Employees must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Employees must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. In addition, the PIC must report certain symptoms, illnesses, and potential outbreaks to the health department. *Use this document as your employee health policy, attaching employee training materials, or as a checklist to make sure your establishment’s employee health plan is complete.*

Toolkit: Employee Health

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| **Section 1: Food Establishment Information** | | | | |
| **Establishment Name** | | | **Phone**  (xxx) xxx-xxxx | |
| **Street (Physical Address)** | | **City** | **ZIP** | **Email** |
| **Contact Name** | | **Title / Position** | | |
| **Section 2: Employees Must Report to Person in Charge** | | | | |
| **✓** | Employees must report potential foodborne illness to the Person in Charge.  Include the following items for employees to report in your employee health plan: | | | |
|  | **Symptoms**   * Vomiting * Diarrhea – loose stools * Jaundice – yellow skin or eyes * Sore throat with fever * Infected wounds * Other: | | | |
|  | **Diagnosed Illnesses**   * *E.coli* (“STEC” or Shiga-Toxin producing *E. coli*) * *Salmonella* * *Shigella* * Hepatitis A * Norovirus * Other: | | | |
| HSP  N/A | **Exposure**:For institutions that serve highly susceptible populations (HSP) like nursing homes.   * Food worker ate or prepared food implicated in a foodborne illness outbreak * Food worker attended or worked in a facility with a confirmed foodborne illness outbreak * Food worker lives in the same house with someone that works at or attended a place with a confirmed foodborne outbreak * Food worker lives in the same household or eaten food prepared by a person with *E.coli* (“STEC”), *Shigella, Salmonella* Typhi, hepatitis A, jaundice, or norovirus * Other: | | | |
|  | **Potential Foodborne Illness Incidents**   * Any complaint of illness potentially linked to food must be reported to Person in Charge * Other: | | | |
| **Section 3**: **Person in Charge Must Report to Health Authority** | | | | |
| **✓** | **Person in Charge must immediately notify the local health department (and regulatory authority if not the same agency) of the following**: | | | |
|  | * Food worker with jaundice * Food worker with diagnosed illness (see above), even if the worker has no symptoms * Report of potential foodborne illness incident, such as a customer complaint of illness * Other: | | | |

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Toolkit: Employee Health

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| **Section 4: Exclusion and Restriction** | | |
| **✓** | Food worker must not work if sick. | |
|  | **Exclusion: Food workers must not work in the food establishment until approved to return if they have**:   * **Diarrhea or vomiting.** Food workers may not return until at least 24 hours after symptoms have gone away. * **Jaundice**. Food worker may not return until approved by health department. * **Diagnosed foodborne illness**. Food worker may not return until approved by the health department. * **Sore throat with fever** (if working in a HSP facility). Food worker may return when symptoms have gone away. * **A previous infection with Typhoid Fever** (*Salmonella* Typhi) within the past 3 months. Food worker may not return until approved by health department. * Other: | |
|  | **Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils**.   * **Sore throat with fever**. Food worker may return when symptoms have gone away. **Note:** Food worker must be excluded if working in an HSP facility. * **Exposure to foodborne pathogens** (if working in an HSP facility). Food worker may not return until approved by health department. * **Inflamed or pus-filled wound on the hand or wrist**. Food worker may work unrestricted if wound can be covered – including a single-use glove if the wound is on the hand or wrist. * **Persistent sneezing, coughing, or runny nose**. | |
| **Section 5**: **Employee Training** | | |
| **Employee Training**: Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff or posting the training materials in staff areas. | | |
|  | In addition to the reporting requirements in this document, employees must be trained on: (Check all that apply.)  Handwashing  Preventing Bare Hand Contact  Other: | |
|  | How are employees trained?  Signs  Video  Read & Sign Document  Other: | |
|  | How often are employees trained?  Once  Quarterly  Annually  Other: | |
| **Worker Assignments**: All food workers must be trained on employee health requirements. | | |
|  | Who is supposed to train staff on employee health? (Check all that apply.)  Owner  Certified Food Protection Manager  Person in Charge  Other: | |
| **Section 6: Additional Facility-Specific Information** | | |
|  | | |
| **Section 7: Plan Maintenance** | | |
|  | How often is the plan reviewed and updated?  Annually  Other: | |
| **Section 8: Signature** | | |
| Plan prepared by: | | |
| (xxx) xxx-xxxx | | |
| Signature Date | | Printed Name Phone |
|  | |  |

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