

Module 2 Overview:



Employee Illness



TRAINER: Read this page ahead of time to prepare for teaching the module.

PARTICIPANTS WILL:

1. Describe **FOODBORNE ILLNESS** symptoms.
2. Explain the difference between **RESTRICT** and **EXCLUDE**.

TIME: 15 minutes

TEACHING LOCATION: Dining Room

COPIES REQUIRED:

- Pre and Post Quiz
- Talking Points (p. M2-4)
- Activity: Employee Reporting Agreement (p. M2-5)
- Fact Sheet: Work Status for Ill Employees (last page of Module 2)

GLOSSARY TERMS:

- **EXCLUDE**
- **FOODBORNE ILLNESS**
- **RESTRICT**



Pre Quiz

MODULE 2: EMPLOYEE ILLNESS

1. List two symptoms for foodborne illness (food poisoning).

2. If you have symptoms of foodborne illness it is safe to handle food as long as you wash your hands and wear disposable gloves.

Circle the correct answer: True or False



Module 2 Presentation:

Employee Illness



TRAINER: Read aloud to prepare participants for training.

Today We Are Learning About Employee Illness. Before our training begins today there will be a short quiz. The quiz helps the Health Department assess training effectiveness and success. You do not need to write your name on the quiz and you will not be graded. Try your best to answer all the questions and don't share your answers with coworkers. We will be taking the same quiz at the end of training so if you don't know the answers, you'll be learning them today. After the training presentation we will do an activity together followed by some review questions. The training will take about 15 minutes and all of you will be participating.



TRAINER: Read aloud.

What's the Risk?

The Centers for Disease Control and Prevention (CDC) estimates approximately 20% of **FOODBORNE ILLNESS** outbreaks are caused from ill food employees working with food. For this reason, all food establishments are required to have an Employee Illness Policy. The purpose of this policy is to reduce the spread of **FOODBORNE ILLNESS**. Managers must educate employees about their responsibility to report their symptoms or diagnosis of a **FOODBORNE ILLNESS**.



TRAINER: Read aloud.

What's the Law?

Food establishments must have an Employee Illness Policy.

A food employee must inform the person in charge if they are experiencing symptoms of **FOODBORNE ILLNESS**.

The person in charge must **RESTRICT** food-handling duties of ill food employees and must **EXCLUDE** food employees who experience sudden onset of vomiting or diarrhea or have been diagnosed with an illness that can be transmitted through food.



TRAINER: Give participants a copy and have them take turns reading aloud.



Talking Points

- CDC: Centers for Disease Control and Prevention.
- EXCLUDE: To keep an infectious food employee out of a food establishment until he or she is no longer ill.
- **FOODBORNE ILLNESS:** Sickness caused from germs or toxins in food, also called food poisoning.
- **RESTRICT:** To limit an ill food employee to work duties other than working with food, food equipment, or single service items.
- Many **FOODBORNE ILLNESSES** may be passed from an ill food handler to others through food handling activities.
- Common **FOODBORNE ILLNESS** symptoms:
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice (yellowing of the skin and eyes)
 - Abdominal cramping
- When a food employee is **RESTRICTED**, they may perform work duties other than handling exposed food, food equipment, utensils and single service items.
- When a food employee is **EXCLUDED**, they may not be present in the food establishment.
- The health department will help determine when a **RESTRICTED** or **EXCLUDED** food employee may return to their normal work duties. An **EXCLUDED** employee may not return until health department approval is given.
- A food employee with an open and draining wound may be **RESTRICTED** from food handling activities if the wound is unprotected.



Module 2 Activity:

Employee Reporting Agreement



TRAINER: Give participants copies of activity sheet and corresponding fact sheet(s). Have participants complete individually or as a group.

Have employees read and sign this agreement. Discuss as a group.

