

I. Overview

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees notify the General Manager, or other “person-in-charge” (PIC) when they experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

II. Practice**a. Reporting: Symptoms of Illness**

Employees will report to the manager when they have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small)

b. Reporting: Diagnosed Illnesses

Employees will report to the manager when they have:

1. Norovirus
2. Salmonella Typhi (typhoid fever)
3. Shigella spp. Infection
4. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
5. Hepatitis A

Note: The manager must report to the Arkansas Health Department when an employee has one of these illnesses.

c. Reporting: Exposure of Illness

Employee will report to the general manager when they have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, Shigella spp. Infection, E. coli infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or hepatitis A.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

d. Exclusion and Restriction from work

Food Employee Illness Reporting

If employee has any of the symptoms or illnesses listed above, they may be excluded * or restricted ** from work.

*If employee is excluded from work, they are not allowed to come to work.

** If employee is restricted from work, they are allowed to come to work, but duties may be limited.

e. Returning to work

If employee is excluded from work for having diarrhea and/or vomiting, they will not be able to return to work until **more than 24 hours have passed** since the last symptom of diarrhea and/or vomiting.

If employee is excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, Salmonella Typhi (typhoid fever), Shigella spp. infection, E. coli infection, and/or Hepatitis A, they will not be able to return to work until Health Department approval is granted.

III. Clarifying Points

1. Procedure 730.0 Food Employee Illness Reporting policy to be posted in the UACCB Grill and provided to all employees of the Grill.

IV. Acknowledgement

I have read the above statements and understand that I must:

1. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
2. Comply with work restrictions and/or exclusions that are given to me.

I understand that if I do not comply with this agreement, it may put my job at risk.

Food Employee Name (please print) _____

Signature of Employee_____

Manager (Person-in-Charge) Name (please print) _____

Signature of Manager (Person-in-Charge) _____