

## 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?

YES

NO

No food safety risk

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

YES

NO

No food safety risk

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

YES

NO

No food safety risk

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

YES

NO

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

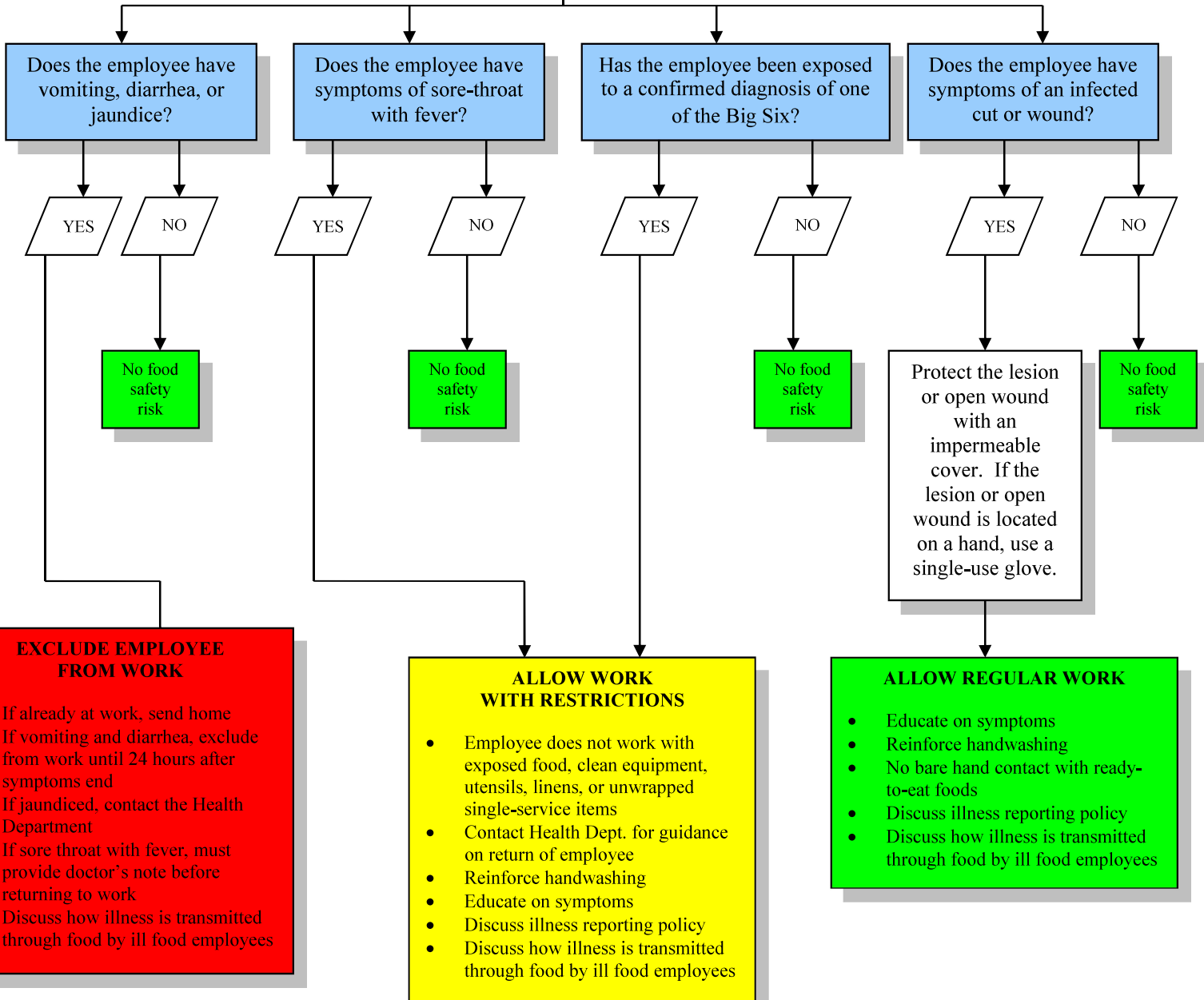
- Educate on symptoms
- Reinforce handwashing
- No bare hand contact with ready-to-eat foods
- Discuss illness reporting policy
- Discuss how illness is transmitted through food by ill food employees

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