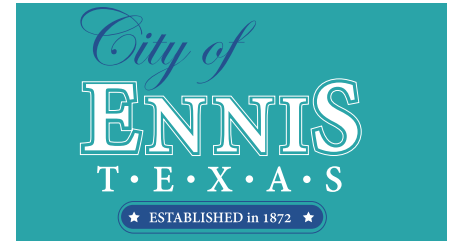


# Retail Food Establishments: Employee Health

*Employee Health Policy*



[www.ennistx.gov](http://www.ennistx.gov)

## Five Key Risk Factors

*repeatedly identified in  
foodborne illness outbreaks:*

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources

### 5. Poor Personal Hygiene

*Item 5 is addressed on this sheet.*

## New Regulations Require

Responsibility and Reporting  
Symptoms and Diagnosis

Exclusions and Restrictions

## Written Employee Health Policy

Please see the reverse side of  
this fact sheet for information  
on creating a written employee  
health policy.

The Person in Charge (PIC) shall provide training and education to Food Employees about the need to report diseases that can be transmitted to others through the food that they prepare or handle while at work.

### The PIC Shall Ensure That:

—Food employees are informed of their responsibility to report to the PIC information about their health and activities as they relate to diseases that are transmissible through food.

In order to inform employees, a written policy should contain the following information to be reported by the food employee(s) to the PIC:

- » Symptoms of Illness
- » Diagnosed Illness

Additionally, a retail food establishment shall have a written policy to exclude, restrict or reinstate food employees for conditions as specified.

If the PIC knows that a food employee has been diagnosed with an enteric foodborne disease, the PIC shall report the disease to the Health Department.



### Food Employees Shall:

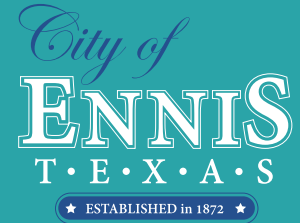
—Report to the PIC any onset of the following symptoms, either while at work or outside of work, including the date of onset:

- » Vomiting,
- » Diarrhea,
- » Jaundice,
- » Sore throat with fever, or
- » Infected cuts or wounds or lesions containing pus such as a boil, burn or infected wound, that is open or draining on the hand, wrist, or other exposed body parts.

Notify their PIC whenever diagnosed by a health care provider with any of the following reportable diseases:

- » Norovirus
- » Hepatitis A virus
- » Shigella
- » E-coli
- » Salmonella

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## Five Key Risk Factors

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## Regulation

- Duties of Person in Charge
- Responsibility and Reporting Symptoms and Diagnosis
- Exclusions and Restrictions

## FDA Resource

For more information or to reference the FDA materials, please go to [www.fda.gov](http://www.fda.gov) and search for "[Employee Health and Personal Hygiene Handbook](#)."

The Person in Charge (PIC) shall ensure that all food employees are informed of their responsibility to report to them about their health and activities as they relate to diseases that are transmissible through food.

## Written policy must address the following criteria:

The **restriction, exclusion and reinstatement** of employees who report or exhibit any of the following symptoms:

- » Vomiting
- » Diarrhea
- » Jaundice
- » Sore throat with fever
- » Lesions (containing pus such as a boil or infected wound or burn that is open or draining)

Or have been diagnosed with the following:

- » Norovirus
- » Hepatitis A Virus
- » Shigellosis
- » Escherichia coli
- » Salmonella typhi
- » non-typhoidal salmonella

## The policy must also address reinstating employees after they have been restricted or excluded:

Below is an example of how an employee health policy may be written.

*"It is the policy of \_\_\_\_\_ [RESTAURANT NAME] \_\_\_\_\_ to reference \_\_\_\_\_ [RESTAURANT EMPLOYEE HEALTH POLICY OR CITY ORDINANCE] \_\_\_\_\_ for the exclusion, restriction and reinstatement of ill employees who have been observed or have reported their health and activities as they relate to diseases that are transmissible through food."*

Your written employee health policy may be different, but must meet the criteria established above.

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