



What is the purpose of an employee illness policy?

An employee illness policy ensures food employees are informed of their responsibility to notify the person-in-charge when they become ill or infected with certain symptoms or are diagnosed with certain illnesses. Then, the person-in-charge can take appropriate steps to prevent the transmission of foodborne illness.

Is an employee illness policy required?

Yes. The person-in-charge and food employees should be familiar with an Employee Illness Policy, whether it is verbal or in writing. It is required because ill food workers are a leading cause of foodborne illness outbreaks and an effective policy reduces the risk of food contamination by ill food workers.

What should be included in the policy?

The policy should include the following:

- 1) How the person-in-charge will inform food employees of the policy
- 2) The responsibilities of the food employee to recognize and report symptoms or diagnosed illness to the person-in-charge
- 3) The responsibilities of the person-in-charge to exclude or restrict ill or symptomatic employees and notify the regulatory authority

Responsibility of Food Employees

- 1) Report the following **symptoms** to the person-in-charge
 - Vomiting
 - Diarrhea
 - Jaundice
 - Sore Throat w/ Fever
 - Infected Wound

- 2) Report the following **diagnosed illnesses** to the person-in-charge
 - Salmonella typhi (typhoid-like fever)
 - Salmonella (non-typhoidal)
 - Hepatitis A virus
 - E. coli O157:H7
 - Shigella (causes shigellosis)
 - Norovirus

Responsibility of Person-in-Charge

- 1) **Informing** food employees of their reporting requirements
 - a) use of the written FORM 1-B Food Employee Reporting Agreement for every food employee is one way to accomplish this requirement



2) **Exclusion:** preventing a food employee from entering or working in a food establishment

a) **Exclude** all employees from the establishment while they have:

- Diarrhea
- Vomiting
- Jaundice

Exclude employees until 48 hours after the last episode of vomiting or diarrhea.

For jaundice, exclude until documentation can be provided from a doctor stating that jaundice is not caused by the Hepatitis A virus.

b) **Exclude** all employees with the following diagnosed illness:

- Norovirus
- Hepatitis A
- Shigella
- E. coli 0157:H7
- Salmonella typhi **and** Salmonella (non-typhoidal)

For Norovirus, exclude until 48 hours symptom-free and approval is obtained from DuPage County Health Department. For Hepatitis A, Shigella, E. coli, and Salmonella (typhi and non-typhoidal), exclude until approval is obtained from DuPage County Health Department.

3) **Restriction:** limiting the activities of food employee so they are not working with exposed food, clean equipment, utensils, linens, or unwrapped single-service items

a) **Restrict** all employees while they have:

- Sore throat with fever
- Infected cuts or burns on hands or wrists

Employees with sore throat and fever are restricted until food employee provides written documentation from doctor that they have received antibiotics for over 24 hours and have had a negative Strep test; or otherwise determined by doctor to be free of Strep infection. Exclude the employee if they work in a food establishment serving a highly susceptible population. For infected wounds, restrict until wound is covered. If on hand or wrist, it must be covered by impermeable cover AND a single-use glove over the cover.

4) **Notification:** Contact DuPage County Health Department if any employee is diagnosed with any of the illnesses listed above or exhibiting jaundice

5) **Monitor** the health of current and potential future employees