



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Let's start an Employee Health Policy!

To start an employee health policy (EHP), you must have a training meeting with your employees, one at a time or as a group, and review some very specific information.

There are three forms which are used to explain the employee health policy (EHP). Two of the forms are for employees **and** managers and the third form is for **managers only**.

Form #1 is titled “**What is foodborne illness?**”

Form #2 is called the **Employee Agreement**.

Form #3 is called the **Manager's Decision Guide**.

You will use forms #1 and #2 when training your employees. Make enough copies for each employee to have his/her own to review.

Form #1 – **What is foodborne illness?** You must make the following important points:

- 1) Foodborne illness can make customers sick and that can have an effect on the restaurant's business.
- 2) The BIG SIX foodborne illnesses are highly contagious and can cause severe illness.
- 3) It is important for employees and managers to recognize the symptoms of the BIG SIX foodborne illnesses.

Form #2 – **Employee Agreement**; you must make the following important points:

- 1) The **employee agrees to report** to a manager if:
 - a. the employee experiences symptoms of a foodborne illness;
 - b. a doctor tells the employee he/she is sick with a foodborne illness;
 - c. the employee is exposed to a foodborne illness through contact with other people.

Make the Employee Health Policy part of the training for all new employees. During inspections, the area health department inspector will ask for evidence that you are doing the training.

There are two ways to show that employees have received the Employee Health Policy information:

- 1) employee signature on the Employee Agreement or
- 2) a sign-in sheet from a group training meeting.

If you have any questions about the Employee Health Policy, you may contact Fairfax County Health Department or get more information from our website, www.fairfaxcounty.gov/hd/food.





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Form #1

What is foodborne illness?

People can become sick from eating contaminated food. This is called foodborne illness. *Contaminated* means there are bacteria and viruses on the food which can make people sick. Sometimes the food in a restaurant can become contaminated because of the way an employee handles the food. If a customer becomes sick from eating contaminated food in a restaurant, there may be serious results. For example:

Employee

Contaminates the food by not washing his/her hands properly;

Customer

Gets sick

Tells friends, relatives, neighbors not to eat at restaurant

Complains to the health department

Could take the restaurant to court

Restaurant

Loses business

Could go out of business

Employee

Could be out of a job

The most common foodborne illnesses in the United States are:

1. **E.Coli**
2. **Salmonella Typhii**
3. **Shigella**
4. **Norovirus**
5. **Nontyphoidal Salmonella (NTS)**
6. **Hepatitis A**

These illnesses are referred to as the **Big Six**. Often these illnesses have similar symptoms. It is important that an employee recognize the symptoms of foodborne illness:

- 1) vomiting
- 2) diarrhea
- 3) jaundice
- 4) sore throat with fever
- 5) skin infection such as open sores



**CALL YOUR
MANAGER**

Fairfax County Health Department

Division of Environmental Health

10777 Main Street, Suite 111, Fairfax, VA 22030

Phone: 703-246-2444 TTY: 711 Fax: 703-653-9448

www.fairfaxcounty.gov/health





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Form #2 EMPLOYEE ILLNESS REPORTING AGREEMENT

You play an important role in providing safe food to the general public. As a food handler, you have a responsibility to report the symptoms and conditions listed below.

I agree to report to the person in charge the following symptoms of foodborne illness:

1. Vomiting
2. Diarrhea
3. Jaundice – yellow skin or eye color
4. Sore throat with fever
5. Infected wounds

I agree to report to the person in charge if a doctor says that I have one of the following infections:

1. E.coli
2. Salmonella Typhi
3. Non-typhoidal Salmonella (NTS)
4. Shigella
5. Hepatitis A
6. Norovirus

I agree to report to the person in charge if I am exposed to foodborne illness in the following ways:

1. I am exposed to a confirmed outbreak of foodborne illness;
2. Someone who lives in my house is diagnosed with a foodborne illness;
3. Someone who lives in my house attends an event or works in a place which has a confirmed outbreak of foodborne illness.

