

THE CALIFORNIA EMERGING INFECTIONS PROGRAM (CEIP) PRESENTS
IN COLLABORATION WITH THE ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH AND
THE CITY OF BERKELEY DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES, DIVISION OF
ENVIRONMENTAL HEALTH

The Food Service Manager Employee Health Toolkit

An Educational Resource for Environmental Health Specialists

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The Food Service Manager Employee Health Toolkit can be used to educate food facility managers about the links between employee illness and food contamination and their responsibilities for ensuring their employees do not work while ill as defined by California Retail Food Code (Cal Code).

Introduction

Over 1000 foodborne outbreaks are reported to the Centers for Disease Control and Prevention (CDC) annually. Approximately 20% are caused by pathogen transmission from a food handler to food, and nearly half of those occur in food service facilities. Recent studies suggest major gaps in food facility manager's food safety knowledge, and a lack of food facility managers' awareness about responsibilities for overseeing employee health.

In collaboration with local health departments, we developed and piloted a unique educational intervention designed to educate retail food facility managers about food safety and employee health.

This project:

- Used “oral culture learner” approach (adapted from FDA): Subject matter is presented primarily in a visual format with relatable stories.
- Was piloted with 90 randomly selected facilities in two jurisdictions.
- Was finalized by incorporating feedback from both inspectors and managers to optimize materials and develop recommendations for use in the toolkit.

This toolkit is a set of educational materials (brochure, posters and storyboards) to be used by environmental health specialists to educate food facility managers about: the links between employee illness and food contamination, and that food service managers are responsible for ensuring that employees do not work while ill. Materials are available in English and Spanish. The toolkit is comprised of the following:

- Training Module 1: Educational brochure
- Training Modules 2, 3, and 4: Storyboards and posters with key employee health messages
- Training Module 5: Hand wash demonstration and evaluation
- Training Module 6: Program evaluation metrics (*optional materials*)

The training materials are designed to be incorporated into routine food facility inspections, for outbreak follow-up education, or for other innovative food safety interventions by local environmental health agencies.

- Inspectors are encouraged to sit down with manager and review the materials together.
- Inspectors ask manager to use brochure and other materials to educate staff (“train the trainer approach”).
- Materials can be spread out over several visits as a comprehensive educational package or used separately to reinforce specific messages.

This toolkit addresses more on employee health than what is typically addressed during routine inspections. The pilot phase of this project revealed that most managers *did not know* about the relevant employee health mandates in Cal Code – such as exclusion and reporting requirements. Thus, the extra time spent utilizing these tools may help to mitigate foodborne illness outbreaks in the retail food setting.

Training Module 1:

Brochure

Training Module 1 Tip Sheet: Brochure

The theme of the brochure is: “Protect Your Customers and Your Business! Don’t Make Others Sick. **Keep Sick Food Employees Away From Food!**”

This tool summarizes *specific steps* that food facility operators/managers can take to prevent foodborne illness caused by a food service employee working while ill. The information contained in the brochure outlines *both* manager and employee responsibilities under the California Retail Food Code (Cal Code), and frames employee health as a *joint* responsibility between managers/operators and employees.

Recommendations for use:

The brochure is intended for use as an **active training tool**, not simply as a hand-out (which may be filed away or discarded).

- Discuss the brochure highlights with the manager, focusing on the *primary* messages for both manager and employee, which are outlined in the center green sections of the brochure.
- Ask the manager to then meet with his/her employees to discuss these employee health requirements.
- Encourage managers to keep the brochure on-site, and to use it as:
 - A training tool for new employees,
 - A tool to use for developing employee health policies, and
 - A reference for the list of reportable diseases, as defined by Cal Code.
- Place your jurisdiction’s contact information in the white box on the back of the brochure.

Did you know?

Food employees with **NO** symptoms may also spread germs to food!

How do you know your employees are healthy?

- Do they tell you if they have vomiting, diarrhea, or sore throat with fever?
- Do you tell an employee with vomiting or diarrhea to stay home, or to leave work?
- Would you notice if they have yellow skin or eyes, or use the restroom frequently?
- Do you have an employee health policy or an illness reporting agreement?

Costs to Business

Even one foodborne illness outbreak can damage your reputation, cost thousands of dollars, and result in **closure** of your restaurant.



For more information on employee health policies and foodborne illness, contact:



Photo courtesy of the U.S. Food and Drug Administration (FDA)

This California Emerging Infections Program brochure was developed in collaboration with the Alameda County Department of Environmental Health and the City of Berkeley Department of Health, Housing and Community Services, Division of Environmental Health.