The responsibility of the person in charge is to prevent the spread of **FOODBORNE ILLNESSES by:**

- Teaching employees the importance of not working when ill.
- *EXCLUDING* the employee from working in the food establishment based on the sudden onset of vomiting or diarrhea or a diagnosed **FOODBORNE ILLNESS**.
- *RESTRICTING* an employee's duties based on symptoms of **FOODBORNE ILLNESS**.

The responsibility of the food employee is to report to the person in charge:

- **FOODBORNE ILLNESS** symptoms:
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice (yellowing of the skin and eyes)
 - Sore throat with fever
- Lesions containing pus on the hand, wrist or an exposed portion of the arms or other body parts.
- Diagnosed illnesses:

- <i>E. coli</i> O157:H7	- <i>Campylobacter</i>
- Hepatitis A	- <i>Cryptosporidium</i>
- <i>Shigella</i>	- <i>Giardia</i>
- <i>Salmonella</i>	- <i>Staphylococcus</i>
- <i>Listeria</i>	- Other food or waterborne illness

Use the Work Status for Ill Employees fact sheet (last page of Module 2) for specific exclusion and restriction details, or contact the Public Health – Madison and Dane County at 608-243-0330 for more information.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting the symptoms or diagnosis of a **FOODBORNE ILLNESS** to the person in charge.
2. Exclusions or restrictions that may be imposed upon me.

Employee Name (please print) _____

Employee Signature _____ Date _____

Person in Charge Signature _____ Date _____

Public Health – Madison and Dane County (06/04)



TRAINER: Share this story with participants.

Tales from the Kitchen

In the summer of 2003, a well-known restaurant near Chicago closed after at least 74 customers and 21 employees were diagnosed with *Salmonella* (sal-mah-nell-uh) infections. At least one of the employees was sick before any customers became ill, and a number of employees admitted working while they were sick. The restaurant reopened two weeks later, with the local health department's approval, after tests showed all employees were over their *Salmonella* (sal-mah-nell-uh) infections.

Solution: This establishment needs an employee illness policy to educate their food employees on **FOODBORNE ILLNESS** symptoms and their responsibility to report symptoms or diagnosis of **FOODBORNE ILLNESS** to the person in charge. Proper reporting and **RESTRICTING** or **EXCLUDING** an ill employee is a major way to prevent **FOODBORNE ILLNESS**.



Module 2 Questions:

Employee Illness Review



TRAINER: Ask participants to answer the following.

1. List common symptoms of **FOODBORNE ILLNESS**.

Answer: Diarrhea, fever, vomiting, jaundice, sore throat with fever

2. Why is it important to tell the person in charge when you are experiencing any of these symptoms?

Answer: The person in charge is responsible for ensuring food employees are not handling food when they may be at risk of transmitting a possible **FOODBORNE ILLNESS**.

3. What does it mean when an employee is **RESTRICTED**?

Answer: When a food employee is **RESTRICTED**, they may perform work duties other than handling exposed food, food equipment, utensils and single service items.

4. What does it mean when an employee is **EXCLUDED**?

Answer: When a food employee is **EXCLUDED**, they may not be present in the food establishment.

5. If a food employee is diagnosed with a **FOODBORNE ILLNESS**, such as Hepatitis A and is **EXCLUDED**, when can they return to work?

Answer: The health department will work closely with the food establishment to determine when a food employee can return to work.



Post Quiz

MODULE 2: EMPLOYEE ILLNESS

1. List two symptoms for foodborne illness (food poisoning).

2. If you have symptoms of foodborne illness it is safe to handle food as long as you wash your hands and wear disposable gloves.

Circle the correct answer: True or False



Post Quiz Answers

MODULE 2: EMPLOYEE ILLNESS

1. List two symptoms for foodborne illness (food poisoning).

Diarrhea, fever, vomiting, jaundice, sore throat with fever

2. If you have symptoms of foodborne illness it is safe to handle food as long as you wash your hands and wear disposable gloves.

