
Employee Illness Reporting Policy

Facility Name: _____

Facility Location: _____

Effective Date: _____

Purpose

The purpose of the Employee Illness Reporting Policy is to ensure that all food employees notify the Person-in-Charge (PIC) when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

Policy

The _____ (facility name)

located at _____ (facility location)

is committed to ensuring the health, safety, and well-being of our employees and customers and complying with all related DeKalb County Department of Health regulations. All food employees shall report if they are experiencing any of the following symptoms to their PIC:

- Diarrhea
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand, or any exposed body part

Food employees shall also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Salmonella typhi
- Salmonellosis
- Shigellosis
- *E. coli*
- Hepatitis A virus
- Norovirus

In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

Food Employee Responsibility

All food employees shall follow the reporting requirements specified above involving symptoms, diagnosis, and high risk conditions specified. All food employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Illinois law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.

Person-in-Charge Responsibility

The PIC shall take appropriate action as specified in the Illinois Food Code and Control of Communicable Diseases Code to exclude, restrict, and/or monitor food employees who have reported any of the aforementioned conditions. The PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the Food Code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health policy agreement and sign the form acknowledging their awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.

The Person-in-Charge shall maintain an employee illness log.

Additional Notes

Employee Health Policy Template

Please refer to the FDA's Employee Health and Personal Hygiene Handbook starting on page 33 for a more detailed form to keep for employee records.

Employee Health Policy Procedure:

EMPLOYEES

- If an **employee experiences symptoms at work** that include vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, and/or infected cuts and burns with pus on hands and wrists; then the employee shall:
 - 1.) Stop work immediately;
 - 2.) Report to management; and
 - 3.) Go home and return after at least 48 hours have passed since the vomiting and diarrhea symptoms ended.
- If an **employee experiences symptoms before the employee arrives to work** that include vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, and/or infected cuts and burns with pus on hands and wrists; then the employee shall:
 - 1.) Notify the manager by telephone; and
 - 2.) Do not report to work until at least 48 hours have passed after the diarrhea and vomiting symptoms have ended.

MANAGEMENT

- If an employee reports symptoms at work that include vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, and/or infected cuts and burns with pus on hands and wrists; then management shall, **depending on type of illness:**
 - 1.) **Either** have the employee stop work immediately.
 - 2.) Have the employee leave the food establishment.
 - 3.) Report needed illness to the regulatory authority and have the employee's return to work approved by the regulatory authority; **OR**
 - 1.) Place the employee on restricted duty, that is, no working with or around food.
 - 2.) Allow food employees to return to work with written medical documentation from a health practitioner.
 - 3.) If the food employee works in a facility that serves a highly susceptible population, exclude the food employee from the food establishment.

ALSO

- Restrict any employee from working with food who has an infected skin lesion with pus, like a boil or infected wound that is not properly covered. The manager can lift the restriction once the infected area is properly covered or healed.
- If the food establishment serves a highly susceptible population and an employee reports an exposure to foodborne illness:
 - 1.) Restrict the food employee and make sure that training is provided about:
 - a. The foodborne illness and related symptoms;
 - b. Handwashing procedures;
 - c. The prevention of bare hand contact with ready-to-eat foods; and
 - d. The length of restriction and what is required to have the restriction lifted.
- The Person-in-Charge shall notify the DeKalb County Department of Health when a food employee reports a listed diagnosis of Norovirus, *Shigella* spp., STEC (Shiga toxin-producing *Escherichia coli*), Salmonella Typhi, and hepatitis A virus. Exclusion times vary depending on diagnosis and whether or not the food facility serves a highly susceptible population. Consult pages 43-59 of the FDA Employee Health and Personal Hygiene Handbook and DCHD for specific exclusion direction.

Establishment Name: _____

Person-in-Charge to Notify: _____

Location of Procedure: _____