This publication can be furnished in electronic format. Contact the California Emerging Infections Program at: 510.451.1344.

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Protect Your Customers and Your Business!



#1
Sick foodservice employees are the cause of foodborne illness outbreaks in restaurants and delis

Don't Make Others Sick

Keep Sick Food Employees Away From Food!

Foodservice Manager Responsibilities

- Train employees to report any **vomiting, diarrhea**, or infected wounds to you.
- Train employees how good health and hygiene help prevent foodborne illness.
- Exclude employees with **vomiting or diarrhea** from work. The Food and Drug Administration (FDA) recommends they be symptom free for at least 24 hours before returning to work or provide medical documentation.

Notify Your Local Health Department If:

- Two or more employees have vomiting or diarrhea.
- An employee has been diagnosed with an illness due to:
 - *Salmonella* Typhi ("Typhoid fever")
 - *Salmonella*—other types
 - *Shigella*
 - *Escherichia coli* (*E. coli*)
 - Hepatitis A virus
 - Norovirus
 - *Entamoeba histolytica*

Foodservice Employee Responsibilities

- Wash hands thoroughly with soap after using the restroom. **Prevent the spread of germs!**
- Work only when feeling well. **Stay home if you have vomiting or diarrhea.**
- Report to your manager any vomiting, diarrhea, sore throat with fever, yellow skin or eyes, or infected wounds.
- Tell a manager if you have been diagnosed with a disease that can be spread through food.



Photo courtesy of the U.S. Food and Drug Administration (FDA)

Recommendations for Managers

- Promote good communication and the reporting of illness.
- Ask employees who call in sick or become sick at work if they have vomiting, diarrhea or sore throat with fever.
- Require frequent and thorough hand washing with soap.
- Use gloves or utensils when preparing foods.
- Support the need to stay home when sick.
- Offer paid or unpaid sick leave.
- Develop an **employee health policy** that explains when to stay home and return to work, and when to not work with food.

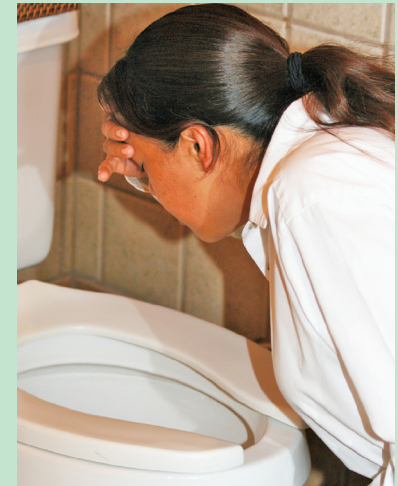


Photo courtesy of the U.S. Food and Drug Administration (FDA)

¿Sabía usted esto?

Los empleados que trabajan con alimentos que NO tienen síntomas también pueden propagar gérmenes a través de los alimentos.

¿Cómo saber si sus empleados están saludables?

- ¿Le dicen a usted si tienen vómito, diarrea o dolor de garganta con fiebre?
- ¿Les dice a los empleados que tienen vómito o diarrea que se queden en casa o que se vayan a su casa?
- ¿Notaría usted si tienen la piel o los ojos amarillos, o si usan el baño frecuentemente?
- ¿Tiene usted un reglamento de salud para empleados o un acuerdo de notificación de enfermedad?

Los Costos para los negocios

Tan solo un brote de una enfermedad transmitida por medio de los alimentos puede dañar su reputación, costar miles de dólares, y causar la **clausura** de su restaurante.



Para más información sobre las reglas de salud para los empleados y las enfermedades transmitidas por alimentos, comuníquese al:

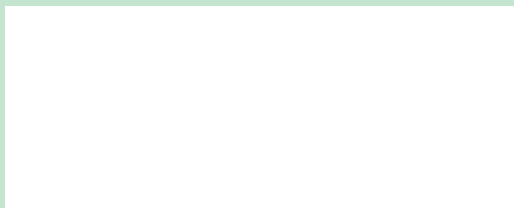


Photo courtesy of the U.S. Food and Drug Administration (FDA)

Este folleto del Programa de Infecciones Emergentes de California fue creado en colaboración con el Departamento de Salud Ambiental del Condado Alameda y la División de Salud Ambiental del Departamento de Servicios de Salud, Vivienda, y Comunidad de la Ciudad de Berkeley.

Esta publicación puede proporcionarse en formato electrónico. Comuníquese con el Programa de Infecciones Emergentes de California al teléfono 510.451.1344.

