

## DECISION GUIDE FOR THE PERSON-IN-CHARGE *(Non-HSPs)*

1. The Person-In-Charge (PIC) must make a decision if an employee tells the PIC he/she is sick with symptoms of foodborne illness or has been exposed to a person with a confirmed case of Norovirus, Shigella, E. coli, Typhoid fever (caused by *Salmonella Typhi*), *Salmonella* (nontyphoidal), or Hepatitis A virus.
2. There are four (4) **blue** boxes at the top of the page with a question in each box. The PIC must ask all four questions. Lines lead from the four **blue** question boxes to **"Yes"** or **"No"** answer boxes.
  - a. If the answer to **all four** questions is **"No"**, there is no food safety risk and the employee can work as usual. However, the PIC should take the time to review the Employee Health Policy with the employee.
  - b. If the answer to the question in **any blue box** is **"Yes"**, the PIC must make a decision whether to let the employee work.
  - c. Each **"Yes"** box has a line that leads to the decision the PIC must make depending on the question that was asked. The decision boxes are **red**, **yellow**, and **green**.
    - i. **Red** means the employee must be **EXCLUDED** - he/she cannot 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 or 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.
    - iii. **Green** after a **"Yes"** answer means the employee can work as usual. However, the PIC should take time to review the Employee Health Policy with the employee and reinforce their training on handwashing and no bare hand contact with ready-to-eat foods.
3. There is an important piece of information noted in **red** at the bottom of the next page. If an employee is told by a doctor that he/she is sick from Shigella, Typhoid fever (caused by *Salmonella Typhi*), *Salmonella* (nontyphoidal), E. coli, Norovirus, or Hepatitis A virus, you must call the Putnam County Health Department. There are specific steps to get the employee back to work. The health department will explain those steps.

## EMPLOYEE ILLNESS DECISION GUIDE

### *Food Establishments Not Serving a Highly Susceptible Population*

**NOTE:** A "highly susceptible population" (HSP) means persons who are more likely than other people in the general population to experience foodborne disease because they are:

- (1) Immunocompromised, pre-school age children, or older adults, and
- (2) Obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.

**Employee tells PIC they have symptoms of foodborne illness. PIC asks employee EACH of the following four questions:**

Does the employee have vomiting, diarrhea, or jaundice?	Does the employee have symptoms of sore-throat with fever?	Has the employee been exposed to a confirmed case of one of the Big Six?	Does the employee have symptoms of an infected cut or wound?
YES	YES	YES	YES
No food safety risk	No food safety risk	No food safety risk	No food safety risk

EXCLUDE EMPLOYEE FROM WORK	ALLOW WORK WITH RESTRICTIONS	ALLOW REGULAR WORK
<ul style="list-style-type: none"> <li>• If already at work, send home</li> <li>• If vomiting or diarrhea, exclude from work until 24 hours after symptoms end</li> <li>• If jaundiced, contact Health Department</li> <li>• Discuss how illness is transmitted through food by ill employees</li> </ul>	<ul style="list-style-type: none"> <li>• Employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service items</li> <li>• Must provide a doctor's note before resuming regular job duties</li> <li>• Reinforce handwashing</li> <li>• Educate on symptoms</li> <li>• Discuss how illness is transmitted through food by ill employees</li> </ul>	<p>Protect the lesion or wound with an impermeable cover.</p> <p>If the lesion or openwound is located on hand, use a single-use glove.</p> <ul style="list-style-type: none"> <li>• Educate on symptoms</li> <li>• Reinforce handwashing</li> <li>• No bare hand contact with ready-to-eat foods</li> <li>• Discuss illness reporting policy</li> <li>• Discuss how illness is transmitted through food by ill employees</li> </ul>

*If an employee reports a diagnosis of *E. coli*, *Shigella*, *Salmonella* (nontyphoidal) Typhoid fever (caused by *Salmonella Typhi*), *Hepatitis A* virus, or *norovirus*, immediately exclude the employee and contact the Health Department.*