False



Module 2 Moving Ahead:

For Managers/Trainees



TRAINER: Do not read aloud. These are your next steps, additional activities and resources.

After the Training

- Have participants sign Training Verification Log (p. 9), a requirement for **SAFE FOOD CREW** Recognition Program.
- Complete the Trainer's Evaluation Form (p. 10), a requirement for **SAFE FOOD CREW** Recognition Program.
- Present participants with Certificate of Completion (p. 12).
- Track all trainings an employee receives on the Employee Attendance Record (p. 13).
- Review and post the Work Status for Ill Employees fact sheet (last page of Module 2).
- Develop or review your written Employee Illness Policy.
- Implement Employee Reporting Agreements into your hiring process and with current employees.

Resources

- FDA 2001 Food Code and Wisconsin Food Code: 2.2, Employee Health.
- Video: [Preventing Foodborne Illness](#). Colorado Department of Public Health & Environment, 1999. *This video covers the basic food safety messages of proper food handling, and specifically emphasizes issues of time and temperature, importance of good handwashing, cross contamination, and ill food handlers (9:46 min).*

WORK STATUS FOR ILL EMPLOYEES

EXCLUSION

ILLNESS	SIGNS/SYMPOMS	INCUBATION AND DURATION	MANAGEMENT RESPONSIBILITIES	WHEN CAN EMPLOYEE RETURN TO WORK?
<i>E. coli</i> O157:H7	Bloody stools, Cramps, Diarrhea, Headache, Fever--Infrequent	<u>Incubation</u> —2 to 8 days <u>Duration</u> —Up to 7 days or more for adults	Exclude the worker from the establishment. Call the Health Department.	Health Department approval and Medical documentation indicating the employee is free of symptoms and has 2 negative stools for <i>E. Coli</i> .
Hepatitis A	Fever, Malaise, Anorexia, Nausea, Abdominal Discomfort, Jaundice	<u>Incubation</u> —15 to 50 days <u>Duration</u> —1 week to several months	Exclude the worker from the establishment. Call the Health Department.	Consultation and approval by the Health Department.
Shigella	Cramps, Fever, Diarrhea, Bloody stools, Headache, Nausea, Vomiting	<u>Incubation</u> —1 to 3 days <u>Duration</u> —4 to 7 days	Exclude the worker from the establishment. Call the Health Department.	Health Department approval and Medical documentation indicating the employee is free of symptoms and has 2 negative stools for Shigella.
Typhoid Fever (very rare)	Sustained fever, Malaise, Anorexia, Rose spots on the trunk, Nonproductive cough, Constipation is common	<u>Incubation</u> —3 days to 1 month <u>Duration</u> —Months	Exclude the worker from the establishment. Call the Health Department.	Consultation and approval by the Health Department and medical documentation indicating the employee is free of symptoms and has had 3 negative stools for Typhoid bacteria.
Norovirus	Nausea, Vomiting, Diarrhea, Abdominal pain. May also include: Low-grade fever, Chills, Headache, Muscle aches, and Fatigue.	<u>Incubation</u> —symptoms may appear from 12 to 60 hours after exposure to the virus, but usually occur within 24 to 48 hours <u>Duration</u> —1 to 3 days	Exclude the worker from the establishment. Call the Health Department.	Require all food handlers to remain off duty for 48 hours after their symptoms stop. If employee is involved in an outbreak, then after consultation and approval by the Health Department.
Any diagnosed food or waterborne illness or sudden onset of vomiting or diarrhea.	Diarrhea Fever Vomiting	<u>Incubation</u> —4 hours to several days <u>Duration</u> —1 day to several weeks	Exclude the worker from the establishment. Call the Health Department.	Consultation and approval by the Health Department.