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**¡Proteja a sus clientes
y a su negocio!**



#1
Los empleados enfermos que proporcionan servicio de alimentos son la causa de los brotes de enfermedades transmitidas por medio de los alimentos en restaurantes y negocios de alimentos preparados

No enferme a los demás

¡Mantenga alejados a los empleados enfermos que trabajan con alimentos!

Las Responsabilidades del gerente de servicio de alimentos

- Explíqueles a sus empleados cómo notificarle a usted si tienen **vómito, diarrea** o heridas infectadas.
- Explíqueles a sus empleados sobre cómo una buena salud e higiene ayudan a prevenir enfermedades transmitidas por medio de los alimentos.
- Excluya del trabajo a empleados que tengan **vómito o diarrea**. La Administración de Alimentos y Medicamentos (FDA) recomienda que ellos no deben tener síntomas al menos 24 horas antes de regresar a trabajar o que proporcionen documentos médicos.

Notifique a su departamento de salud local si:

- Dos o más empleados tienen vómito o diarrea
- Un empleado ha sido diagnosticado con una enfermedad causada por:
 - *Salmonella Typhi* (fiebre tifoidea)
 - *Salmonella*, otros tipos
 - *Shigella*
 - *Escherichia coli* (*E. coli*)
 - Virus de la Hepatitis A
 - Norovirus
 - *Entamoeba histolytica*

Las Responsabilidades de los empleados del servicio de alimentos

- Lávese las manos minuciosamente después de usar el baño.
¡Prevenga la propagación de gérmenes!
- Trabaje solamente cuando se sienta bien. **Quédese en casa si tiene vómito o diarrea.**
- Informe a su gerente si usted tiene vómito, diarrea, dolor de garganta con fiebre, ojos o piel amarilla o heridas infectadas.
- Avise a su gerente si le han diagnosticado una enfermedad que pueda propagarse a través de los alimentos.



Photo courtesy of the U.S. Food and Drug Administration (FDA)

Recomendaciones para los gerentes

- Promueva una buena comunicación y la notificación de enfermedades.
- Si los empleados están enfermos o si se enferman durante el horario de trabajo pregúntales si tienen vómito, diarrea o dolor de garganta con fiebre.
- Indíqueles que se laven las manos minuciosamente y con frecuencia.
- Use guantes o utensilios cuando preparen alimentos.
- Apoye la necesidad de quedarse en casa cuando estén enfermos.
- Ofrezcales el permiso de ausencia por enfermedad con o sin paga.
- Diseñe un **reglamento de salud para los empleados** que explique cuándo quedarse en casa y cuando regresar a trabajar, y cuándo no deben trabajar con alimentos.



Photo courtesy of the U.S. Food and Drug Administration (FDA)

Training Module 2:

“Stay home if you are sick.”

Training Module 2 Tip Sheet: “Stay Home if you are sick.”

Storyboard # 1 tells the story of Mariela, a food service employee who is sick with symptoms of acute gastroenteritis, but stays at work preparing foods. The message of this storyboard is “Protect people everywhere. **Stay home if you are sick.**” An accompanying poster is available for posting in the kitchen or other areas where the employees will see it, to reinforce the message.

Recommendations for use:

The storyboard is meant to be used as a discussion piece, similar to the brochure. Food facility managers are encouraged to spend 15 minutes reviewing the story with his/her employees, and discussing it as a group. Information to explore in this discussion should be:

- Do employees understand the message conveyed by the story presented?
- Is it clear how employee illness causes contamination of food served to the customer?
- What should Mariela have done to prevent the foodborne illness outbreak?
- What would they do if they found themselves in a similar situation as Mariela?

The accompanying poster for Storyboard # 1 serves as a visual reinforcement of the storyboard’s message. It recommends to food service employees that “Before you go to work, ask yourself: **Do I feel well today?**” This piece reminds employees to *self*-monitor their own health status, and to stay home if ill. It should be posted above hand wash sinks, or other commonly viewed areas in the food facility kitchen.

My Name Is Mariela and My Story Could Change Your Life



I felt sick in the middle of the night, but I had to go to work the next day.



I should have stayed home, but I felt better. I didn't know the germs from my sickness were on my hands.



At work, I picked up the chips with my bare hands.



There was a family celebrating their son's 4th birthday. His name was Jose Antonio.



Jose Antonio loved the chips I served him. I went home an hour later because I felt sick again. I was sick for two more days.



While I was at home sick, reports started coming into the health department from all over. In all, over 20 people got sick from eating at our restaurant. They determined that I served all of the people that were sick.



If I could do it over again, I would have never gone to work that day. Having a child myself, I can't get little Jose Antonio out of my mind. He suffered because of me.

Protect People Everywhere.

Stay home if you are sick.



