

FOOD EMPLOYEE ILLNESS REPORTING POLICY

PURPOSE

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees notify the Owner/General Manager, or other “person-in-charge” (PIC) when an employee experiences any of the conditions listed so that appropriate steps are taken to prevent transmission of foodborne illness or communicable diseases.

POLICY

_____ is committed to ensuring the health, safety and well-being of our employees and customers by complying with all health department regulations. All food employees shall report if they are experiencing any of the following symptoms to their person-in-charge (PIC):

- ☆ Diarrhea
- ☆ Fever [Especially if accompanied by Sore Throat]
- ☆ Vomiting
- ☆ Jaundice [yellowing of the skin or whites of the eyes]
- ☆ Infected Cuts, Boils or Lesions [regardless of size] located on fingers, hands or exposed body parts containing pus
- ☆ Acute Gastrointestinal Symptoms [stomach or bowel pain, cramps or nausea]

Food employees shall report to 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 casual contact:

- Campylobacter
- Cryptosporidium (Crypto)
- Cyclospora (Cyclosporiasis)
- Entamoeba Histolytica (Amebiasis)
- Escherichia Coli 0157:H7 (E. coli 0157:H7)
- Giardia
- Hepatitis A (Hep-A)
- Norovirus (Norwalk Virus)
- Salmonella spp. (Salmonella)
- Salmonella Typhi (Typhoid fever)
- Shigella
- Vibrio Cholerae (Cholera)
- Yersinia (Plague)

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 a 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 that are subject to the work restrictions or exclusions that are imposed upon them under Ohio law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.

PIC [PERSON-IN-CHARGE] RESPONSIBILITY

The PIC (manager or supervisor) will take appropriate action as specified in the Ohio Uniform Food Safety Code 3717-1-02.1 (D) to exclude, restrict and/or monitor food employees who have reported any of the aforementioned conditions.

EXCLUSION

The PIC must exclude employees from the food operation until diarrhea or other symptoms have ceased and **two consecutive stool samples are negative** for the following (**exceptions are noted in brackets for specific agents**):

- Salmonella spp.
- Shigella
- Escherichia Coli 0157:H7 (E. coli 0157:H7)
- Campylobacter
- Vibrio Cholera (Cholera)
- Cryptosporidium (Crypto) - [3 Negative Stool Samples]
- Giardia - [3 Negative Stool Samples]
- Yersinia (Plague)
- Hepatitis A (Hep-A) - [10 days after initial symptoms]
- Cyclospora (Cyclosporiasis) - [After diarrhea has ceased and antimicrobial therapy has commenced]

The PIC will ensure these actions are followed and only release the ill food employee from exclusion 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 will ensure that all food employees who have been conditionally employed, or who are employed, read and sign this 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.

By signing below the employee or provisional employee acknowledges that they have reviewed and agree to comply with the Food Employee Illness Reporting Policy.

Employee Signature:

Date:

Person-In-Charge Signature:

Date: