

## TOOL 7B - EXAMPLE OF EMPLOYEE ILLNESS DECISION QUICK GUIDE FOR FOOD ESTABLISHMENT PERSON-IN-CHARGE

(For Establishments not serving highly susceptible populations)

### CONTACT YOUR LOCAL REGULATORY/HEALTH AUTHORITY WITH QUESTIONS REGARDING A SPECIFIC OUTBREAK EVENT

**Purpose:** It serves as an example document that a Food Establishment owner/operator/manager might create as a quick guide in determining what actions the Person-in-Charge must take to prevent the spread of foodborne bacteria and/or viruses from the infected food worker to the food, the working environment, and other employees. Note that this tool does not take into account the requirements for the Americans with Disabilities Act. This tool is not a replacement of the requirements as specified by Chapter 2 of the 2009 FDA Food Code or other State or local regulations on exclusion or restriction of employees.

**Instructions:** Some states have different or additional requirements for restriction or exclusion. Please refer to the local or state Regulatory/Health Authorities for applicable employee illness guidelines within your jurisdiction if you wish to develop a quick guide for reference in your Food Establishment. Detailed Decision Trees and tables can be found in Annex 3 of the 2009 FDA Food Code (Section 2-201.11 and 2-201.12) to also assist in developing a quick guide. **NOTE:** If a Food Establishment is serving a highly susceptible population (HSP) such as a health care facility, child or adult day care center, senior center, etc., it must use the appropriate guidance for their jurisdiction.

**NOTE:** Non-typhoidal *Salmonella* is a pathogen that can be transmitted by food employees and it is commonly observed in foodborne outbreaks. However, it is not specifically referenced in Tool 7A or 7B at this time. If employees are reporting illness with non-typhoidal *Salmonella*, it is recommended that the Regulatory/Health Authority be notified for further guidance.

## EXAMPLE OF EMPLOYEE ILLNESS DECISION QUICK GUIDE FOR FOOD ESTABLISHMENT PERSON-IN-CHARGE

IF AN EMPLOYEE HAS SYMPTOMS OF:	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION:
Vomiting	Send employee home	After 24 hours without symptoms
Diarrhea	Send employee home	After 24 hours without symptoms
Jaundice (yellow skin or eyes)	Send employee home AND Report to Regulatory/Health Authority	Regulatory/Health Authority Approval Required
Sore Throat with Fever	Restricted Jobs only	With doctor's note
Infected wound or boil	Restricted Jobs only	When wound is covered or healed
IF AN EMPLOYEE HAS BEEN DIAGNOSED WITH:	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK:
Hepatitis A	Send employee home AND Report to Regulatory/Health Authority	Regulatory/Health Authority Approval Required
Typhoid fever ( <i>Salmonella</i> Typhi)		
<i>E. coli</i> O157:H7 or other EHEC/ STEC		
Norovirus		
<i>Shigella</i>		
IF AN EMPLOYEE HAS BEEN EXPOSED TO SOMEONE DIAGNOSED WITH:	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION:
Hepatitis A	Restricted Jobs only	30 days after last exposure OR immediately if employee is immune, vaccinated, or has received an IgG inoculation
Typhoid fever ( <i>Salmonella</i> Typhi)	Restricted Jobs only	14 days after last exposure
<i>E. coli</i> O157:H7 or other EHEC/ STEC	Restricted Jobs only	3 days after last exposure
Norovirus	Restricted Jobs only	2 days after last exposure
<i>Shigella</i>	Restricted Jobs only	3 days after last exposure

Key: (Restricted Jobs) = A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*