Mi nombre es Mariela y mi historia puede cambiar tu vida



Nunca olvidaré ese día. De pronto me enfermé en medio de la noche pero tuve que ir a trabajar al otro día.



Debí quedarme en casa, pero me sentí mejor. No sabía que llevaba los gérmenes de mi enfermedad en las manos.



Recuerdo que tocaba la comida directamente con mis manos pero no recuerdo si me las había lavado o no. Estaba tan ocupada.



Había una familia celebrando el cuarto cumpleaños de su niño. Su nombre era José Antonio. El tenía la sonrisa más hermosa.



A José Antonio le encantaron los nachos que le serví. Una hora más tarde, me fui a la casa porque me volví a sentir enferma. Estuve enferma por dos días más.



Mientras estaba recuperándome en mi casa, el Departamento de Salud comenzó a recibir informes de todas partes. En total, más de 20 personas se enfermaron luego de haber comido en nuestro restaurante. El Departamento de Salud determinó que yo había atendido a todas las personas que se enfermaron. Por mi culpa, hasta ese lindo niño que celebraba su cumpleaños se enfermó. Yo nunca quiero ser la razón por la que alguien se enferme.



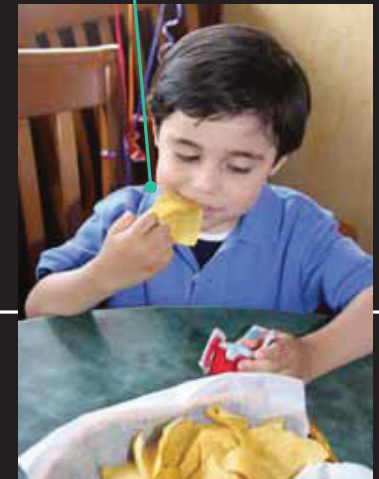
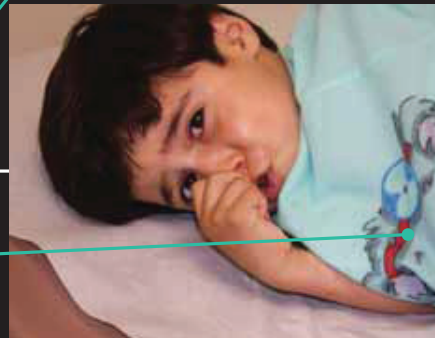
Si pudiera vivir ese día otra vez, nunca hubiera ido a trabajar. Yo también tengo un niño y sufro pensando en lo que José Antonio sufrió por mi culpa.

Proteja a todo la gente:

Quédese en casa cuando esté enfermo.

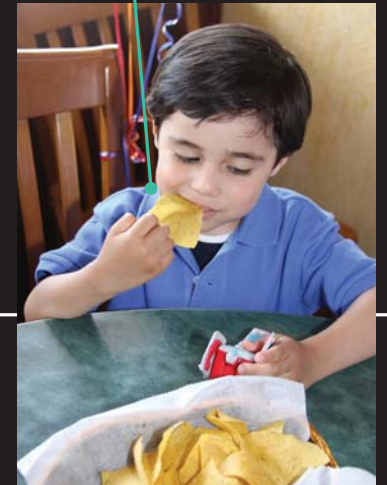
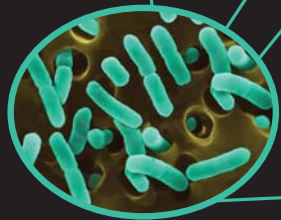
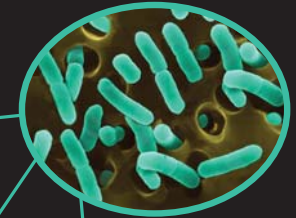


Before you go to work, ask yourself: “Do I feel well today?”



Protect People Everywhere Stay Home When You Are Sick. FDA

Antes de ir al trabajo, pregúntese, “¿Me siento bien hoy?”



Proteja a toda la gente: Quédese en casa cuando esté enfermo. FDA

Training Module 3:

“Wash your hands, use gloves or utensils.”

Training Module 3 Tip Sheet: “Wash your hands, use gloves or utensils.”

Storyboard # 2 depicts the story of David, a food service employee who is sick, but stays at work and prepares ready-to-eat foods. This storyboard emphasizes two important safeguards for preventing foodborne illness: “Never work when sick,” and “Wash your hands, use gloves or utensils”.

Note: Both the FDA Model Food Code and Cal Code *prohibit* bare hand contact with ready-to-eat foods. The storyboard is pertinent, because David makes the salad *without* preventing bare-hand contact in any way (i.e., using gloves, tongs, etc.).

