



# *Food Safety at Home Training Guide*




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## INTRODUCTION

This training guide provides instructions on how to use:

- The *Food Safety at Home* CD-ROM (CS-7221),
- Full Color 3-Layer NCR Form (English, MI-7223, or Spanish, MI-7222) and
- Full Color Laminated Poster (English, MI-7227, or Spanish, MI-7226).

These educational materials were designed for in-home use with the primary adult food preparer of restricted income/ resource families. The learners are assumed to have limited or minimal food safety education. The Poster, NCR Form and CD-ROM with computer and LCD Projector may also be used in group learning situations and with other learners.

Food safety hazards were selected based on reports in the scientific literature and input from educators with experience in the Minnesota Nutrition Education Program, College of Human Ecology, University of Minnesota. The English and Spanish kitchen scenes differ slightly in food safety hazards and furnishings. These were intended to reflect culturally appropriate situations.

A limited pilot study of the English materials (CD-ROM, NCR Form and Poster) was completed in December, 1997. The results indicated that all materials appeared to aid food hazard identification and hazard reduction as measured by the difference in participant scores and educator kitchen observations at initial and follow-up in-home visits. Results varied due the different learning situations, educators, and uses of materials.

Tools to assist in evaluating the resulting knowledge and behavior change are provided. Kitchen Observational Survey and Participant Score Sheet (page 21 ) and reflect direct and indirect indicators, respectively.

All forms of the educational material provide an opportunity to engage participants in learning about food safety. The content presented is not intended to be a complete source of information on the topic. More complete information on any specific food hazards may be provided by the educator involved.



## **COMPUTER-BASED CD-ROM**

### **Introduction:**

This material is to be used with the person in the household who has primary responsibility for food handling and preparation. The activity should be completed twice with that person to evaluate knowledge and behavior change. The second use should be at least 2 weeks after the first.

### **Supplies:**

- "Kitchen Scene" CD-ROM (CS-7221)
- The minimum computer requirements are as follows:
  - IBM or compatible Pentium 90,
  - 16 MB of RAM,
  - Sound Card Display on a 800 X 600 pixel monitor
  - CD-ROM drive, 1 MB of available of hard drive space and
  - Windows 95 operating system.
- **Note:** On older computers the CD may not work or the image may not display properly.
- Explanation of Hazards (page 16)
  - **Note:** An electronic Word file or printed copy of the Spanish translation of the Explanation of Hazards is available upon request. Contact the U of MN Extension food technologist/food safety content specialist (William Schafer) or the Families that Work State Program Office.
- Participant Handout (English, MI-7225 or Spanish, MI-7224).

### **Installation and Set-up for Running the Software From the Hard Drive**

#### **Copy to Hard Drive**

- Insert CD into your CD ROM Drive
- Go to the **Start** menu at the bottom left of the screen and click the right button on the mouse
- Click left button on the mouse to go to **Explore**.
- Select your CD-drive.
- Click anywhere on the right hand column of the screen.
- Go to the **Edit** menu at the top of the screen- **Select All**. (All items in the right hand column will be highlighted).
- Go to the **Edit** menu at the top of the screen, select **Copy**.
- Go to your **C Drive**.
- Go to the **File** menu at the top of the screen, select **New**, then select folder
- Type in **Foodsafety** in the new highlighted folder that appears among the C Drive files.
- Double click the **Foodsafety** folder in the right hand column of the screen.
- From the **Edit** menu select **Paste**.
- Close the window by clicking on the **X** in the upper right hand corner of screen.



#### Create Directory for Storing Client Records

- Click the right button on the mouse to go to the **Start** menu at the bottom of your screen.
- Click the left button on the mouse to go to **Explore** at the bottom of your screen.
- Select your **C drive**.
- Go to the **File** menu, select **New Folder**, a new highlighted folder will appear among the C Drive files.
- Type in **Foodsafe** and press **Enter**.
- Close the window by clicking on the **X** in the upper right hand corner of screen.

#### Creating a FoodSafety Launcher Short-Cut

- Right click anywhere on the screen.
- Select **New** from the menu.
- From **New** select **Shortcut**.
- Select **Browse** from the window which appears on the screen.
- Double click the **Foodsafety** folder.
- Select **Foodsafety Launcher.EXE**.
- Click on the **Open** button.
- Select **Next**.
- Select **Finish**.

#### Running the Software From the Hard Drive

- After completing the installation (above) Double click on the Food Safety Launcher shortcut icon on the screen.