Employee Acknowledgement

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment or Fairfax County Health Department that may affect my employment.

Employee Name (please print) _____

Employee Signature _____ Date _____

Signature of Person in Charge _____ Date _____

Fairfax County Health Department

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Form #3 – Manager's Decision Guide – for managers;

Important points:

- 1) The manager must make a decision if an employee tells the manager he/she is sick with symptoms of foodborne illness.
- 2) There are four (4) blue boxes at the top of the page with a question in each box.
 - a. Manager must ask all four questions.
 - b. Lines lead from the blue boxes to **Yes** or **No** answer boxes.
 - c. If the answer to the question in the blue box is “**Yes**”, the manager must make a decision whether to let the employee come to work.
 - d. The “**Yes**” box has a line that leads to the decision the manager must make depending on the question that was asked.
 - i. The decision boxes are red, yellow and green. **Red** means the employee must be **EXCLUDED** – he/she cannot come to work
 - ii. **Yellow** means the employee must be **RESTRICTED** – he/she can come to work but they cannot do anything that gets them close to food or food-contact surfaces – no food preparation, no dishwashing, for example. They probably will not work in the kitchen at all. If your restaurant is not large enough for an employee to do other things than prepare food, you may decide to tell the employee to stay home.
 - e. If the answer to the question in the blue box is “**No**”, all lines lead to a green decision box. The employee may come to work as usual. However, the manager should take the time to review the symptoms of foodborne illness again with the employee.
- 3) The large blue box at the bottom of the page has one more important piece of information in it. If an employee is told by a doctor that he/she is sick from ***E. coli* O157:H7, Shigella, Salmonella Typhii, Nontyphoidal Salmonella (NTS), Norovirus, or Hepatitis A**, you must call the Fairfax County Health Department. There are specific steps to get the employee back to work. The health department will explain those steps.

Fairfax County Health Department

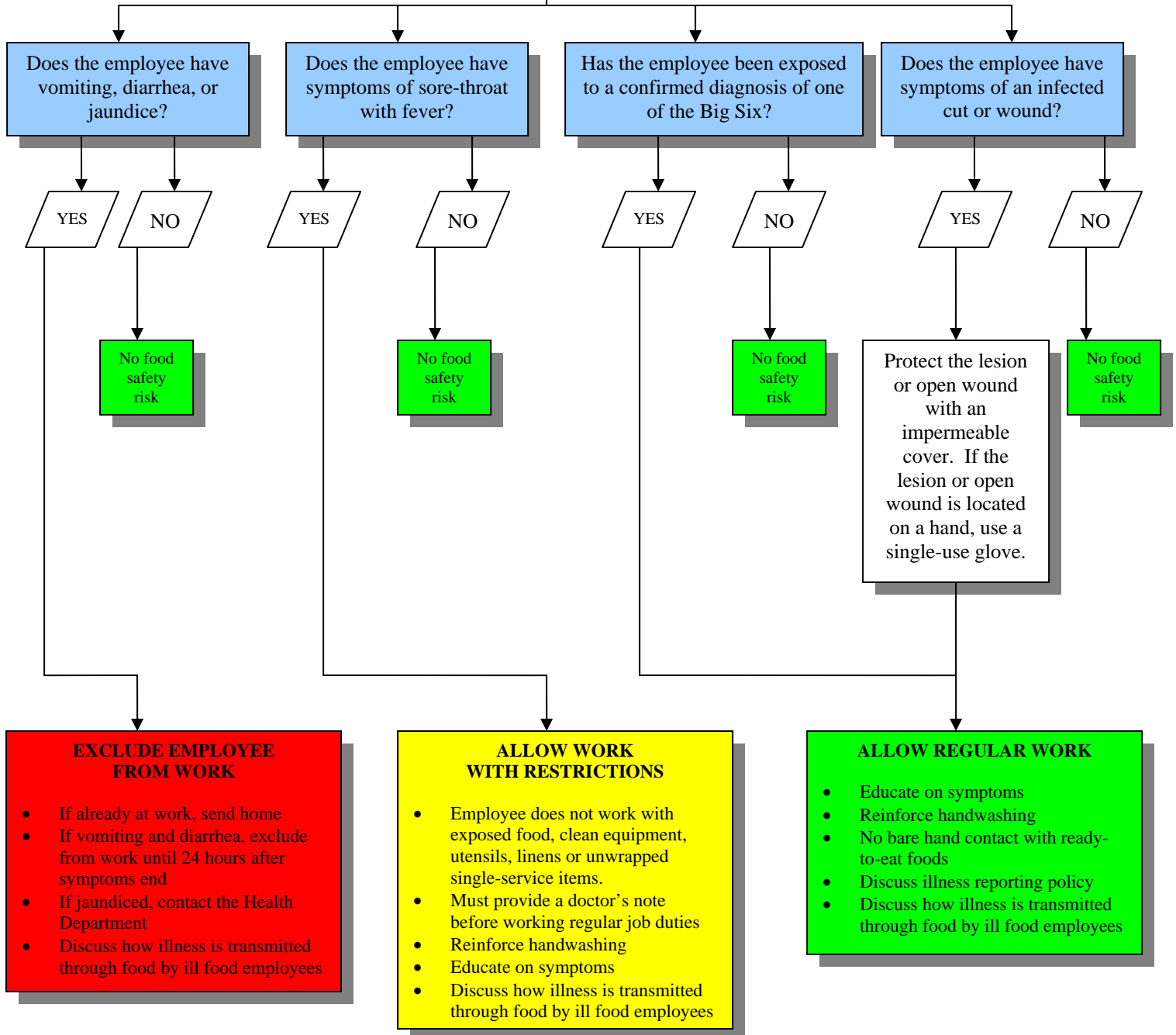
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Employee Illness Decision Guide for PIC/CFM (non-HSP)