Recommendations for use:

Like the Mariela Storyboard, this storyboard is meant to be used as a discussion piece. Food facility managers are encouraged to spend 15 minutes reviewing this story with their employees in a group discussion format. Information to explore in the discussion would be:

- What mistakes did David make?
- Is it clear how employee illness led to contamination of the salad?
- What should have been done to prevent this foodborne illness outbreak?
- An additional discussion point would be that using “barrier” methods when preparing ready-to-eat foods is important, *even when feeling well*, as an employee could be infectious and not feel ill.

The accompanying poster for Storyboard # 2 serves as a visual reminder of both the right way and the wrong way to prepare ready-to-eat foods, reinforcing the message: “Always wear gloves or use utensils with ready-to-eat foods”. It should be posted above hand-wash sinks, time clocks, or other commonly viewed areas in the food facility kitchen.

“I should have stayed home from work.”



My name is David. One day, while at work, I started feeling sick and ran for the bathroom.



I felt better, so I returned to finish my shift. I needed the money. An order came in for a salad. I forgot to wash my hands or wear gloves.



I did not know I had germs on my hands. I passed my germs to the tomatoes . . .



. . . and to the cucumbers . . .



. . . and to the entire salad . . .



. . . and to a little girl named Ashlynn who ate the salad that I prepared.



The next day, Ashlynn got so sick with stomach cramps and vomiting. In fact, dozens of people got sick because I continued to prepare food that day.



Also, the restaurant had to be closed and all the staff lost work days—all because of my mistake.

Protect People From Getting Sick.
Wash Your Hands, Use Gloves or Utensils.
Never Work When You Are Sick.



“Me hubiera quedado en casa y no ido al trabajo.”



Me llamo David. Un día, mientras trabajaba, me sentí enfermo y tuve que correr al baño.



Me sentí mejor, así que regrese a terminar mi turno. Necesitaba el dinero. Llegó una orden de una ensalada y yo olvide lavarme las manos o ponerme guantes.



No sabía que tenía gérmenes en mis manos. Le pase mis gérmenes a los tomates...



... y a los pepinos...



... y a toda la ensalada...



... y también a una niñita llamada Ashlynn que se comió la ensalada que yo prepare.



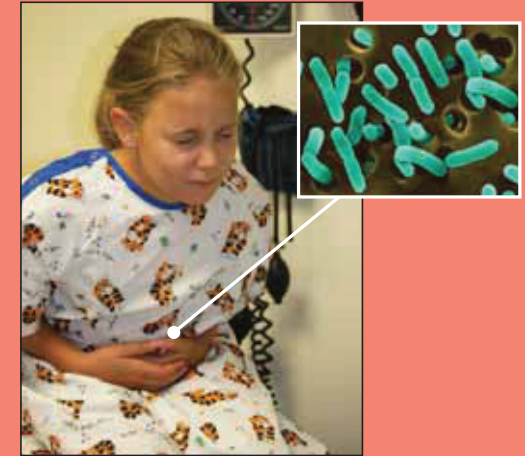
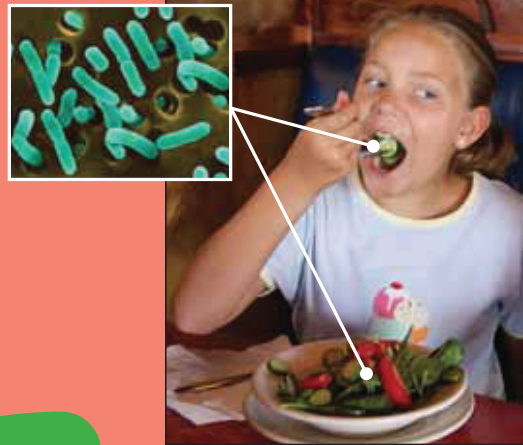
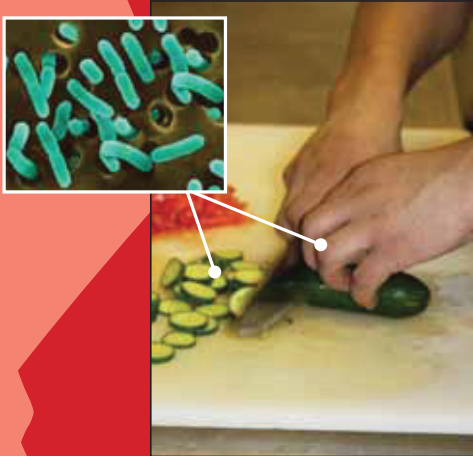
Al otro día, Ashlynn se enfermó con retortijones y vómitos. De hecho, docenas de personas se enfermaron porque yo seguí preparando alimentos ese día.



