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Adherence

INSTRUCTIONS

Click on the **Edit** button to edit the form. Click the **Save** button to ensure your data will not be lost before navigating away from the form. When you have completed the form, click **Submit**.

Category 1 - Small Projects

Washoe County Health District

R-SP-1810-06287 | \$3,000.00 | Grant Year: Year 6 (Sept/Oct 2018)

*Managing Employee Health Workshop***ORGANIZATION INFORMATION**

Organization : Washoe County Health District
Primary Contact: Amber English
Secondary Contact: Amber English
Jurisdictional Level: Local

AUTHORIZING OFFICIAL INFORMATION

The Authorizing Official is the person in your jurisdiction who is authorized to approve this grant contract if awarded.

Authorizing Official Title: District Health Officer
Authorizing Official First Name: Kevin
Authorizing Official Last Name: Dick
Authorizing Official Email: kdick@washoecounty.us
Authorizing Official Phone: 775-328-2641

**PROJECT INFORMATION**

Have you conducted a Self-Assessment of all nine Retail Program Standards?

Self-Assessment Conducted: Yes

Date of Most Recent Self-Assessment: 10/3/2016

Please select a Small Project sub-category. Your Custom Project Related to Meeting One or More Standards (\$500 to \$3,000)

*Please note the **Project Title** has a limit of 255 characters. The system will automatically truncate text longer than this amount.*


Project Title: Managing Employee Health Workshop

Project Start Date must start on or after 01/01/2019.

Project Start Date: 1/1/2019

Project End Date must be completed by 12/31/2019.

Project End Date: 12/31/2019

 The Amount Requested value should be the same as the sub-category chosen above.

Amount Requested:

\$3,000.00

Project Summary:

In 2017, the Washoe County Health District (WCHD) conducted a baseline risk factor study on the occurrence of foodborne illness risk factors in Washoe County food establishments. In addition to measuring the occurrence of foodborne illness risk factors, the study included capturing data on the presence of employee health policies at the establishments included in the data collection. Results of the study indicate a lack of written employee health policies especially for independently owned food establishments. Additionally, Poor Personal Hygiene was identified as being one of the foodborne illness risk factors needing priority attention.

The WCHD would like to include efforts to improve employee health policies into the ongoing interventions strategies designed to improve and control personal hygiene practices among food service workers.

Objective: The WCHD would like to provide a joint training opportunity for both industry and regulator staff with Janet Anderberg as a guest speaker for an 8 hour workshop. Workshop discussion will focus on the impact of employee health on the foodborne illness risk factors, information on specific disease transmission, asymptomatic food workers, and hands on activities including the development of an example written employee health policy.

Activities/Completion Timeline:

Design, print and send workshop invitations – Sept 30, 2019

Print workshop materials – Oct 31, 2019

Workshop – Nov 5, 2019

Project Members:

Lead Project Coordinator: Amber English, Senior Environmental Health Specialist. Amber has been the Senior EHS in the Food Safety Program since 2014 and is responsible for the oversight and implementation of the Program Standards as well as activities related to food establishment inspection compliance, HACCP activities, enforcement, and training. Amber has been employed with the WCHD for over 14 years, and has worked in several EHS programs, including the Food Safety Program for the last nine years.

Project Role: Main point of contact for guest speaker, oversee and implement arrangements for guest speaker, training room, printing and sending of invitations, and printing and organizing of workshop materials.

Communicate project objectives to management team.

Project Members: Mike Touhey, Environmental Health Specialist and Teresa Long, Environmental Health Specialist.

Mike and Teresa are currently assigned to the program standards subprogram and are responsible for conducting routine compliance inspections, and complaint investigations of permitted food establishments, and other permitted EHS facility types. Additionally, Mike and Teresa are responsible for policy and procedure development related to the Program Standards, and are members of the HACCP review team.

Project Roles: Assist the Lead Project Coordinator with above listed task related to the implementation of the workshop.

Project Outcomes:

The workshop will provide better understanding and awareness to both WCHD staff and the regulated industry on how proper employee health practices and policies contribute to the control of foodborne illness risk factors and ultimately prevent foodborne disease in food establishments. Additionally, the workshop will provide participants an opportunity to develop a written employee health policy in which industry can implement in their facilities and regulators can use as an educational tool when conducting inspections of food establishments.

Activities designed to improve the control of risk factors will help the WCHD achieve conformance with Standard 9-Program Assessment.

WCHD staff attending the workshop will obtain continuing education credits which will aid the WCHD in achieving conformance with Standard 2 - Trained Regulator Staff.



The opportunity to facilitate communication and information exchange among regulators and industry will help maintain WCHD efforts with achievement of Standard 7 - Industry and Community Relations.

Achievements of the above outcomes will be measured using two methods: 1) data analysis from subsequent risk factor studies on the percentage of establishments with employee health policies and percentage of compliance in

the poor personal hygiene foodborne illness risk factor category, and 2) the WCHD plans to measure knowledge change by administering a pre-workshop knowledge survey of participants followed by a post workshop knowledge survey.

BUDGET INFORMATION

INSTRUCTIONS

1. Click the plus sign  to open the **Budget Worksheet**.
2. Provide start and end dates for the budget--*these should align with the Project Start and End Dates provided on the request form above.*
3. Fill in cost item descriptions in the Item column.
4. For the custom projects as listed below, please create Budget Line Items required for your project. For example: *Personnel Costs, Contracts, Equipment* (single items over \$500), *Supplies, Travel*, etc.
5. Fill in cost item amounts in the Budgeted column.
6. Click Save to save the **Budget Worksheet**.
7. To edit the **Budget Worksheet**, click the edit icon  to open the form.
8. The portal forms do not auto-save. You must click the **Save** button to ensure your data will not be lost.

Budget Worksheet

Budget Period	Budget	Actual	Variance
Year 6 Budget: 1/1/2019 to 12/31/2019	3,000	0	3,000
Total	3,000	0	3,000

Budget Snapshot

Year 6 Budget 1/1/2019 to 12/31/2019			
	Budget	Actual	Variance
Personnel Costs			0
Custom: Speaker Fee	1,500		1,500
Custom: Air Transportation	500		500
Custom: Lodging Accommodations	210		210
Custom: Per diem	192		192
Custom: Ground Transportation	40		40
Custom: Baggage Fee	50		50
Custom: Parking	111		111
Custom: Printing	397		397
Custom: 9			0
Custom: 10			0
Total	3,000	0	3,000

Budget Narrative (Maximum of 1,500 Characters):

Speaker Fee: \$1,500

Speaker Travel Reimbursement: Total: \$1,103

Air Transportation \$500

Accommodations 2 nights @ \$105/night = \$210

Per diem \$64 per day (3 days) = \$192

Ground Transport \$40

Baggage Fee \$50

Parking 3 days @ \$37 = \$111

Printing (Materials and Invitations) \$397

Total \$3,000

VERIFICATIONS

You must create and save a **Budget Worksheet** before you can submit the form. After saving the Budget Worksheet:

1. Click the checkbox below to verify you completed the **Budget Worksheet**.
2. A pop-up box will appear.
3. Optional: the pop-up box has a Note field. Leaving a note here is optional.
4. Click the **Save** button to save your checkmark--*once checked, these cannot be unchecked*.

☒ I confirm that I have completed the Budget Worksheet.