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 manager to report illness,
PIC/CFM asks EACH of the following questions:

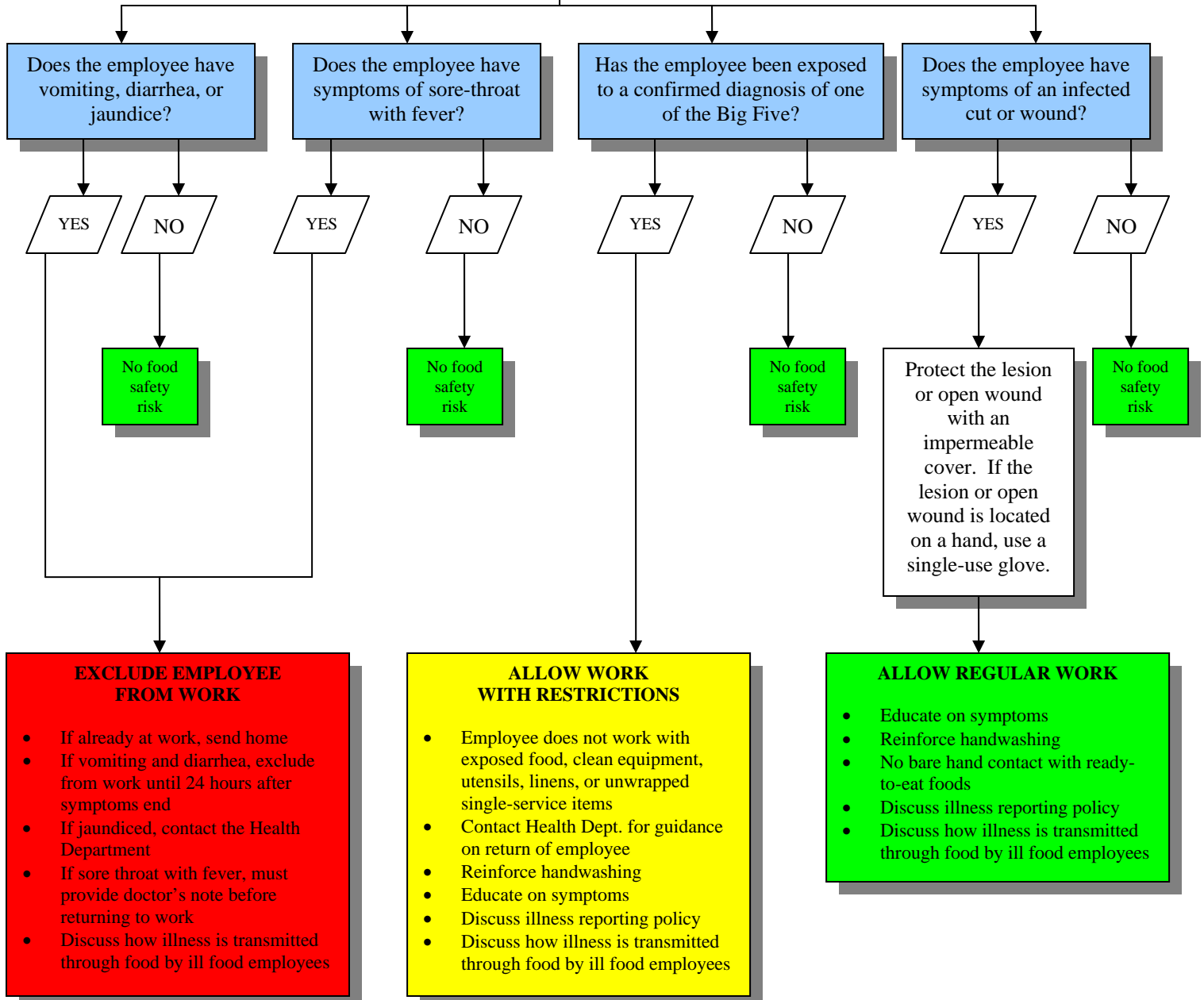


If a food employee reports a **diagnosis of Norovirus, Hepatitis A virus, *E.coli* O157:H7, Shigella, Salmonella Typhi or Nontyphoidal Salmonella (NTS)**, immediately exclude the employee and contact the Fairfax County Health Department, Consumer Protection Program at 703-246-2444 for guidance.

Employee Illness Decision Guide for PIC/CFM (HSP)

To be used for employees working with a **highly susceptible population**, including nursing homes, adult day health care, child day care or elementary school. 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 manager to report illness, PIC/CFM asks EACH of the following questions:



If a food employee reports a **diagnosis of Norovirus, Hepatitis A virus, *E.coli* O157:H7, *Shigella*, *Salmonella* Typhi or Nontyphoidal *Salmonella* (NTS)**, immediately exclude the employee and contact the Fairfax County Health Department, Consumer Protection Program at 703-246-2444 for guidance.

Employee Absence/Illness Record

Instructions: Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of foodborne illnesses. Please review and refer to your establishment's Employee Health Policy.

		<i>Symptoms Reported to Manager by Employee:</i>		<i>Manager/Employee Response:</i>					
Date Reported	Employee Name	Vomiting (V), diarrhea (D), jaundice (J), sore throat with fever (ST), infected wounds (IW)?*	Other Symptoms	Date Excluded or Restricted from Work?*	Date Returned to Normal Work Duties?	Consulted with Doctor? Y/N	Diagnosed? ** Y/N - If yes, name illness.	Contacted Health Department? Y/N	Restricted Duties
		__V __D __J __ST __IW							
		__V __D __J __ST __IW							
		__V __D __J __ST __IW							
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*If vomiting and diarrhea, exclude from work until 24 hours after symptoms end. If jaundiced, contact the Health Department.

**If a food employee reports a diagnosis of Norovirus, E.coli O157:H7, Shigella, Hepatitis A, Salmonella Typhi or Nontyphoidal Salmonella (NTS), exclude the employee and contact the Health Department at 703-246-2444 for guidance. If undiagnosed, refer to the Employee Illness Decision guide provided to you by the Health Department.