Además, el restaurante tuvo que cerrar y todo el personal perdió días de trabajo — todo por culpa de mi error.

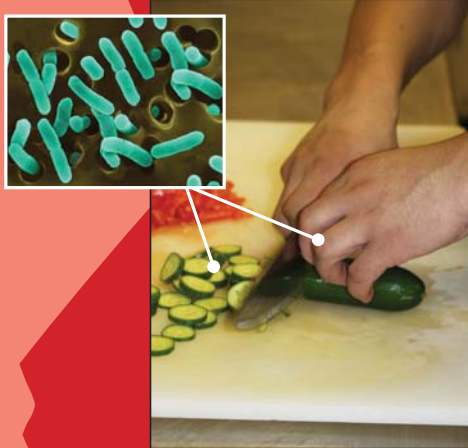
Proteja la gente de enfermedades.
Lávese las manos, use guantes o utensilios.
Nunca trabaje cuando esté enfermo.

**Keep foods and your customers safe.
Protect people from getting sick.**



**Always wear gloves or use utensils
with ready-to-eat foods.**

**Mantenga la comida y sus clientes seguros.
Proteja la gente de enfermedades.**



**Siempre use guantes o utensilios
con comida lista para comer.**

Training Module 4:

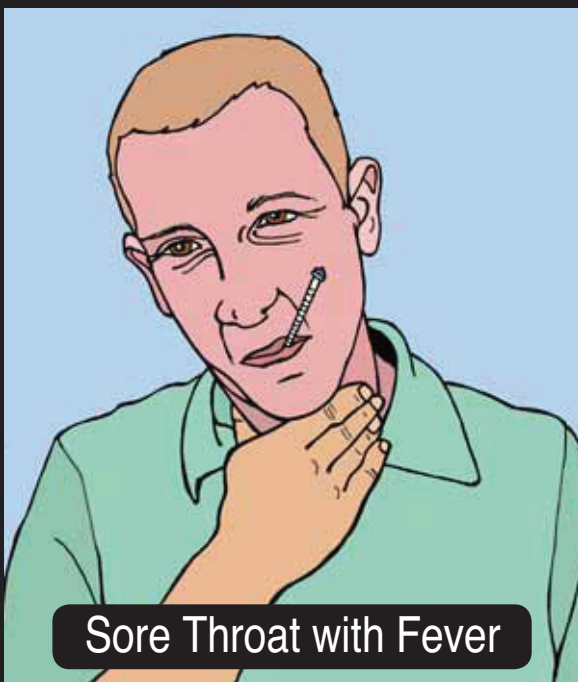
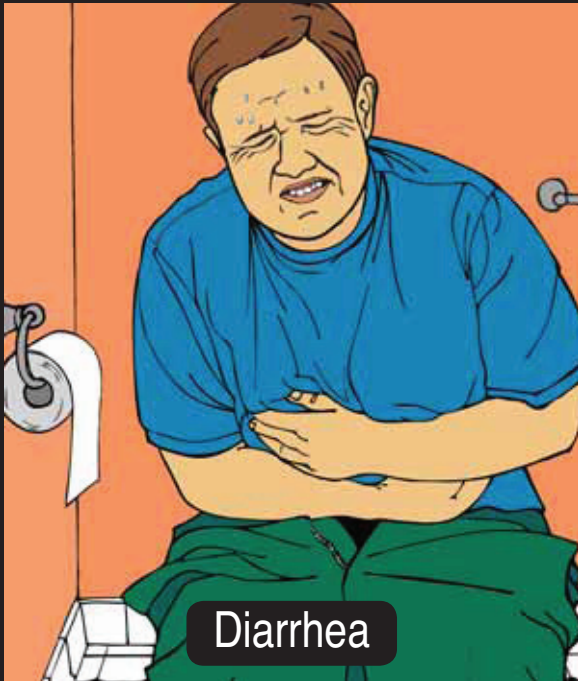
‘Four Sick People’ Poster

Training Module 4 Tip Sheet: 'Four Sick People' Poster

The 'Four Sick People Poster' highlights the following message: *"Would you want these [sick] people working in your kitchen? Then why would you go to work sick?"* The main purpose of this poster is to educate food service employees on how to recognize signs of illness. It can be used in addition to the storyboards to reinforce the message that sick employees should stay home. This poster is also a good employee training tool, particularly in a group discussion format.

Note: This poster sends a bold, visual message. When piloted, it received both strongly positive and strongly negative reviews by managers. Due to the graphic nature of the images, it is recommended that it be posted out of view of customers.