### **Installation and Set-up for Running the Software From the CD-ROM**

#### Install from CD-ROM

- Insert the CD ROM into your CD ROM Drive.
- Click the right button on the mouse to go to the **Start** menu at the bottom of your screen.
- Click left button on the mouse to go to **Explore** at the bottom of your screen.
- Select your CD drive.
- In right hand column, double click on **Setup.Exe**.
- Close the window by clicking on the **X** in the upper right hand corner.
- Close **Explore**.
- The **Foodsafety Launcher** icon should appear on the screen.

#### Running from the CD-ROM

- Double click the **Foodsafety Launcher** icon that is on your screen.



### Setting the display to 800 X 600

- Click the right button on the mouse to go to the **Start** menu at the bottom of your screen.
- From the **Start Menu** choose **Settings**.
- Select **Control Panel**.
- Double click on **Display**.
- In the **Display** section choose the **Settings** tab, then slide arrow in the **desktop area** to 800X600 pixels.
- Click **OK** to exit this section

### Entering a Client Record

- Choose **Food Safety at Home** from the start-up menu or double click on the icon on your screen. This launches the program and brings you to the **Title Screen**.

#### Title Screen



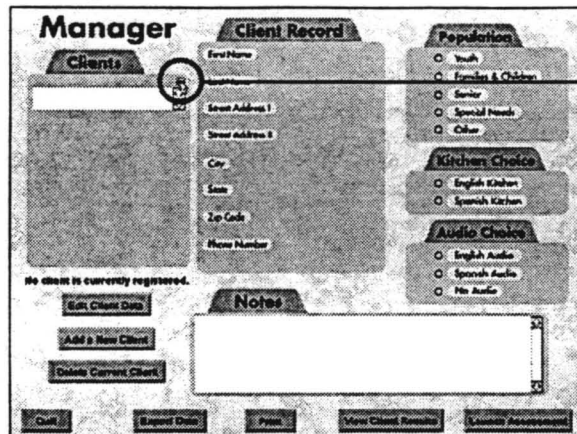
From the title screen you can enter the appropriate screen to retrieve client files, manage data collection, and begin the food safety assessment.

- Select the **More Info** button to review credits. Click anywhere on the credit screen to return to the Title Screen.
- Select the **Continue** button to move to the kitchen assessment activity. To use this option you must first register a client.
- Press the **“R”** key to register a client. This option requires that the client’s name has already been entered in the **Client List**.
- To enter a new client into the Client List, press **“M”** to access the **Manager Screen**.





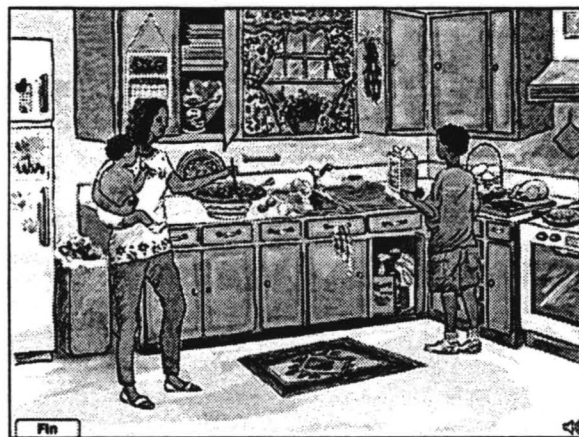
### Manager Screen



Open and close the client list by clicking here.

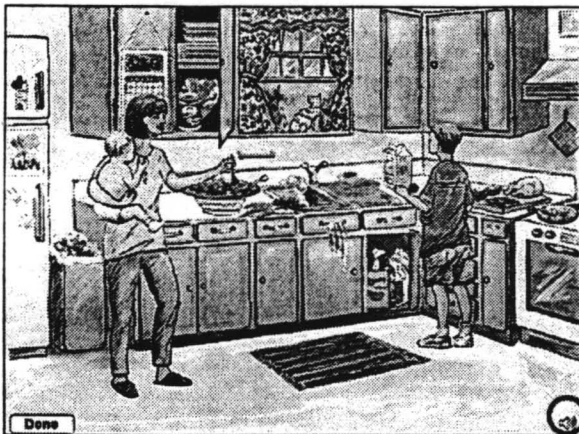
- To see who has been entered in the Client folder click on the box in the upper right hand corner of the Client box. To change to another client, select the name from the list. (You can, **Edit Client Data**, **Add A New Client** or **Delete Current Client** at anytime by selecting the labeled buttons.)
- From the Manager Screen choose the population group, from the **Population** folder, which relates to the client you are working with (**Youth, Families & Children, Elderly, or Special Needs Population**). **Note:** You can only do this when entering a client for the first time or editing a client's information.
- From the Manager screen select the English Kitchen or Spanish Kitchen version of the assessment in the **Kitchen Choice** folder.

