

Employee Illness Decision Guide for Manager or Person in Charge (PIC) of Schools with Highly Susceptible Populations (HSP)

To be used for employees working with a HSP.

Use this flow chart to determine if an employee with an **undiagnosed** illness can spread the illness through food and should be restricted or excluded from work.

Employee calls school to report illness, PIC asks EACH of the following questions:

Does the employee have vomiting, diarrhea, or jaundice?

YE

N

No food safety risk

Does the employee have symptoms of sore-throat with fever?

YE

N

No food safety risk

Has the employee been exposed to a confirmed diagnosis of one of the Big Five?

YE

N

No food safety risk

Does the employee have symptoms of an infected cut or wound?

YE

N

Protect the lesion or open wound with an impermeable cover. If the lesion or open wound is located on a hand, use a single-use glove.

No food safety risk

EXCLUDE EMPLOYEE FROM WORK

- If already at work, send home
- If vomiting and diarrhea, exclude from work until 24 hours after symptoms end
- If jaundiced, contact the Health Department
- If sore throat with fever, must provide doctor's note before returning to work
- Discuss how illness is transmitted through food by ill food employees

ALLOW WORK WITH RESTRICTIONS

- Employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service items
- Contact Health Dept. for guidance on return of employee
- Reinforce handwashing
- Educate on symptoms
- Discuss illness reporting policy
- Discuss how illness is transmitted through food by ill food employees

ALLOW REGULAR WORK

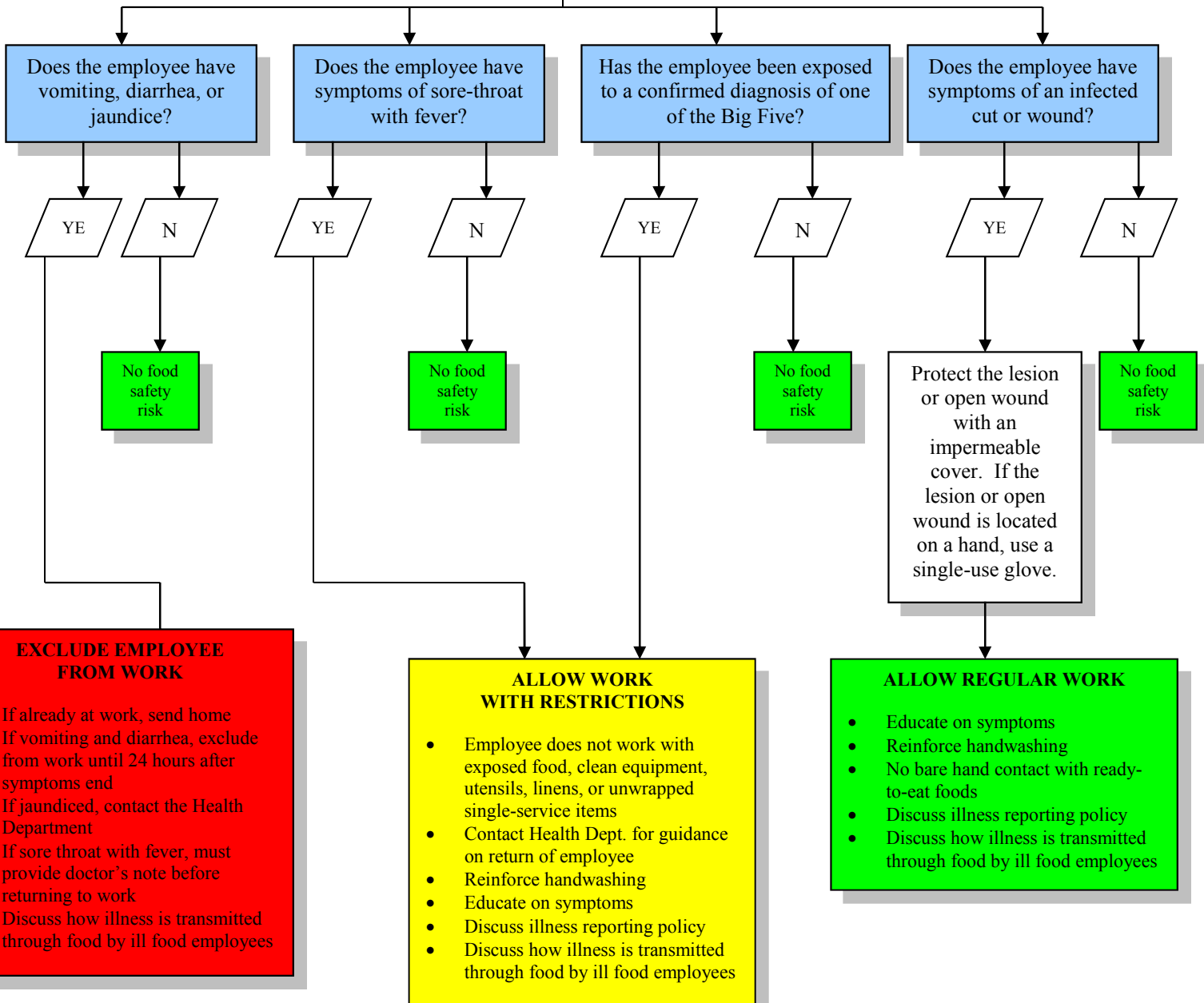
- Educate on symptoms
- Reinforce handwashing
- No bare hand contact with ready-to-eat foods
- Discuss illness reporting policy
- Discuss how illness is transmitted through food by ill food employees

If a food employee reports a **diagnosis of Norovirus, E.coli O157:H7, Shigella, Hepatitis A virus, or Salmonella Typhi**, immediately exclude the employee and contact the local Health Department for guidance.

Employee Illness Decision Guide for Person in Charge (PIC) of Schools with General Populations (non-HSP)

To be used for employees working with general populations.
Use this flow chart to determine if an employee with an **undiagnosed** illness can spread the illness through food and should be restricted or excluded from work.

Employee calls school to report illness,
PIC asks EACH of the following questions:



If a food employee reports a **diagnosis of Norovirus, *E.coli* O157:H7, *Shigella*, Hepatitis A virus, or *Salmonella* Typhi**, immediately exclude the employee and contact the local Health Department for guidance.