**Would you want these people
working in your kitchen?**

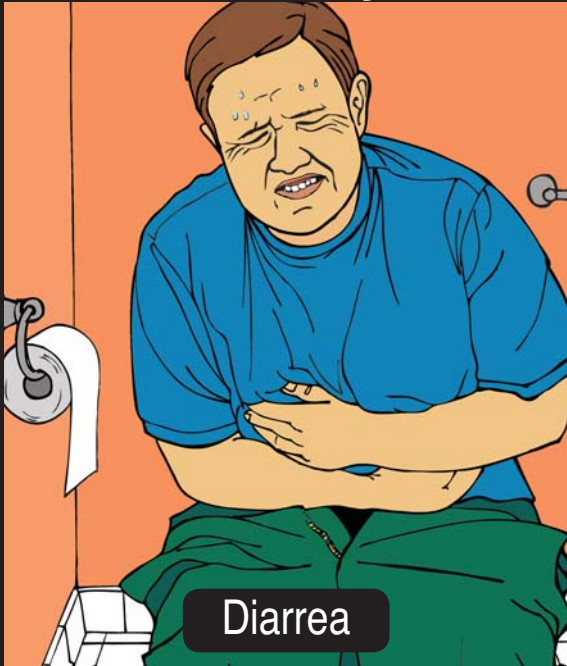


Then why would you go to work sick?

Protect Your Customers and Co-workers
Stay Home When You Are Sick.



**¿Te gustaría tener a estas personas
trabajando en tu cocina?**



**Entonces, ¿porqué vas al trabajo
cuando estás enfermo?**

**Proteja a sus clientes y compañeros de trabajo.
Quédese en casa cuando esta enfermo.**



Training Module 5:

Hand Wash Demonstration

and Practice

Training Module 5 Tip Sheet: Hand Wash Demonstration and Practice

Hand Wash Demonstration and Practice:

A highlight of the pilot project was the REHS-led hand wash demonstration and practice with both managers and employees. An easy to use germ simulation kit provided an effective and fun tool for visualizing germs and demonstrating how thorough hand wash techniques can remove them.

Recommendations for use:

- It is recommended that the REHS conduct an initial demonstration of effective hand washing with the manager(s), and any available employees.
- The REHS should then advise the manager to train all employees as he/she was trained.
- Upon a return visit, the REHS can observe and evaluate hand washing techniques to see if practices have improved.
- The 'Hand Wash Observation Sheet' can be used by the REHS to quantify improvement.

Note: A reasonably-priced germ simulation kit including a small bottle of lotion and key-chain sized UV light was used for this activity.

The Hand Wash Poster:

This poster highlights the key message: "Keep germs off food! Wash your hands, fingers, and under your nails before returning to work" in both English and Spanish.

The poster *visually* reinforces the hand wash techniques taught during demonstration and practice. This poster is unique in that it shows *how* employees should wash their hands (emphasizing soap, scrubbing, and attention to fingers). It is recommended that this tool be posted in the employee restroom. Posting it at kitchen hand wash sinks could also be effective.

Note: Laminating this poster and providing waterproof adhesive for application would enhance durability.

The Food Service Manager Employee Health Project
HAND WASH OBSERVATION FORM

Date: ____ / ____ / ____
Time: ____ : ____ AM / PM (Circle one)

Employee # 1:

Yes

No

- Washed with soap for at least 15 seconds
- Washed between fingers
- Washed underneath nails
- Washed palms
- Used a single-use paper towel
- Used paper towel to turn off faucet

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Employee # 2:

Yes

No

- Washed with soap for at least 15 seconds
- Washed between fingers
- Washed underneath nails
- Washed palms
- Used a single-use paper towel
- Used paper towel to turn off faucet

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Keep germs off food!

Wash your hands, fingers, and under your nails before returning to work



¡Mantenga los gérmenes fuera de la comida!

Lávese las manos, los dedos y debajo de las uñas antes de regresar a trabajar

Poster developed by the California Emerging Infections Program (CEIP), a Program of PHFE, Inc.

Training Module 6:

Evaluation Metrics

Training Module 6 Tip Sheet: Evaluation Metrics

A pre- and post-manager knowledge survey is included for use as an optional evaluation piece. These two surveys contain the same questions and content, and are designed to be administered to the food facility manager during the *first* and *last* training visits. These quizzes can also be used as a one-time discussion piece when reviewing the brochure with food facility managers. The content for these metrics is drawn directly from the brochure material, storyboards and posters. Environmental Health jurisdictions can use these to determine the effectiveness of the materials for improving manager knowledge on important health mandates.

