EMPLOYEE SICK POLICY GUIDELINES
FOR OWNERS, OPERATORS AND MANAGERS OF FOOD ESTABLISHMENTS

Purpose: This guide is a reference tool modeled after the 2009 FDA Food Code and CIFOR Foodborne Illness Response guides. This may be useful as a guide in determining what actions the Person-in-Charge must take to prevent the spread of foodborne bacteria, parasites, and/or viruses from the infected food worker to the food, the working environment, and other employees. It is also useful in training food workers in employee health and hygiene matters.

Specifically, these guidelines are for Persons-In-Charge to aid in decision making when it comes to ill employees, and how to document employee illness. The resources provided in this document will assist in deciding when to exclude and/or restrict employees from food handling in your establishment, knowing when they may return to work, and when it is a good time to notify the Regulatory Authority (Whitman County Health Department).

Each Food Establishment is required to have an Employee Sick Policy that is provided by the Person-In-Charge to the employees. Employees should know the Employee Sick Policy and follow the guidelines specific to the establishment. The minimum restriction and exclusion requirements of each establishment must follow the guidelines outlined in this document; however, a food establishment may have more strict procedures if considered necessary. Food establishments must have a copy of the Employee Sick Policy on hand at all times.
EMPLOYEE HEALTH ASSESSMENT

Date: ____ / _____ /_____

Establishment: _____________________________________ City/State:___________________________________

Employee Name: ___________________________________ Date of Birth _____ / _____ /_____

1. Have you experienced any of the following symptoms and during what time period?
   ______ /_____ /_____ to ______ /_____ /______  (Check all that apply)

   ☐ Diarrhea       ☐ Fever
   ☐ Vomiting      ☐ Jaundice (yellowing of skin/eyes)
   ☐ Abdominal Pain ☐ Nausea
   ☐ Sore Throat with Fever ☐ Other: ________________________________
   ☐ No Symptoms

2. Has anyone in your household, family member or close contacts experienced any of the following symptoms within the period mentioned (Check all that apply)

   ☐ Diarrhea       ☐ Fever
   ☐ Vomiting      ☐ Jaundice (yellowing of skin/eyes)
   ☐ Abdominal Pain ☐ Nausea
   ☐ Sore Throat with Fever ☐ Other: ________________________________
   ☐ No Symptoms

3. Have you been working at this or any other food establishment you indicated in part 1?
   ☐ Yes (if yes answer questions below) ☐ No

   Dates Worked: ____________________________________________________________

   Position/Tasks performed: ____________________________________________________

   Food prepared: __________________________________________________________________

Additional instructions for the Person-In-Charge or Owner/Operator/Manager:

- Review Employee Illness Decision Guides to determine if employee should be excluded or restricted from food establishment.
- If employee is currently symptomatic, consult with the Whitman County Health Department for testing directions, and to ensure any potential spread of foodborne illness is controlled.
EMPLOYEE ILLNESS DECISION GUIDES FOR PERSON-IN-CHARGE

The following tables are an adaptation from the CIFOR Guidelines for preventing foodborne illness and the 2009 FDA Food Code, Chapter 2 and its Supplement aimed at preventing ill food employees from transmitting disease during the course of routine day-to-day management of a food establishment. Whitman County Health Department enforces these guidelines and requires an Employee Sick Policy provided by every food service establishment.

Please review these tables and allow your Employees to familiarize themselves with the appropriate protocol on when to be excluded and/or restricted from food handling based on their symptoms and/or diagnosis. **Exclusion** refers to removing the employee from the establishment completely until employee is cleared to return to work. **Restriction** refers to restricting the employee from working with food product specifically, but not excluded from the establishment, until employee is cleared to return to work.

Encourage all employees to see a medical professional as soon as they feel any symptoms included in both tables. Notify the Whitman County Public Health when symptoms or diagnosis requires the approval of a Regulatory Authority.