### Spanish Kitchen Screen





### English Kitchen Screen



Click here to toggle sound on or off.

- From the Manager screen, select the English Audio or Spanish Audio or no audio version of the assessment in the **Audio Choice** folder. **Note:** You can only do this when entering a client for the first time or editing a client's information.
- After the choices have been made, choose **Save Client Data**.  
**Important:** Each time the assessment is completed the client's data is updated. When practicing or demonstrating the software do not use "real" clients.

### Notes

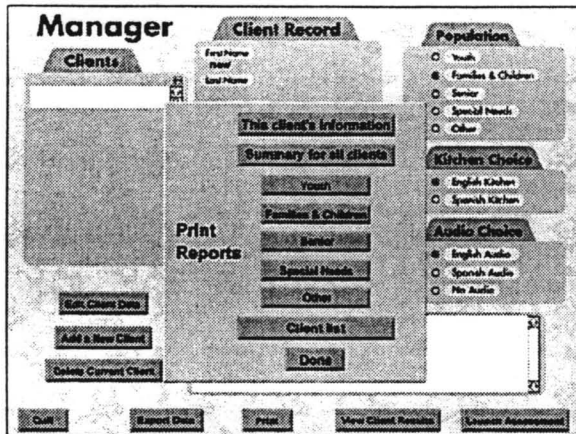
- In the **Notes** folder you can enter notes on the client and the observation you have made during your visit.
- Notes are saved and reported with client records.
- To access the notes folder you must first select a client and click **Edit Client Data** button.

### Print

- This option allows you to choose a variety of reports.
- To print a client's records you must first select a client from the **Client List**.
- Click the **Print** button to see a list of report options.
- Select the report you would like to print.
- Confirm the location of the printer.
- Click **OK**.
- When you are finished printing the reports you want, click the **Done** button.



**Print Options**



Click "Done" to close.

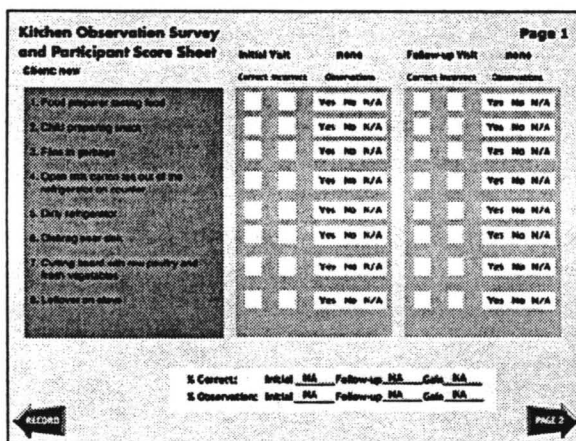
**Export Data**

- This option allows you to save data onto a floppy disk for export to a database for analysis.
- Click the **Export Data** button and follow the directions on the screen.
- Data will be exported for integration into a spreadsheet for analysis. For state office use only.

**View Client Results**

- This option brings you to the first of two screens of the **Kitchen Observation Survey and Participant Score Sheet**. You can view the results of the assessments for the selected client and enter observation data (by clicking on the correct options).

**Client Results Screen**



**Launch Assessment**

- Clicking this button allows you to enter the testing area from the Manager Screen .  
**Note:** A Client's name must be highlighted by saving Client Data or clicking on a client's name in the **Clients** folders before launching the assessment.



**Special Keys**

To	From	Press
Quit the program	any screen	Ctrl and Q
Move forward to the next section of the program	any screen (except Client Results)	Right arrow Key
Move backward to the previous section of the program	any screen (except Client Results)	Left arrow key
Move to the manager	the title screen or kitchen	M
Register a client already in the client list	the title screen	R

**Using the Software with a Client**

1. Explain that the purpose for the visit is to assist the client with safe food-handling and preparation at home and to assist the client in understanding the health risks associated with improper procedures.
2. Start the computer and offer any necessary orientation to its use such as, using the mouse.
3. Click on the **Foodsafety Launcher** icon.
4. Once the client is familiar with the computer and is registered enter the program by clicking on the Continue button in the Title screen. **Note:** You may want to carry a printed list of clients entered into the system. This will help you to enter the correct name when registering the client.
5. The program Audio may be turned on or off by clicking on the **Audio** icon in the lower right hand side of the Title screen.
6. The intro audio on the initial kitchen scene needs to finish before the participant can start selecting hazards. Once the text has finished, select the **Close** button.
7. Explain to the client that there are potential food hazards in this scene. Instruct the client to identify as many hazards as possible by clicking on that part of the kitchen scene. Feedback (text and audio, if selected) will let the client know if they are correct or incorrect. It is the Nutrition Education Assistant's responsibility to provide feedback (use the Explanation of Hazards content resource) if audio is NOT selected. Click the **Close** button to allow selection of another hazard after the feedback has been presented.