RESTRICTION

ILLNESS	SIGNS/SYMPOMS	DURATION	MANAGEMENT RESPONSIBILITIES	WHEN CAN EMPLOYEE RETURN TO FOOD HANDLING?
Experiencing symptoms associated with gastrointestinal illness. (Possible food or waterborne illness)	Fever Sore throat with fever	<u>Duration</u> —1 day to several weeks	Employee should be restricted from working with exposed food, clean equipment, utensils, linens and unwrapped single service and single-use articles.	When the employee is free of the symptoms.
Cold-Type Illnesses	Persistent sneezing, coughing, runny nose without significant fever	Varies	Employee should be restricted from working with exposed food, clean equipment, utensils, linens, and unwrapped single service articles.	When symptoms are controlled or the employee is free of the symptoms.
Possible Hepatitis A	Jaundice	Varies	Call the Health Department.	Consultation and approval by the Health Department.

RESTRICTION continued . . .

ILLNESS	SIGNS/SYMPOMS	INCUBATION AND DURATION	MANAGEMENT RESPONSIBILITIES	WHEN CAN EMPLOYEE RETURN TO FOOD HANDLING?
Symptoms suggestive of Staphylococcus skin infections	A lesion containing pus such as a boil or infected wound that is open and draining and is on the hands or wrists, exposed portions of the arms or on other parts of the body	Varies	Employee should be restricted from working with exposed food, clean equipment, utensils, linens and unwrapped single service and single-use articles if the wound is unprotected.	When the lesion or wound has healed or if the area in question has been adequately protected with an impermeable cover (such as a finger cot) and a single use glove is worn over the impermeable cover or is covered by a dry, durable, tight fitting bandage if on other parts of the body other than the wrists and hands.

Other Employee Illnesses

Illnesses with respect to food safety—not associated with foodborne illness

ILLNESS	SIGNS/SYMPOMS	INCUBATION AND DURATION	MANAGEMENT RESPONSIBILITIES	WHEN CAN EMPLOYEE RESUME DUTIES?
Influenza (Flu)	Fever, headache, fatigue, sore throat, cough	<u>Incubation</u> —1 to 3 days <u>Duration</u> —2 to 7 days	Employee should be restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single service and single-use articles. Restrict contact with employees and customers. Call Health Department.	When the fever is gone.
Pertussis (Whooping cough)	Irritating and prolonged cough	<u>Incubation</u> —7 to 20 days <u>Duration</u> —Up to 1 to 2 months	Call Health Department.	Consultation and approval by the Health Department.
Pink Eye (Bacterial Conjunctivitis)	Swelling of eye lid, discharge and eye irritation	<u>Incubation</u> —24 to 72 hours <u>Duration</u> —2 days to 2-3 weeks	No issues concerning food safety and employees may perform normal duties. Usually young children are affected and should not attend school or daycare during active stage of infection.	No exclusions or restrictions and employee may perform normal duties.
Mono	Fever, sore throat, enlarged spleen, swollen lymph nodes	<u>Incubation</u> —4 to 6 weeks <u>Duration</u> —Few weeks to months	No issues concerning food safety and employees may perform normal duties.	No exclusions or restrictions and employee may perform normal duties.
Strep Throat	Sudden onset of fever, sore throat, tender and enlarged lymph nodes	<u>Incubation</u> —1 to 3 days <u>Duration</u> —Days to months, unless treated with antibiotics	Employee should be restricted from working with exposed food, clean equipment, utensils, linens and unwrapped single service and single-use articles.	24-hours after receiving appropriate antibiotic.
TB	Fatigue, fever, night sweats and weight loss, cough, chest pain, hoarseness, coughing up of blood	Variable	Report to Health Department. This is a rare, but serious illness. Health department will work closely with operator.	Health department will work with operator regarding employee's return to work.

➤ **Other illness which do not directly affect food safety include:**

- Ear infection
 - Scabies
 - Head lice
 - Psoriasis
- **Employees experiencing foodborne illness symptoms should be advised to seek medical attention for diagnosis.**