Highly Susceptible Populations (HSP) facilities include those that service primarily children, elderly, or immune-compromised public. These facilities have a more stringent employee sick policy, as the population the food employees serve are more vulnerable to illnesses related and/or transferred by food and food handling.
<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>EXCLUSION OR RESTRICTION</th>
<th>When can the employee return to work after exclusion of restriction?</th>
<th>Regulatory approval needed to return to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facilities serving HSP</td>
<td>Facilities not serving HSP</td>
<td></td>
</tr>
<tr>
<td>Vomiting</td>
<td>EXCLUDE</td>
<td>EXCLUDE</td>
<td>No, if not diagnosed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation</td>
<td></td>
</tr>
<tr>
<td>Diarrhea</td>
<td>EXCLUDE</td>
<td>EXCLUDE</td>
<td>No, if not diagnosed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation.</td>
<td></td>
</tr>
<tr>
<td>Jaundice</td>
<td>EXCLUDE (if the onset occurred within the last 7 days)</td>
<td>EXCLUDE (if the onset occurred within the last 7 days)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When approval is obtained from regulatory authority and: food employee has been jaundiced for more than 7 calendar days or provides medical documentation</td>
<td></td>
</tr>
<tr>
<td>Sore Throat with Fever</td>
<td>EXCLUDE</td>
<td>RESTRICT</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When food employee provides written medical documentation.</td>
<td></td>
</tr>
<tr>
<td>Infected wound or pustular boil</td>
<td>RESTRICT</td>
<td>RESTRICT</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When the infected wound or boil is properly covered with a impermeable cover and a single-use glove if on hand or wrist; or a dry, durable tight fitting bandage if on body other than hands or wrist.</td>
<td></td>
</tr>
<tr>
<td>DIAGNOSIS</td>
<td>EXCLUSION</td>
<td>When can the employee return to work after exclusion of restriction?</td>
<td>Regulatory approval needed to return to work?</td>
</tr>
<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td>Hepatitis A virus</td>
<td>EXCLUDE if within 14 days of any symptom, or within 7 days of jaundice</td>
<td>When approval is obtained from the Regulatory Authority and: 1) the food employee has been jaundiced for more than 7 calendar days; or 2) the anicteric food employee has had symptoms for more than 14 days; or 3) the food employee provides medical documentation</td>
<td>Yes</td>
</tr>
<tr>
<td>Typhoid Fever (S. Typhi)</td>
<td>EXCLUDE</td>
<td>When approval is obtained from the Regulatory Authority and food employee provides medical documentation that states that food employee is free of a S. Typhi infection</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| E. Coli                           | EXCLUDE based on vomiting and diarrhea symptoms                           | 1. Serving a non-HSP facility: Employee can only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in #3  
2. Serving an HSP facility: Remains excluded until meeting requirements listen in #3  
3. Restriction or exclusion remains until: Approval is obtained from the Regulatory Authority; AND medically cleared; OR more than 7 calendar days have passed since the food employee became asymptomatic. | Yes to return to serving a HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility. |
| Norovirus                         | EXCLUDE based on vomiting and diarrhea symptoms                           | 1. Serving a non-HSP facility: Employee can only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in #3  
2. Serving an HSP facility: Remains excluded until meeting requirements listen in #3  
3. Restriction or exclusion remains until: Approval is obtained from the Regulatory Authority; AND medically cleared; OR more than 7 calendar days have passed since the food employee became asymptomatic. | Yes to return to serving a HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility. |
| Shigella spp.                     | EXCLUDE based on vomiting and diarrhea symptoms                           | 1. Serving a non-HSP facility: Employee can only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in #3  
2. Serving an HSP facility: Remains excluded until meeting requirements listen in #3  
3. Restriction or exclusion remains until: Approval is obtained from the Regulatory Authority; AND medically cleared; OR more than 7 calendar days have passed since the food employee became asymptomatic. | Yes to return to serving a HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility. |
Employee Sick Policies Frequently Asked Questions

Q. If an employee is vomiting because of a hangover, do they still need to be excluded?

A. Yes. To put it simply, vomit is vomit. Vomit from a contagious illness, vomiting due to drinking alcohol, morning sickness from pregnancy, motion sickness, etc.; any vomiting employee must be excluded from the establishment until vomit has subsided for a minimum of 24 hours.

Q. Is the employee responsible for getting their shift covered if calling in sick?

A. This is up to the policy specific to the establishment, not by Whitman County Environmental Health. It is crucial however, that any symptoms or diagnosis listed above must follow the restriction and exclusion policy (see table).

Q. Does the employee need a doctor’s note when calling in sick?

A. This is also up to the policy specific to the establishment, not by Whitman County Environmental Health. If diagnosed with an above listed diagnosis, employee may need to be cleared by a doctor before returning to work (see table). It is HIGHLY ENCOURAGED to see a doctor if experiencing ANY symptoms listed above to determine your diagnosis.

Q. When does the person-in-charge need to contact Whitman County Environmental Health?

A. It is a good idea to keep Whitman County Environmental Health aware of any recurring symptoms in employees at your establishment. For example, if you have multiple employees experiencing the same symptoms in a week. Any case of Jaundice, and any diagnosed pathogen found in employees must be reported immediately.
Sick Employee Policy Template:

Ill Employees Restricted From Work:
Any employee must not work around areas of food handling, if they are showing signs of; or knowing themselves to have:
1- A symptom of gastrointestinal infection such as diarrhea, vomiting, or jaundice;
2- A diagnosed infection by a disease agent that can be transmitted through food;
3- A lesion that appears inflamed or contains pus, such as a boil or infected wound, and that is not covered with:
   a. An impermeable cover and a single-use glove (if on the hand or wrist);
   b. An impermeable cover if the lesion is on an arm; or
   c. A dry, durable, tight fitting bandage if the lesion is on another part of the body.

Any employee working in a food area, must immediately report to the Person In Charge when they know they have:
1- A symptom of gastrointestinal infection;
2- A diagnosed infection by a disease agent that can be transmitted through food;
3- A lesion that appears inflamed or contains pus and that is not covered as described above.

The Person In Charge must notify the Regulatory Authority about any Food Employee known to have:
1- Jaundice;
2- An infection by a disease agent that can be transmitted through food.

The Person In Charge will restrict an employee from working in a food area who is known to have:
1- A symptom of gastrointestinal infection;
2- A diagnosed infection by a disease agent that can be transmitted through food;
3- A lesion that appears inflamed or contains pus and that is not covered as described above.

The Person In Charge and all employees must cooperate with public health officials investigating:
1- An illness outbreak associated with FOOD;
2- An illness outbreak suspected to be associated with FOOD; or
3- An Employee suspected to be infected with a disease agent that can be transmitted through food.

The Person In Charge will not let “sick” employees return to work until:
1- A note from a doctor authorizing the employee to return to work is received.