



## Employee Health Policy Agreement

### Symptoms of Illness

I agree to report to the manager when I have:

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

### Diagnosed Illness

I agree to report to the manager when I have:

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

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

### Exposure of Illness

I agree to report to the manager when I have been exposed to any of the illnesses listed above through:

- An outbreak of Norovirus, typhoid fever, Shigella spp. Infection, E. coli infection, or Hepatitis A.
- A household member with Norovirus, typhoid fever, Shigella spp. Infection, E. coli infection, Hepatitis A.
- 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.

### Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded (not allowed to come back to work) or restricted (allowed to come to work, but your duties may be limited) from work.

### Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.

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

### Agreement

I understand that I must:

- Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
- 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 (print): \_\_\_\_\_

Food Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name (print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Bacterium and Viruses Spreadable from Food Handlers to Food

### *E. Coli*

**Overview:** A bacterium that can produce a deadly toxin and causes an estimated 70,000 cases of foodborne illnesses each year in the U.S.

**Sources:** Meat, especially undercooked or raw hamburger, produce and raw milk.

**Incubation Period:** 2 – 10 days

**Symptoms:** Severe diarrhea, cramping, dehydration

**Prevention:** Cook implicated food to 155F, wash hands properly and frequently, correctly wash, rinse, and sanitize food contact surfaces.

### *Shigella*

**Overview:** Shigella is a bacterium that causes an estimated 450,000 cases of diarrhea illnesses each year. Poor hygiene causes Shigella to be easily passed from person to person.

**Sources:** Salad, milk, and dairy products, and unclean water.

**Incubation Period:** 1 - 7 days

**Symptoms:** Diarrhea, stomach cramps, dehydration, fever, chills

**Prevention:** Wash hands properly and frequently, especially after using the restroom, wash vegetables thoroughly.

### *Salmonella*

**Overview:** Salmonella is a bacterium responsible for millions of cases of foodborne illnesses a year. Elderly, infants and individuals with impaired immune systems are at risk to severe illness and death can occur if the person is not treated promptly with antibiotics.

**Sources:** Raw and undercooked eggs, undercooked poultry and meat, dairy products, seafood, fruits and vegetables.

**Incubation Period:** 5 – 72 hours (up to 16 days has been documented for low doses)

**Symptoms:** Nausea, vomiting, cramps, and fever

**Prevention:** Cook all food to proper temperature, chill food rapidly, and eliminate sources of cross contamination (i.e. proper meat storage, proper wash, rinse, and sanitize procedure).

### *Hepatitis A*

**Overview:** Hepatitis A is a liver disease caused by the Hepatitis A virus. Hepatitis A can affect anyone. In the United States, Hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

**Incubation Period:** 15 – 50 days

**Symptoms:** Jaundice, nausea, diarrhea, fever, fatigue, loss of appetite, cramps

**Prevention:** Wash hands properly and frequently, especially after using the restroom.

### *Norovirus*

**Overview:** This virus is the leading cause of diarrhea in the United States. Any food can be contaminated with norovirus if handled by someone who is infected with the virus. This virus is highly infectious.

**Sources:** Salad, milk, and dairy products, and unclean water.

**Incubation Period:** 6 – 48 hours

**Symptoms:** Nausea, vomiting, diarrhea, cramps

**Prevention:** Wash hands properly and frequently, especially after using the restroom. Obtain food from a reputable food source: and wash vegetables thoroughly.

## ***Staph (Staphylococcus Aureus)***

**Overview:** Staph food poisoning is a gastrointestinal illness. It is caused by eating food contaminated with toxins produced by *Staphylococcus aureus*. Staph can be found on the skin, in the mouth, throat, and nose of many employees. The hands of employees can be contaminated by touching their nose, infected cuts or other body parts. Staph produces toxins that are extremely heat stable and are not inactivated by normal reheating temperatures. It is important that food contamination be minimized.

**Sources:** Ready-to-eat foods touched by bare hands. Foods at highest risk of producing toxins are those that are made by hand and require no cooking.

**Incubation Period:** Staph toxins are fast acting, sometimes causing illness in as little as 30 minutes after eating contaminated foods, but symptoms usually develop within 1 – 6 hours.

**Symptoms:** Nausea, vomiting, stomach cramps, diarrhea. The illness lasts 1 – 3 days. In a small minority of patients, the illness may be more severe.

**Prevention:** No bare hand contact with ready-to-eat foods. Wash hands properly. Do not prepare food if you have a nose or eye infection. Do not prepare or serve food for others if you have wounds or skin infections on your hands or wrists. If food is to be stored longer than two hours, keep hot foods hot (over 135F) and cold foods cold (41F or under). Properly cool all foods.

## ***Ways of Prevention***

- 1. Handwashing is the MOST CRITICAL control step in prevention of disease.** Invest 20 seconds to follow these 6 simple steps:
  - a. Wet your hands and arms with warm running water.
  - b. Apply soap and bring to a good lather
  - c. Scrub hands and arms vigorously for 10 – 15 seconds (clean under nails and between fingers)
  - d. Rinse hands and arms thoroughly under running water.
  - e. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
  - f. Use a towel to turn off faucets and open-door handles so you don't re-contaminate your hands.
- 2. Don't go to work when you are sick**
- 3. No bare hand contact with ready-to-eat foods.**