

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Employee Health

<b>Why:</b>	Ill food handlers can transfer illness to others through food.
<b>Who:</b>	All food workers. <input type="checkbox"/> _____
<b>When:</b>	<input type="checkbox"/> When employees are hired and throughout employment. <input type="checkbox"/> _____
<b>Where:</b>	Throughout the food establishment. <input type="checkbox"/> _____
<b>How:</b>	<ul style="list-style-type: none"> <li>○ Certified Food Protection Manager (CFPM) /Person in Charge (PIC) must complete the “Applicant and Food Reporting Interview” with all new employees.</li> <li>○ Employee must sign the “Food Employee Reporting Agreement”.</li> <li>○ Employees must report any flu-like symptoms, diarrhea, jaundice, lesions and / or vomiting or to the CFPM/PIC, and be excluded from food preparation.</li> <li>○ Employees diagnosed with <i>Hepatitis A</i>, <i>Salmonella typhi</i>, <i>Shigella</i>, or <i>shiga toxin</i> producing <i>E. coli</i> must report it to the CFPM/PIC, and be excluded from food preparation.</li> <li>○ Food handlers with discharge form the ears, nose or eyes must not handle food.</li> <li><input type="checkbox"/> Medical release to return to work for one of these illnesses</li> <li><input type="checkbox"/> _____</li> </ul>
<b>Records:</b>	<ul style="list-style-type: none"> <li>○ “Applicant and Food Reporting Interview Form”</li> <li>○ “Food Employee Reporting Agreement”</li> <li><input type="checkbox"/> “Record of Staff Absences Due to Illness”</li> <li><input type="checkbox"/> _____</li> </ul>
<b>Correction:</b>	Exclude ill workers. <input type="checkbox"/> _____
<b>PIC Verification:</b>	Monitor employees for signs of illness. <input type="checkbox"/> _____

Prepared or revised by:

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