

SAMPLE WRITTEN FOOD EMPLOYEE HEALTH 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 the food employee experiences any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable disease.

POLICY

This establishment, _____, is committed to ensuring the health, safety and well-being of our employees and customers with all health department 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 hands, wrists or exposed portions of the arms or body

Food employees should also notify their PIC whenever diagnosed by a healthcare provider with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

Salmonella typhi	Hepatitis A
Salmonella non-typhi	Escherichia coli
Shigella	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 noted illnesses
- A member of their household is diagnosed with any of the above-noted 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 in this policy 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 NJ Food Code (NJAC 8:24 et al), the regulatory authority or the PIC shall comply with these requirements as well as follow good hygienic practices at all times.

PIC RESPONSIBILITIES

The PIC shall take the appropriate action as specified in NJAC 8:24 et al 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/affected 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 questionnaire 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.