8. A speaker icon will appear next to the milk on the counter or the frying pan on the stove, when the cursor is over these objects. If selected, it provides hints on hazards (e.g. the milk has been out for over 2 hours).
9. While they are identifying hazards, ask clients to explain why they believe each situation presents a hazard and discuss how the situation should be corrected.
10. After identifying as many hazard areas as possible, review the fifteen hazard areas (fourteen in the English version) with the client by selecting the **Done** button. Circles identify hazard items correctly selected, squares identify hazards not identified. If a hazard has not been identified by the client, explain why this is a potential problem. Selecting a hazard on this screen will replay the audio associated with the hazard.
11. The identified hazards are color coded to define the type of hazard. Human hazards are identified with yellow circles, animal hazards with orange circles, hazardous food with blue circles and dirty object hazards are identified with green circles.
12. Select **Quit** to exit the program or the **Start Over** button to start over on another kitchen assessment for the same client.
13. Complete a kitchen walk-through with the client. Ask him/her to identify any possible hazards that may exist and how they should be corrected. (Remember, after you leave the client's house you will need to complete the Kitchen Observational Survey and Participant Score Sheet, if you are evaluating knowledge and behavior changes. Make your observations as you do the walk-through.)
14. At the end of the visit, the Participant Handout should be left with the client for the user to reference regarding actions and behaviors in their own kitchen.
15. Retain a printout of each Kitchen Observation Survey and Participant Score Sheet for your files when the sessions for that participant are completed. This will serve as a back-up to the electronic files in the software. Instructions on how to submit knowledge and behavior change data will be communicated by the state program office.
16. Complete and return the Materials Questionnaire after finishing the food safety program in which materials were used. Data submission instructions will be provided by your supervisor or state program office.





## **FULL COLOR 3-LAYER NCR FORM**

### **Introduction:**

This material is to be used with the person in the household who has primary responsibility for food handling and preparation. The activity should be completed twice with each person to evaluate knowledge and behavior change. The second use should be at least 2 weeks after the first.

### **Supplies:**

- Kitchen scene printed on 3 layers of NCR Form (English, MI-7223 or Spanish, MI-7222)
- Explanation of Hazards (page 16)  
**Note:** An electronic Word file or printed copy of the Spanish translation of the Explanation of Hazards is available upon request. Contact the U of MN Extension food technologist/food safety content specialist (William Schafer) or the Families that Work State Program Office.
- Ball-point pen for indicating hazard areas
- Hard writing surface
- Kitchen Observation Survey and Participant Score (Page 21)
- Materials Questionnaire (page 22)

### **Directions for using the NCR form with the client:**

1. Select either English or Spanish kitchen scene.
2. Explain that the purpose for the visit is to assist the client with safe food-handling and preparation at home and to assist the client in understanding the health risks associated with improper procedures.
3. Show the kitchen scene on NCR Form to the client. Tell the client that the scene contains possible food hazards. Ask the client to see how many s/he can identify. Mark the food hazards identified with an X.
4. While the client is identifying hazards, ask him/her to explain why they believe each situation presents a hazard and how the situation should be corrected.
5. After identifying as many hazard areas as possible, the client may lift the first NCR sheet to reveal the same picture with the hazards circled. Talk about the hazards which were not identified. Use "Explanation of Hazards" as a content resource. If a non-hazard has been identified by the client, explain why this is not a potential problem.



6. The identified hazards are color coded to define the type of hazard. Human hazards are identified with yellow circles, animal hazards with orange circles, hazardous food with blue circles and dirty object hazards are identified with green circles.
7. Complete a kitchen walk-through with the client. Ask him/her to identify any possible hazards that may exist and how they should be corrected. (Remember, after you leave the client's house you will need to complete the Participant Score Sheet/ Kitchen Observational Survey, if you are evaluating knowledge and behavior changes. Make your observations as you do the walk-through.)
8. At the end of the visit, leave the top two sheets for user reference about actions and behaviors in their own kitchen. The third sheet should be kept for your records.
9. If you are evaluating knowledge and behavior change, complete the Kitchen Observation Survey and Participant Score Sheet immediately after leaving the client's house. Attach it to your file copies of the kitchen scene worksheet. Retain these in your files. These may be requested by the state program office or content specialist
10. Complete and return the Materials Questionnaire after finishing the food safety program in which the materials were used. Data submission instructions will be provided by your supervisor or state program office.



## **FULL COLOR LAMINATED POSTER**

### **Introduction:**

This material is to be used with the person in the household who has primary responsibility for food handling and preparation. This activity should be completed twice with each person to evaluate knowledge and behavior change. The second use should be at least 2 weeks after the first.

### **Supplies:**

- Kitchen scene on full-color laminated poster 18" x 24" (English, MI-7227 or Spanish, MI-7226).
- Erasable grease pencil.
- Kleenex for erasing pencil.
- Post-it notes (alternative to grease pencil).
- Hard writing surface.
- Explanation of Hazards sheet (page 16) .

**Note:** An electronic Word file or printed copy of the Spanish translation of the Explanation of Hazards is available upon request. Contact the U of MN Extension food technologist/food safety content specialist (William Schafer) or the Families that Work State Program Office.

- Participant Handout (English, MI 7225 or Spanish, MI 7224).
- Kitchen Observation Survey and Participant Score (Page 21).
- Materials Questionnaire (page 22).

### **Directions for using the full Color Laminated Poster with the client:**

1. Select either the English or Spanish kitchen scene.
2. Explain that the purpose for the visit is to assist the client with safe food-handling and preparation at home and to assist the client in understanding the health risks associated with improper procedures.
3. Show the kitchen scene on the laminated poster to the client. Tell the client the scene contains possible food hazards. Ask the client to see how many s/he can identify.
4. While they are identifying hazards, ask them to explain why they believe each situation presents a hazard and how the situation should be corrected.
5. After identifying as many hazard areas as possible, review the areas with the client. Use "Explanation of Hazards" as a content resource. If a non-hazard has been identified by the client, explain why this is not a potential problem.
6. The identified hazards are color coded to define the type of hazard. Human hazards are identified with yellow circles, animal hazards with orange circles,





hazardous food with blue circles and dirty object hazards are identified with green circles.

7. Complete a kitchen walk-through with the client. Ask him/her to identify any possible hazards that may exist and how they should be corrected. (Remember, after you leave the client's house you will need to complete the Participant Score Sheet/Kitchen Observational Survey, if you are evaluating knowledge and behavior changes. Make your observations as you do the walk-through.)
8. At the end of the visit, the Participant Handout should be left with the client for user reference about actions and behaviors in their own kitchen.
9. If you are evaluating knowledge and behavior change, complete the Kitchen Observation Survey and Participant Score Sheet and immediately after leaving the client's house or learning location. Retain these in your files. These may be requested by the state program office or content specialist.
10. Complete and return the Materials Questionnaire after finishing the food safety program in which the materials were used. Data submission instructions will be provided by your supervisor or state program office.



## EXPLANATION OF HAZARDS

**NCR Form or Laminated Poster:** Use the following feedback when discussing possible hazards with clients. **Note:** An electronic word file or printed copy of the Spanish translation of the Explanation of Hazards is available upon request. Contact the U of MN Extension food technologist/food safety content specialist (William Schafer) or the Families that Work State Program Office.

### Food Hazards

*Female food preparer tasting food.*

**Yes, germs can be carried from your mouth to food. If you are sick or carry germs, then people eating the food may get sick. This is especially true for food that is not going to be cooked before someone else eats it. Use a clean spoon or fork every time you taste food you are preparing.**

**Also remember unwashed produce may have germs on its leaves or peels. Wash, drain and store most fruits and vegetables in a clean container in the refrigerator. Do not return them to the bags or packages they were in when you brought them home from the store.**

- Germs can be carried from your mouth to food.
- Other people eating the food may get sick.
- Use a clean spoon or fork every time you taste food.
- Also, wash, drain and store most fruit and vegetables in the refrigerator.

*Child preparing snack:*

**Yes, hands that are not washed carry germs to plates, utensils and food. Hands should be washed after going to the bathroom or after touching pets, hair, skin, dirty clothes or equipment. Wash your hands with soap and warm running water for 20 seconds, then rinse them and dry them with a clean towel.**

- Unwashed hands may carry germs to plates, utensils and food.
- Wash your hands after going to the bathroom, touching pets, your body or dirty items.
- Wash your hands with soap and warm running water for 20 seconds.

