



## Employee Health Policy Example

### Purpose

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees report to the “person in charge” (PIC) information about their health as it relates to diseases that are transmissible through food.

### Reporting

A food employee shall report the information in a manner that allows the PIC to reduce the risk of foodborne disease through transmission if the food employee or conditional employee:

1. Has any of the following symptoms:
  - a. Vomiting
  - b. Diarrhea
  - c. Jaundice
  - d. Sore throat with fever
  - e. Lesions (containing pus or an infected wound that is open or draining)
  
2. Has an illness diagnosed by a health care provider due to:

<ol style="list-style-type: none"><li>a. Campylobacter</li><li>b. Cryptosporidium</li><li>c. Cyclospora</li><li>d. Entamoeba histolytica</li><li>e. <b>Escherichia coli *</b></li><li>f. Giardia</li><li>g. <b>Hepatitis A *</b></li></ol>	<ol style="list-style-type: none"><li>h. <b>Norovirus *</b></li><li>i. Salmonella ssp.</li><li>j. <b>Salmonella Typhi *</b></li><li>k. <b>Shigella *</b></li><li>l. Vibrio cholerae</li><li>m. Yersinia</li></ol>
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3. Had a previous illness, diagnosed by a health care provider, within the past three months due to Salmonella Typhi, without having received antibiotic therapy, as directed by health care provider
  
4. Has been exposed to, or is the suspected source of, a confirmed disease outbreak, because the food employee or conditional employee consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by a person infected with any diseases bolded above.
  
5. Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and had knowledge about, an individual who works or attends a setting where there is confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual diagnosed with an illness caused by the diseases stated \* above.



**Exclusions and Restrictions**

The PIC shall **restrict** the duties of a food employee from a food service operation or retail food establishment that has any of the **symptoms** listed on previous page.

The PIC shall **restrict or exclude** the duties of a food employee from a food service operation or retail food establishment that has any of the **illnesses** listed on the previous page.

- Restrict- the employee may come to work, but duties may be limited so that there is no risk of transmitting a disease through food and the food employee does not work with exposed food; clean equipment, utensils, linens, and un-wrapped single-service or single use articles.
- Exclude- the employee may not come to work

The PIC shall notify the licensor if an employee is diagnosed with any of the listed illnesses.

**Returning to Work**

The PIC may remove a restriction or exclusion if the employee is released by a health care provider or by approval of the licensor. This provision does not prohibit a PIC from removing the restriction of a food employee if the restriction was due to symptoms listed on previous page, the symptoms have ceased, and the illness was not from an infectious disease agent listed on previous page.

**Policy**

The \_\_\_\_\_ is committed to ensuring the health, safety and wellbeing of our employees and customers by complying with all health department regulations and the purpose statement listed.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***\*\*This is only an example and you may wish to include additional information within your own policy.***

**Person-In Charge**  
*When to use which action:*

Based on Ohio Uniform Food Safety Code: Section 3717-1-02.1;  
Management and Personnel: Employee Health

**Restrict or Exclude**

*\*If diagnosed with a foodborne illness*

- a. Campylobacter
- b. Cryptosporidium
- c. Cyclospora
- d. Entamoeba histolytica
- e. **Escherichia coli \***
- f. Giardia
- g. **Hepatitis A \***
- h. **Norovirus \***
- i. Salmonella ssp.
- j. **Salmonella Typhi \***
- k. **Shigella \***
- l. Vibrio cholerae
- m. Yersinia

*\*Or exposed to those bolded diseases.*

*\*If suffering from symptoms listed under Restrict*

**Restrict**

*If suffering from symptoms:*

- a. Vomiting
- b. Diarrhea
- c. Jaundice
- d. Sore throat with fever
- e. Lesions (containing pus or an infected wound that is open or draining)

**Report**

PIC must notify the local health department immediately that a food employee has been diagnosed with a foodborne illness after excluding them from work.

**937-548-4196 ext. 2**

