

Employee Health Policy Agreement

Food Facility: _____

REPORTING SYMPTOMS OF ILLNESS

The employee agrees to report to the manager when experiencing **ANY** of the following symptoms:

- Diarrhea
- Stomach cramps
- Vomiting
- Sore throat and fever
- Jaundice (yellowing of eyes or skin)
- Infected cuts, wounds or boils with pus on the hands or wrists

Manager to immediately notify local health department when aware of 2 or more food employees ill with gastrointestinal symptoms and continue to monitor employees for signs of illness. (CALCODE Section 113949.5)

IF SYMPTOMS OF ILLNESS OCCURS

If symptoms occur *at work*:

- Stop work immediately
- Report to management
- See a medical provider/physician
- Go home, return to work after 48-72 hours has passed since symptoms ended

If symptoms occur *before* reporting to work:

- Notify management
- Do not report to work until at least 48 hours has passed since symptoms have ended

Call in Procedure:

Manager must maintain a detailed record of all employee calls with acute gastrointestinal symptoms and action taken. Manager has final approval on all Employees returning to work and verifying they have been symptom free for at least 48 hours prior to return.

REPORTING DIAGNOSED ILLNESS

Employee agrees to report to the manager when they have been diagnosed by a medical professional with:

- Norovirus
- Hepatitis A
- Shigella spp.
- Shiga Toxin-Producing E.coli
- Salmonella Typhi (typhoid fever)
- Nontyphoidal Salmonella
- Entamoeba Histolytica
- Any other communicable diseases transmissible through food

Manager notifies local health department about an employee with a diagnosed illness. (CALCODE Section 113949.2)

IF DIAGNOSED ILLNESS OCCURS

- If Employee is restricted from work they are allowed to come to work, but their work duties may be limited to (non-food handling and non-utensil handling).
- If Employee is excluded from work they are **NOT** allowed to come to work.
- If Employee is excluded from work for being diagnosed with one of the illness listed above the Employee will not be able to return to work until Health Department and Health Officer Approval is granted.

Manager *may* restrict or exclude Employee from work based on the type of symptoms reported and the severity. (CALCODE Section 113950)

No _____ (food facility) Employee, including conditional Employees, shall work in a _____ (food facility) with any of the above listed health conditions, per _____ (food facility) policy and State and Local Health Department food safety regulations.

I have read and understand all of the information contained in this document. *I understand that I have a responsibility to follow each step and will be held accountable by California Retail Food Code, (CALCODE Sections 113949-113950.5) and by way of documentation, and/or should I choose to violate any of the steps outlined in this document.* I also understand that these safety procedures are in place to protect me, other Employees, and our Guests, as well as the (food facility) _____ and my own personal livelihood.

Employee Printed Name: _____ Employee Signature: _____ Date: _____

Manager Printed Name: _____ Manager Signature: _____ Date: _____

Implementation of an Effective Employee Health Policy

Foodborne illness prevention begins with properly trained staff not working when ill with vomiting and diarrhea Or if they have been diagnosed with a reportable communicable disease as listed in (CALCODE Section 113949.2).

Employee Health Policy Reporting Agreement is designed to be used as a tool for the food facility Manager or Person in Charge to assist with conforming to the requirements outlined in the California Retail Food Code, (CALCODE Sections 113949-113959.5) for retail food facilities.

California Retail Food Code Requires a food facility Person in Charge to:

1. Recognize diseases that are transmitted by foods and the common symptoms of foodborne illness.
2. Inform employees of reporting requirements.
3. Restrict or exclude affected food workers.
 - The Person in Charge must prevent food contamination by employees with certain symptoms of illness:
Restriction-preventing an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service items.
Exclusion-preventing an employee from working in any part of the food facility.
4. Notify local Health Inspectors about an employee with a diagnosed illness.
5. Inform food employees of Reporting Requirements.
 - Employees must inform employers when they are experiencing common foodborne illness symptoms.
 - Managers should monitor the health of their current employees and future employees.
 - Managers should promote good communication and the reporting of illness.

For more information on Employee Health Policies and Reporting Agreement contact:

Alameda County Environmental Health,
1131 Harbor Bay Parkway, Alameda, CA 94502,
510-567-6700