



GEORGIA DEPARTMENT OF PUBLIC HEALTH

Employee Health

RED BOOK

When to RESTRICT and EXCLUDE food service employees,
due to a **FOODBORNE ILLNESS**

Let's start an Employee Health Policy!

To start an employee health policy (EHP), you must have a training meeting with your employees, one at a time or as a group, and review some very specific information.

There are three forms which are used to explain the EHP. Two of the forms are for employees **and** managers and the third form is for **managers only**.

Form 1 “What is foodborne illness?”

Form 2 Employee Illness Reporting Agreement.

Form 3 Manager’s Decision Guide.

You will use forms #1 and #2 when training your employees. Make enough copies for each employee to have his/her own to review.

Form 1 – What is foodborne illness?

- 1) Foodborne illness can make customers sick and that can have an effect on the restaurant’s business.
- 2) The “Big Six” cause the most foodborne illnesses in the United States.
- 3) It is important for employees and managers to recognize the symptoms of the “Big Six” foodborne illnesses.

Form 2 – Employee Agreement;

- 1) The **employee agrees to report** to a manager if:
 - a. The employee experiences symptoms of a foodborne illness;
 - b. A doctor tells the employee he/she is sick with a foodborne illness;
 - c. The employee is exposed to a foodborne illness through contact with other people.

Make the EHP part of the training for all new employees. During inspections, the health department inspector will ask for evidence that you are doing the training.

There are two ways to show that employees have received the EHP information:

- 1) Employee signature on the Employee Agreement or
- 2) A sign-in sheet from a group training meeting.

If you have any questions about the Employee Health Policy, you may contact your local health department.

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Form 1

What is foodborne illness?

People can become sick from eating contaminated food. This is called foodborne illness. Contaminated means there are bacteria and viruses on the food which can make people sick. Sometimes the food in a restaurant can become contaminated because of the way an employee handles the food. If a customer becomes sick from eating contaminated food in a restaurant, there may be serious results. For example:

Employee

Contaminates the food by not washing his/her hands properly;

Customer

Gets sick

Tells friends, relatives, neighbors not to eat at restaurant

Complains to the health department

Could take the restaurant to court

Restaurant

Loses business

Could go out of business

Employee could be out of a job

Most of foodborne illness in the United States is caused by:

1. E.Coli

2. Hepatitis A

3. Shigella

4. Salmonella Typhi

5. Norovirus

6. Non-typhoidal Salmonella

These illnesses are referred to as the "Big Six". Often these illnesses have similar symptoms. It is important that an employee recognize the symptoms of foodborne illness such as:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever
- Skin infection such as open sores



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**CALL YOUR
MANAGER**

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Form 2 EMPLOYEE ILLNESS REPORTING AGREEMENT

You play an important role in providing safe food to the general public. As a food handler, you have a responsibility to report the symptoms and conditions listed below.

I agree to report to the person in charge any of the following symptoms of foodborne illness:

- Vomiting
- Diarrhea
- Jaundice – yellow skin or eye color
- Sore throat with fever
- Infected wounds

I agree to report to the person in charge if a doctor says that I have one of the following infections:

- E.coli
- Salmonella *Typhi*
- *Non-Typhoidal* Samonella
- Shigella
- Hepatitis A
- Norovirus

I agree to report to the person in charge if I am exposed to foodborne illness in any of the following ways:

- I am exposed to a confirmed outbreak of foodborne illness;
- Someone who lives in my house is diagnosed with a foodborne illness;
- Someone who lives in my house attends an event or works in a place which has a confirmed outbreak of foodborne illness.

Employee Acknowledgement

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment or by _____ County Health Department that may affect my employment.

