiting
- B. Mild muscle soreness after exercise
- C. A paper cut that is fully protected
- D. Tiredness after a long shift

6. Which is one of the six reportable diagnoses listed in Chapter 2?

- A. Influenza
- B. Norovirus

- C. Common cold
- D. Seasonal allergies

7. A food employee with vomiting or diarrhea generally must be:

- A. Promoted
- B. Excluded
- C. Assigned to cooking only
- D. Allowed to work with gloves

8. An asymptomatic employee diagnosed with norovirus who works in an establishment serving a highly susceptible population is generally:

- A. Excluded
- B. Allowed to work normally
- C. Assigned only to receiving
- D. Exempt from reporting

9. An asymptomatic employee diagnosed with non-typhoidal Salmonella is generally:

- A. Restricted
- B. Automatically cleared
- C. Required to work only with raw meat
- D. Exempt from reporting

10. A food employee with sore throat and fever who works in a facility serving a highly susceptible population is generally:

- A. Excluded
- B. Given a new apron
- C. Allowed to prepare RTE food
- D. Required only to wear gloves

11. A food employee with an uncovered, draining infected wound is generally:

- A. Restricted
- B. Automatically certified
- C. Allowed to handle RTE food bare-handed
- D. Exempt from Chapter 2

12. The PIC must notify the regulatory authority when a food employee is:

- A. Jaundiced
- B. Wearing a plain wedding band
- C. Drinking from an approved closed cup
- D. Wearing a hair restraint

13. How long must the overall hand-cleaning procedure last at minimum?

- A. 5 seconds

- B. 10 seconds
- C. 20 seconds
- D. 60 seconds

14. During the handwashing procedure, hands and arms are rubbed vigorously for at least:

- A. 2-3 seconds
- B. 5 seconds
- C. 10-15 seconds
- D. 30-45 seconds

15. When must a food employee wash hands?

- A. Before putting on gloves for a food task
- B. Only at the beginning of the shift
- C. Only when an inspector is present
- D. Only after handling money

16. Where may a food employee properly wash hands?

- A. Food-preparation sink
- B. Warewashing sink
- C. Designated handwashing sink
- D. Mop sink

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17. Hand antiseptic is best described as:

- A. A replacement for handwashing
- B. Something that must be used only on hands cleaned as required when applicable
- C. A substitute for soap after using the toilet
- D. A chemical for washing produce

18. Artificial fingernails may be worn while working with exposed food when:

- A. They are brightly colored
- B. Intact gloves in good repair are worn
- C. The employee is a manager
- D. The shift is less than four hours

19. Which jewelry is specifically allowed by Chapter 2 while preparing food?

- A. Bracelet
- B. Watch
- C. Plain ring such as a wedding band
- D. Multiple stone rings

20. Food employees must wear clean outer clothing primarily to:

- A. Match the décor
- B. Prevent contamination
- C. Identify job title
- D. Reduce payroll costs

21. A food employee may drink at a workstation from a closed beverage container when:

- A. The container is handled to prevent contamination
- B. The drink is hot
- C. The drink contains only water
- D. The employee is on break

22. A food employee with persistent coughing that causes mouth or nose discharge may not work with:

- A. Exposed food and clean food-contact items
- B. Office paperwork
- C. Sealed shipping cartons only
- D. A time clock

23. An impermeable bandage on a finger of an employee working with exposed food must be:

- A. Removed
- B. Covered with a single-use glove
- C. Painted a bright color only
- D. Covered with jewelry

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24. Hair restraints are intended primarily to:

- A. Keep hair from contacting exposed food and protected items
- B. Keep employees warm
- C. Identify management
- D. Replace handwashing

25. Which is an allowed animal-handling situation under Chapter 2 when required handwashing follows?

- A. Any employee may pet customer animals
- B. A food employee may care for their service animal
- C. Employees may bring pets into food-prep areas
- D. Employees may handle any animal before plating food

26. The written employee illness policy must address which group of symptoms?

- A. Vomiting, diarrhea, sore throat with fever, jaundice, and infected wounds/cuts
- B. Headache and back pain only
- C. Seasonal allergies only
- D. Motion sickness only

27. The written employee illness policy must include which diagnosis?

- A. Norovirus
- B. Athlete's foot
- C. Migraine
- D. Hypertension

28. Written procedures for vomiting and diarrheal events must focus on:

- A. Marketing after the event
- B. Minimizing spread of contamination and exposure
- C. Changing menu prices
- D. Closing the business for 30 days in every case

29. Which statement about bare-hand contact with ready-to-eat food best reflects PIC duties?

- A. It is always required
- B. Employees should prevent it by using suitable utensils unless an approved alternative applies
- C. It is allowed whenever hands look clean
- D. It is allowed only during lunch

30. Which statement best describes the purpose of employee-health reporting?

- A. To punish employees
- B. To allow management to reduce the risk of foodborne disease transmission
- C. To replace cleaning and sanitizing
- D. To determine employee wages

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Answer Key

Questions 1-10	Questions 11-20	Questions 21-30
1. B	11. A	21. A
2. B	12. A	22. A
3. A	13. C	23. B
4. B	14. C	24. A
5. A	15. A	25. B
6. B	16. C	26. A
7. B	17. B	27. A
8. A	18. B	28. B
9. A	19. C	29. B
10. A	20. B	30. B

Source and Training Use

Primary source: U.S. Food and Drug Administration, 2026 Food Code, Chapter 2 - Management and Personnel, pp. 23-44. This coursebook paraphrases and organizes the Chapter 2 requirements for student instruction. Consult the official Food Code and the applicable regulatory authority for exact regulatory language and jurisdiction-specific requirements.

FDA Food Code 2026 is a model code. Adoption and enforcement can vary by state, local, tribal, territorial, and federal jurisdiction.

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