

Employee Health Policy Agreement

Agreement between employee and Person-in-Charge

Food Facility: _____

Address: _____

Reporting Symptoms of Illness

The employee agrees to report to the Person-in-Charge when experiencing **ANY** of the following symptoms:

- Diarrhea
- Stomach cramps
- Vomiting
- Sore throat and fever
- Jaundice (yellowing of eyes or skin)
- Infected cuts, wounds, or boils with pus on the hands or wrists

Person-in-Charge to immediately notify local health department when aware of 2 or more food employees ill with gastrointestinal symptoms and continue to monitor employees for signs of illness.

Reporting Diagnosed Illness

The employee agrees to report to the Person-in-Charge when they have been diagnosed by a medical professional with:

- Norovirus
- Hepatitis A
- Shigella spp.
- Shiga Toxin-Producing E. coli
- Salmonella Typhi (typhoid fever)
- Salmonellosis

The Person-in-Charge notifies the local health department about any employee with a diagnosed illness.

If Symptoms of Illness Occurs:

If symptoms occur at work:

- Stop work immediately
- Report to management
- See a health practitioner / doctor
- Go home, return to work after symptom free for at least 48 hours

If symptoms occur before reporting to work:

- Notify management
- Do not report to work until symptom free for 48 hours

Call-In Procedure:

The Person-in-Charge shall maintain a detailed record of all employee calls with acute gastrointestinal symptoms and action taken. The Person-in-Charge has final approval on all employees returning to work and verifying they have been symptom free for at least 48 hours prior to return.

If Diagnosed Illness Occurs

- If an employee is restricted from work they are allowed to come to work, but their work duties may be limited to non-food handling and non-utensil handling.
- If an employee is excluded from work they are **NOT** allowed to come to work.
- If an employee is excluded from work for being diagnosed with one of the illnesses listed above, the employee will not be able to return to work until obtaining reinstatement approval from DCDH Communicable Disease Section.

The Person-in-Charge may restrict or exclude an employee from work based on the type of symptoms reported and the severity.

No _____ (food facility name) employee, including conditional employees, shall work with any of the above listed health conditions per the Illinois Food Code and Control of Communicable Diseases Code policy.

I have read and understand all of the information contained in this document. I understand that I have a responsibility to follow each step.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Person-in-Charge Printed Name: _____

Person-in-Charge Signature: _____ Date: _____

Implementation of an Effective Employee Health Policy

Foodborne illness prevention begins with properly trained staff not working when ill with vomiting, diarrhea, or jaundice; or if they have been diagnosed with a reportable communicable disease as listed in the Illinois Food Code and Control of Communicable Diseases Code.

The Employee Health Policy Agreement is designed to be used as a tool for the Person-in-Charge to assist with conforming to the requirements outlined in the Illinois Food Code and Control of Communicable Diseases Code for retail food facilities.

The Illinois Food Code requires a food facility Person-in-Charge to:

1. Recognize diseases that are transmitted by foods and the common symptoms of foodborne illness.
2. Inform employees of reporting requirements.
3. Restrict or exclude affected food workers.
 - The Person-in-Charge must prevent food contamination by employees with certain symptoms of illness:
 - Restriction:** preventing an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service items.
 - Exclusion:** preventing an employee from entering or working in any part of the food facility.
4. Notify the DeKalb County Health Department at 815-758-6673.
5. Inform food employees of the reporting requirements.
 - Employees must inform employers when they are experiencing common foodborne illness symptoms.
 - Managers should monitor the health of their current employees and future employees.
 - Managers should promote good communication and the reporting of illness.