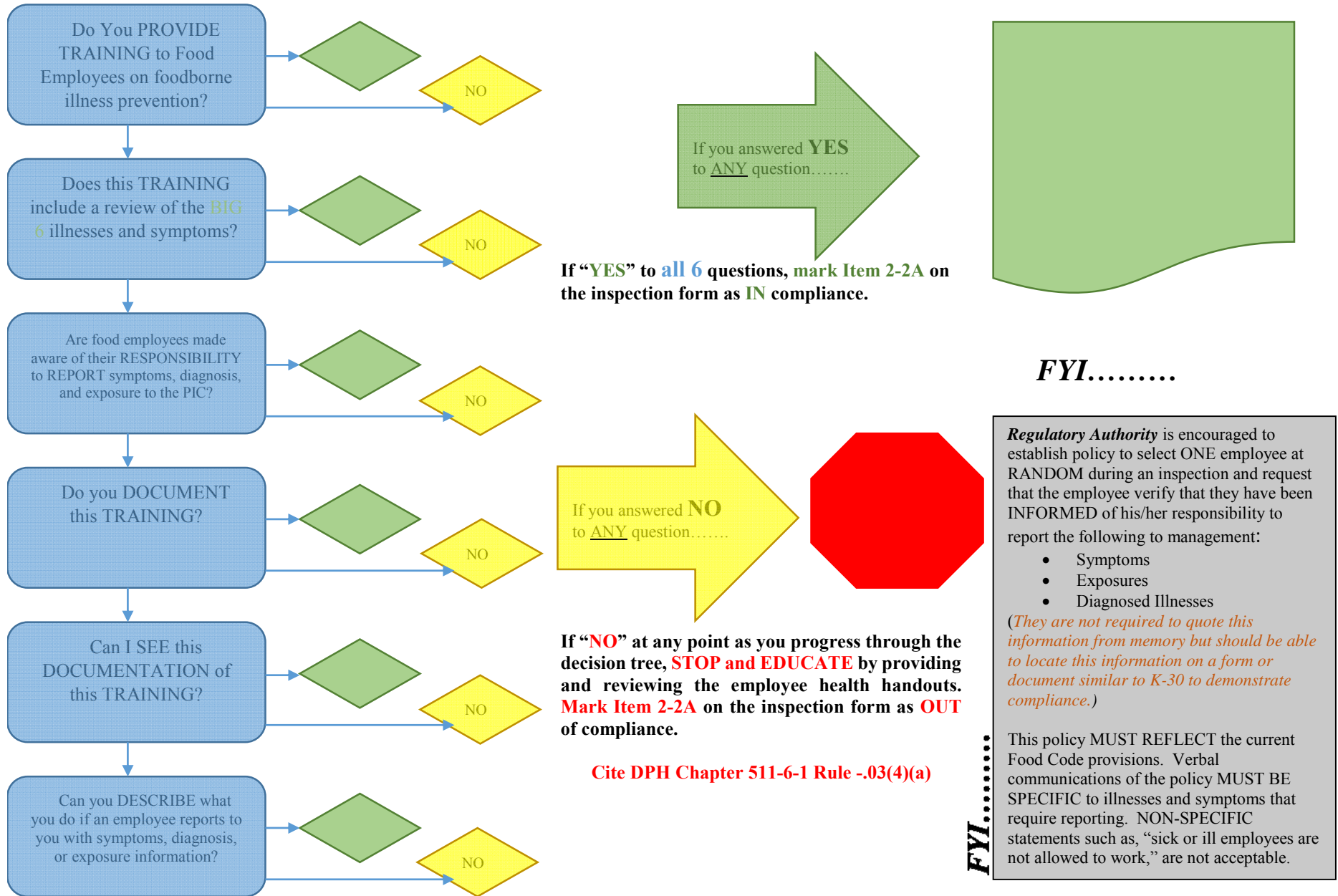
Employee Name (please print) _____

Employee Signature _____ Date _____

Signature of Person in Charge _____ Date _____

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FOOD EMPLOYEE HEALTH POLICY ASSESSMENT OF COMPLIANCE STATUS DECISION TREE



***This fact sheet was developed with assistance from Fairfax County Health Department, Fairfax, VA.

Employee Illness Decision Guide for PIC/CFSM

Use this flow chart to determine if an employee with an *undiagnosed* illness can spread the illness through food and should be restricted or excluded from work.

*Note: **Highly Susceptible Population**, means any person that is immunocompromised, preschool age children, or older adults (seniors).

Employee calls manager to report illness, PIC/CFSM asks EACH of the following questions:

