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## **Employee Illness Reporting Policy**

**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 Illness Log**

Report Date	Employee Name	Symptoms/ Illnesses Reported to the Manager						Diagnosed?	
		Vomiting**	Diarrhea**	Jaundice (yellowing of eyes or skin)	Fever	Respiratory (cough, sore throat, runny nose)	Action Taken	Date Returned to Work	<i>E. coli</i> O157:H7, <i>Salmonella</i> , <i>Shigella</i> , or hepatitis A

\*\*Employees with diarrhea or vomiting **MUST BE EXCLUDED** from work for at **LEAST 48 HOURS** after symptoms are gone.

The person-in-charge is required to notify the DeKalb County Department of Health, if any food employees are known to be infected with Salmonella, Shigella, E. coli, the Hepatitis A virus, Norovirus, or other pathogen that can be transmitted through food. The Illinois Food Code requires food workers to report information about their health as it relates to illnesses that can be passed through food.