*Houseflies flying over open waste basket.*

**Flies, cockroaches, and other insects can carry germs from garbage or other dirty places to food. People who eat that food can get sick. Keep garbage covered. Use screens on windows and doors to prevent insects from coming into your home. Use approved insect sprays to spray in cabinets and around walls. Don't spray on food or surfaces where you prepare food.**



- Insects may carry germs from garbage or other dirty places to food.
- Keep garbage covered.
- Use approved insect sprays. Don't spray them on food, dishes, utensils or food preparation surfaces.

*Opened carton of milk left out of the refrigerator on the counter. This has been on the counter for over two hours.*

Yes, food that should be stored in the refrigerator may spoil if left out too long. Food bought at the grocery store from a refrigerated case and cut fruits and vegetables can spoil when left out of the refrigerator for more than two hours.

Food that has been left out for a long period should be thrown away and not eaten. Germs that could make you sick may have grown in these foods.:

Also remember, refrigerators need to be kept as cold as possible without freezing fresh fruits and vegetables (40 F). This slows down the growth of germs.

Refrigerators are also where frozen raw meat, poultry and fish need to be thawed. This keeps germs from growing on the surface of the meat while the center thaws. Also, put thawing meats on a plate or in a bowl to prevent dripping. This prevents the germs from getting into other food in the refrigerator.

- Food from the supermarket's refrigerated case should be returned to your home refrigerator as soon as possible after use.
- Throw away these foods if out of the refrigerator for more than two hours. Germs may have grown in these foods.
- Keep refrigerators as cold as possible.
- Also, thaw frozen raw meat, poultry and fish in a container in the refrigerator.

*Dirty spots in kitchen (dirt on refrigerator).*

Correct, dirty surfaces have germs that can be spread to food. Refrigerator doors, cabinet doors and handles, oven tops, burner knobs, can openers, scissors and knives should be cleaned when they are dirty and after being used.

Food put on dirty counters may pick up germs. Clean fruits and vegetables that are put in a dirty sink or on a dirty counter may pick up germs. Sinks and counters should be cleaned with soap and water before and after preparing food.

- Germs from dirty surfaces may spread to food.
- Clean dirty kitchen equipment.
- Clean sinks and counters with dish soap and water before and after preparing food.



*Dirty, rumpled dishrag on counter near sink.*

**Yes, a dirty dishrag, sponge or towel spreads germs to the counter, utensils, hands and food. This could make you sick.**

**Clean dish rags and towels should be used at the beginning of each day. Use one towel for drying hands and another towel for drying clean dishes. Each day sponges should be washed with detergent and squeezed dry. Keep a separate rag or towel to clean up floor spills or other messes.**

- **A dirty dishrag, sponge or towel may spread germs to counters, utensils, hands and food.**
- **Use a clean dishrag, dish towel and hand towel at the start of each day.**
- **Use a separate rag to clean up floor spills or other messes.**

*Cutting board with raw poultry and fresh vegetables.*

**Cutting boards should be thoroughly washed with detergent and rinsed after touching raw meat, poultry, and fish. They should also be washed before slicing or cutting washed fresh fruits and vegetables.**

**Germs from raw meat or unwashed vegetables will get into food that is placed on a dirty cutting board.**

- **Germs from dirty cutting boards may be spread to other food.**
- **Wash cutting boards with dish soap and rinse with water after touching raw meat, poultry, fish, and raw fruits and vegetables.**

*Leftovers on stove. After being cooked, this food was left on the stove top for over 2 hours.*

**Most cooked food should not be kept at room temperature for more than 2 hours. Move leftovers to a shallow pan or small containers to cool the food quickly. Then place it in the refrigerator. This slows the growth of germs which may be in the food after serving. Use clean spoons or other utensils to serve and move food to other pans or plates.**

**Also, be sure to cook foods properly, especially those containing raw meat, poultry, seafood and eggs. These foods should be hot and steaming, not raw or uncooked in the middle. When cooking or storing food remember to use pans and pots that have been approved for use with food. Some pottery has lead in its clear shiny coating. Lead can make people, especially children, very sick.**

- **Germs may grow in warm and improperly cooked food.**
- **Refrigerate leftovers as soon as the meal is over or at least within 2 hours.**
- **Move leftovers to a shallow pan or small containers to cool the food quickly.**
- **Also, cook foods properly using approved pans, pots and dishes.**





*Dirty dishes in sink:*

Unwashed dishes with food and water on them are great places for germs to grow. These germs may spread to nearby food from dirty utensils, splashes of water or from food touching the dirty sink.

It's best to wash dishes right after using them. If you have to wait, rinse the dishes to remove food. Then, stack and place the dishes away from the food preparation area until they're washed.

