

EMPLOYEE HEALTH SOP

Standard Operating Procedures for: _____

Date: _____ Reviewed with: _____

Why	Ill employees working in food operations and poor personal hygiene practices will cause foodborne illnesses.
Who	All food workers involved in food operations where food is handled, prepared, or served
When	<ul style="list-style-type: none"> • Restrict or exclude ill food employees from food operations • Maintain strict hand washing policies anytime food workers handle, prepared, or serve foods and food equipment • Prevent bare hand contact with ready-to-eat foods at all times during food preparation, service, or storage
Where	In food preparation, service, and storage areas
How	<p>Owner, Certified Food Protection Managers, Managers, or person-in-charge must:</p> <ul style="list-style-type: none"> • Restrict or exclude ill food employees from working with food <p>These Pathogens must be addressed in an establishment's employee health program These pathogens have a low infectious dose, contaminate the gastrointestinal system after ingestion, and are shed in feces:</p> <ul style="list-style-type: none"> • Norovirus • Salmonella Typhi • E. coli O157:H7, Enterohemorrhagic or Shiga toxin-producing E. coli • Shigella spp. • Hepatitis A virus <p>These symptoms of foodborne illness must be addressed in an establishment's employee health policy:</p> <ul style="list-style-type: none"> • Vomiting • Diarrhea • Jaundice (yellow skin or eyes) • Sore throat with fever • infected cuts and burns with pus on hands and wrists <p>• The manager or Person-In-Charge (PIC) is to make certain that food employees are trained on the subject of the:</p> <ul style="list-style-type: none"> • Cause of foodborne illness • Relationship between the food employee's job task, personal hygiene, and foodborne illness • Requirements for reporting • Specific symptoms, diagnoses, and exposures that must be reported to the Person-In-Charge <p>Management should explain to food employee's the importance of reporting specific symptoms and diagnoses or exposures to foodborne illness</p> <p>Things to be reported to management include:</p> <ul style="list-style-type: none"> • Vomiting, diarrhea, jaundice, sore throat with fever, or any exposed boil or open infected wounds or cuts on hands or arms • An illness diagnosed by a health practitioner that was caused by Salmonella Typhi, Shigella spp., Norovirus, Hepatitis A, or E. coli O157:H7 or other Enterohemorrhagic or Shiga toxin E. coli • Past illness with typhoid-like fever within the past 3 months unless treated with antibiotics • Exposure to typhoid-like fever, shigellosis, Norovirus, Hepatitis A, E. coli, or other Enterhemorrhagic or Shiga toxin-producing E. coli by eating or serving food that was implicated in a foodborne illness outbreak or if residing with a diagnosed individual <p>Exclusion and restriction policies must adhere to those provided in the decision tree tables contained in the FDA Employee Health and Personal Hygiene handbook</p>
Record Keeping	<ul style="list-style-type: none"> • Written employee health policy • Applicant and employee reporting forms • Record of employee absence due to illness

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Corrective Action	<ul style="list-style-type: none">• Exclude ill food employees from food operations• Monitor employee health and absences• Implement strict written employee health policy
Person in Charge Verifying	<ul style="list-style-type: none">• Establishment employee health policies are adhered to excluding or restricting employees as required• Verify ill employee procedures are implemented and followed• Monitor employee health and absences

Prepared, revised, and implemented by: _____

Signature of establishment owner/operator: _____

Date: _____