Employee Health

*RED* BOOK

**Forms and Decision Trees**

to educate
when to *RESTRICT* and *EXCLUDE* food service employees, if and when exhibiting symptoms or have been diagnosed with 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 employee health policy (EHP). Two of the forms are for employees and managers and the third form is for managers only.

Form #1 is titled “What is foodborne illness?”
Form #2 is called the Employee Illness Reporting Agreement.
Form #3 is called the 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? You must make the following important points:
1) Foodborne illness can make customers sick and that can have an effect on the restaurant’s business.
2) The BIG “6” cause the largest amount of foodborne illness in the United States.
3) It is important for employees and managers to recognize the symptoms of the BIG “6” foodborne illnesses.

Form #2 – Employee Agreement; you must make the following important points:
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 Employee Health Policy part of the training for all new employees. During inspections, the area health department inspector will ask for evidence that you are doing the training.

There are two ways to show that employees have received the Employee Health Policy 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. To find your local Health Department, please visit http://dph.georgia.gov/district-office-directory.
Let’s start an Employee Health Policy!

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

The largest amount of foodborne illness in the United States is caused from:

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 “6”. Often these illnesses have similar symptoms. It is important that an employee recognize the symptoms of foodborne illness such as:

1) Vomiting;
2) Diarrhea;
3) Jaundice;
4) Sore throat with fever; and,
5) Skin infection such as open sores.

CALL YOUR MANAGER
Let’s start an Employee Health Policy!

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:

1. Vomiting
2. Diarrhea
3. Jaundice – yellow skin or eye color
4. Sore throat with fever
5. Infected wounds

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

1. E.coli
2. Salmonella Typhi
3. Non-Typhoidal Salmonella
4. Shigella
5. Hepatitis A
6. Norovirus

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

1. I am exposed to a confirmed outbreak of foodborne illness;
2. Someone who lives in my house is diagnosed with a foodborne illness;
3. 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 ______________
Let’s start an Employee Health Policy!

FOOD EMPLOYEE HEALTH POLICY
ASSESSMENT OF COMPLIANCE STATUS DECISION TREE

1. Do You PROVIDE TRAINING to Food Employees on foodborne illness prevention?
   - YES
   - NO

2. Does this TRAINING include a review of the BIG 6 illnesses and symptoms?
   - YES
   - NO

3. Are food employees made aware of their RESPONSIBILITY to REPORT symptoms, diagnosis, and exposure to the PIC?
   - YES
   - NO

4. Do you DOCUMENT this TRAINING?
   - YES
   - NO

5. Can I SEE this DOCUMENTATION of this TRAINING?
   - YES
   - NO

6. Can you DESCRIBE what you do if an employee reports to you with symptoms, diagnosis, or exposure information?
   - YES
   - NO

If “YES” to all 6 questions, mark Item 2-2A on the inspection form as IN compliance.

If “YES” to any question…….

STOP & EDUCATE

If “NO” at any point as you progress through the decision tree, STOP and EDUCATE by providing and reviewing the employee health handouts. Mark Item 2-2A on the inspection form as OUT of compliance.

Cite DPH Chapter 511-6-1 Rule -.03(4)(a)

FYI………

Regulatory Authority is encouraged to establish policy to select ONE employee at RANDOM during an inspection and request that the employee verify that they have been INFORMED of his/her responsibility to report the following to management:
- Symptoms
- Exposures
- Diagnosed Illnesses

(They are not required to quote this information from memory but should be able to locate this information on a form or document similar to K-30 to demonstrate compliance.)

This policy MUST REFLECT the current Food Code provisions. Verbal communications of the policy MUST BE SPECIFIC to illnesses and symptoms that require reporting. NON-SPECIFIC statements such as, “sick or ill employees are not allowed to work,” are not acceptable.

FYI………

***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).

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

- **Does the employee have vomiting, diarrhea, or jaundice?**
  - **YES**
    - No food safety risk
  - **NO**

- **Does the employee have symptoms of sore-throat with fever?**
  - **YES**
    - No food safety risk
  - **NO**

- **Does someone else in the household have vomiting, diarrhea, or jaundice?**
  - **YES**
    - No food safety risk
  - **NO**

- **Does the employee have symptoms of an infected cut or wound?**
  - **YES**
    - No food safety risk
  - **NO**

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**Is this facility a nursing home, adult day health care, child day care, or elementary school that serves a highly susceptible population?**

- **YES**
  - Exclude employee from work
    - If already at work: send home
    - Exclude from work until 24 hours after symptoms end
    - If jaundiced, contact Health Department (exclude for 7 days)
    - Discuss how illness is transmitted through food by ill food employees
    - Record incident

- **NO**
  - Allow work with restrictions
    - Employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service items
    - Contact Health Dept. for guidance on return of employee
    - Reinforce handwashing
    - Educate on symptoms
    - Discuss illness reporting policy
    - Discuss how illness is transmitted through food by ill food employees
    - Record incident

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**Is this facility a nursing home, adult day health care, child day care, or elementary school that serves a highly susceptible population?**

- **YES**
  - Protect the lesion or open wound with an impermeable cover. If the lesion or open wound is located on a hand, use a single use glove.

- **NO**
  - Allow regular work
    - Educate on symptoms
    - Reinforce handwashing
    - No bare hand contact with ready-to-eat foods or clean utensils
    - Discuss illness reporting policy
    - Discuss how illness is transmitted through food by ill food employees
    - Record incident

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If a food employee reports a diagnosis of Norovirus, *Ecoli* 0157:H7, *Shigella*, Hepatitis A virus, *nontyphoidal Salmonella*, or *Salmonella Typhi* (or if someone in their household is diagnosed with one of these illnesses), immediately contact your local Health Department for guidance. To find your local Health Department visit [http://dph.georgia.gov/district-office-directory](http://dph.georgia.gov/district-office-directory)