- Germs from unwashed dishes may be spread to nearby food.
- Wash dishes right after use or rinse, stack and place away from food preparation area.

*Unwashed produce, salad in bowl or fruit.* - (Refer to female food preparer tasting food)

*Diapered baby held by woman area next to food preparation area.*

Germs from a baby's bottom or dirty diapers may be carried to hands, rags, counters, and equipment. From there the germs may spread to food. Whoever eats the food could get sick.

Do not change diapers in areas where you prepare food. Be sure to wash your hands after changing a diaper. Dispose of dirty diapers in a closed trash container.

- Germs from a baby's bottom or dirty diaper may be spread to hands, rags, counters and equipment and then to food.
- Do not change diapers in food preparation areas.
- Wash yours hands after changing a diaper and placing it in a closed trash container.

*Containers of food stored under sink.*

Always store foods away from bleach, cleansers, detergents and other household cleaners so these won't get into food. These products can make you sick. And remember, cleaning products should also be kept out of the reach of children to prevent them from drinking or eating them by mistake.

- Eating or drinking household cleaners or food containing them can make people sick
- Store these away from food.
- Keep them out of the reach of children.



*Open food container with lid off and leaning on side*

Open packages of dry food may attract insects which carry germs, let in germs from other food or get wet which helps the germs to grow. Close open packages of food or move the food to a clean, dry jar or plastic container which can be closed.

- Open packages of dry food may attract insects which carry germs, let in germs from other food or get wet which helps germs to grow.
- Close open packages or move the food to a clean, dry container which can be closed.

*Raw eggs stored on counter*

Raw eggs may contain germs that can make you sick. Eggs should be stored in the refrigerator. This slows the growth of germs which may be in the eggs.

Eggs should also be cooked until the centers are not runny. This kills any germs that may be in the eggs. Wash your hands, utensils and work areas after coming in contact with eggs or foods made with eggs.

- Raw eggs may contain germs that can make you sick.
- Store eggs in the refrigerator to slow the growth of germs.
- Cook eggs until the centers are not runny to kill the germs.
- Wash hands, utensils and work areas after using eggs.

*Lead Glaze on Pottery (Spanish version only). - Refer to leftovers on stove.*

*Cat near food preparation area (English version only)*

Pets may have germs that can be spread to food. Keep pets away from places where you prepare food and wash your hands after playing with pets.

- Pets may have germs that can be spread to food.
- Keep pets away from food preparation areas.
- Wash your hands after playing with pets.

***Summary/ Wrap up***

People, animals, raw food and kitchen equipment carry germs that can get into and grow in food. These germs, when eaten, make people sick. Cleaners and lead which end up in food are also harmful. You can help to keep your family healthy by following these suggestions on food hazards and handling. If you have questions about food safety, call your local county extension office.

- You can help to keep your family healthy by following these suggestions to reduce food hazards and improve food handling.



## KITCHEN OBSERVATIONAL SURVEY AND PARTICIPANT SCORE SHEET

NEA Name: \_\_\_\_\_ Household ID # \_\_\_\_\_  
 Language type: English \_\_\_\_\_ Spanish \_\_\_\_\_ Kitchen type: English \_\_\_\_\_ Spanish \_\_\_\_\_  
 Group designator: Youth \_\_\_\_\_ Families with Children \_\_\_\_\_ Senior \_\_\_\_\_ Special Needs \_\_\_\_\_ Other \_\_\_\_\_  
 Identify with (x) whether the participant correctly or incorrectly identified the hazard. Indicate by Y,N or NA whether the hazard was observed.

Initial Visit (date) \_\_\_\_\_ Follow-up Visit (date) \_\_\_\_\_

Hazard	Correct	Incorrect	Observed yes/no/NA	Correct	Incorrect	Observed yes/no/NA
1. Food preparer tasting						
2. Child preparing snack						
3. Flies in garbage						
4. Open milk carton left out of the refrigerator on counter						
5. Dirty refrigerator						
6. Dirty dishrag near sink						
7. Cutting board with raw poultry and fresh vegetables						
8. Leftovers on stove						
9. Dirty dishes in sink						
10. Unwashed produce, salad in bowl						
11. Diapered baby held by woman next to food preparation area						
12. Food stored next to cleaners						
13. Open container of food with lid off leaning on its side						
14. Raw eggs stored on counter (Spanish version only)						
15. Lead glaze on pottery (Spanish version only)						
16. Cat in preparation area (English version only)						
Total #						
Percentage						

% Correct: Initial \_\_\_\_\_ Follow-up \_\_\_\_\_ Gain \_\_\_\_\_  
 % Observation Initial \_\_\_\_\_ Follow-up \_\_\_\_\_ Gain \_\_\_\_\_

\*\*\*\* Upon Request send this to: Families That Work Program, College of Human Ecology, Office of Outreach, 12 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108-6142.



## MATERIALS QUESTIONNAIRE

Date: \_\_\_\_\_ NEA: \_\_\_\_\_

Treatment Used: \_\_\_ computer \_\_\_ laminated poster \_\_\_\_\_ NCR Form

Number of households with which you used the materials: \_\_\_\_\_

**Directions:** Please answer each question by placing a check in the appropriate column. If your answer is no to a questions, please explain in the space provided.

YES NO Usability

\_\_\_ \_\_\_ 1. Were the food safety materials easy for you to use?

\_\_\_ \_\_\_ 2. Was it easy to gather the information you need for your tracking and reporting?

\_\_\_ \_\_\_ 3. Do you think the learner found the materials easy to use?

### Effectiveness

\_\_\_ \_\_\_ 4. Do you think the client learned about food hazards as a result of the training?

\_\_\_ \_\_\_ 5. Could you see a change in food handling and preparation as a result of the training?





**Directions:** Please provide brief comments for each of the following.

Did you encounter a situation where the food safety materials could not be used? If so, please describe the problem.

What suggestions do you have for improving the usefulness and effectiveness of the food safety materials?

**\*\*\*\* Upon Request send this to: Families That Work Program, College of Human Ecology, Office of Outreach, 12 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108-6142.**



## OTHER FOOD SAFETY EDUCATIONAL MATERIALS

The following materials are available from the Distribution Center, University of Minnesota Extension Service (<http://www.extension.umn.edu/DC/>). These may be of assistance in providing additional food safety information to learners or for staff development of educators:

Item	Source	Author(s)	Title	Type
<b><u>Publications for Purchase, phone 612-625-8173 for more information</u></b>				
FS-5524-TG	U of MN	Schafer, W.	Food: How Safe is Safe?	Factsheet
FO-3521-TG	U of MN	Schafer, W.	Bacterial Food-Borne Illnesses	Folder
FO-5711-TG	USDA		Quick Consumer Guide to Safe Food Handling	Folder
FO-6455-TG	U of IL		Food Safety for Bazaars, Buffets and Community Suppers	Folder
MI-6894-TG	Schuster, E.		Simply Good Eating Curriculum	Notebook

### **Videos and Curriculum for Rental, phone 612-624-4952, for more information**

VH-7070-TG	USDA		Quick Consumer Look at Safe Food Handling	Video Slides
VH-7071-TG	FDA		Dirty Little Secrets: Kitchen Food Safety	Video
EP-7215-TG	Rutgers U.		Safe Food at Home	Curriculum (Disabled)
EP-7217-TG	USDA Food Safety and Inspection Service		Danger Zone, The	Curriculum; Video (Youth)
EP-7119-TG	U. of Rhode Island		Detective Mike Robe's Fantastic Journey!	Curriculum; Video (Youth)



Item	Source	Author(s)	Title	Type
VH-7069-TG	USDA		Get With a Safe Food Attitude: What Moms-to-Be Need to Know About Safe Food Handling	Video (Youth)
VH-7072-TG	U. of Idaho		Feeding Young Children in Group Settings: Food Safety in Feeding Young Children	Video (Child care providers)
EP-7216-TG	Penn State U.		Safe Food: It's Up to You	Curriculum (Child care providers)
VH-7078-TG	Penn State U.		Learn Your Food Safety I.Q.: Eight Questions for Day Care Providers	Video (Child care providers)
VH-7077-TG	U. of Tennessee		Case of the Perfect Pig, The [Personal hygiene] (The Continuing Adventures of Microbeman)	Video (Food service)
VH-7076-TG	U. of Tennessee		Case of Wally's Salad, The [cross contamination] (The Continuing Adventures of Microbeman)	Video (Food service)
VH-7075-TG	U. of Tennessee		Case of LaGrande Burger, The [Heating/ holding] (The Continuing Adventures of Microbeman)	Video (Food Service)
VH-7074-TG	U. of Tennessee		Case of Conrad the Egghead, The [Cooling/ storage] (The Continuing Adventures of Microbeman)	Video (Food service)
MI-7211-TG	The American Dietetic Association	Anderson, P.	Food Safety for Professionals: A Reference and Study Guide	Reference; Study Guide (Educator)
VH-5896-TG	U. of Georgia		Consumer Confidence in the Food Supply: Risk vs. Benefit	Video (Educator)