The Food Service Manager Employee Health Project
MANAGER KNOWLEDGE PRE-SURVEY

1. **If an employee calls in sick, do you ask them what type of symptoms they have?**
Yes, every time ____ Yes, sometimes ____ No, never ____
2. **Which types of illness symptoms must food employees report to their manager?** *(Circle all that apply)*
vomiting fever diarrhea cramps
hives sneezing runny nose infected skin lesions
3. **If an employee tells you that they are vomiting or have diarrhea, what should you do?**
 - a. Tell the employee to stay home if they haven't come to work yet. Send them home if they are already at work.
 - b. Tell the employee that they can work if they are careful to wash their hands.
 - c. Let the employee stay at work if they will use gloves to handle food.
 - d. Ask the employee to report to work to see how sick they are, then make a decision.
 - e. I'm not sure what I should do.
4. **When must a foodservice manager notify the local health department?** *(Circle all that apply)*
 - a. If one employee is vomiting or has diarrhea.
 - b. If 2 or more employees are vomiting or have diarrhea.
 - c. If an employee has been diagnosed with an illness that can be spread through food.
 - d. There is no formal requirement for the reporting of specific illnesses.
 - e. I'm not sure/I don't know.
5. **If an employee is coughing or sneezing, what should you do?**
 - a. Tell the employee to stay home if they haven't come to work yet. Send them home from work.
 - b. Let the employee work if they will use tissues and wash hands frequently.
 - c. Give the employee a job that does not involve handling foods or utensils.
 - d. Don't worry about these symptoms. Germs aren't spread to food this way.
 - e. I'm not sure what I should do.
6. **Managers (or "persons-in-charge") must notify their local health department if an employee has been diagnosed with certain diseases that can be spread to food. Can you name any of those diseases?**

7. **When washing hands, the most important parts to scrub (to remove most germs) are:**
 - a. The palms
 - b. The palms and fingers
 - c. The palms, fingers, and underneath the fingernails
 - d. The palms, fingers, underneath the fingernails, and the arms up to the elbows
 - e. I'm not sure. don't know
8. **Do you have a formal employee health policy, or an illness reporting agreement in place?**
Yes ____ No ____ I don't know ____

The Food Service Manager Employee Health Project
MANAGER KNOWLEDGE POST-SURVEY

1. **If an employee calls in sick, do you ask them what type of symptoms they have?**
Yes, every time ____ Yes, sometimes ____ No, never ____
2. **Which types of illness symptoms must food employees report to their manager?** *(Circle all that apply)*
vomiting fever diarrhea cramps
hives sneezing runny nose infected skin lesions
3. **If an employee tells you that they are vomiting or have diarrhea, what should you do?**
 - a. Tell the employee to stay home if they haven't come to work yet. Send them home if they are already at work.
 - b. Tell the employee that they can work if they are careful to wash their hands.
 - c. Let the employee stay at work if they will use gloves to handle food.
 - d. Ask the employee to report to work to see how sick they are, then make a decision.
 - e. I'm not sure what I should do.
4. **When must a foodservice manager notify the local health department?** *(Circle all that apply)*
 - a. If one employee is vomiting or has diarrhea.
 - b. If 2 or more employees are vomiting or have diarrhea.
 - c. If an employee has been diagnosed with an illness that can be spread through food.
 - d. There is no formal requirement for the reporting of specific illnesses.
 - e. I'm not sure/I don't know.
5. **If an employee is coughing or sneezing, what should you do?**
 - a. Tell the employee to stay home if they haven't come to work yet. Send them home from work.
 - b. Let the employee work if they will use tissues and wash hands frequently.
 - c. Give the employee a job that does not involve handling foods or utensils.
 - d. Don't worry about these symptoms. Germs aren't spread to food this way.
 - e. I'm not sure what I should do.
6. **Managers (or "persons-in-charge") must notify their local health department if an employee has been diagnosed with certain diseases that can be spread to food. Can you name any of those diseases?**

7. **When washing hands, the most important parts to scrub (to remove most germs) are:**
 - a. The palms
 - b. The palms and fingers
 - c. The palms, fingers, and underneath the fingernails
 - d. The palms, fingers, underneath the fingernails, and the arms up to the elbows
 - e. I'm not sure. don't know
8. **Do you have a formal employee health policy, or an illness reporting agreement in place?**
Yes ____ No ____ I don't know ____

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All retail food facility management/staff with questions about the content in this toolkit should contact their local environmental health department.

All local environmental health agency staff with questions about Cal Code employee health language should contact the CDPH FDB at (916) 650.6500.

For more information about the development of this toolkit, please contact the California Emerging Infections Program (CEIP) at (510) 451.1344.