

	<b>Food Safety Policies</b> <b>Employee Health – Foodservice Notifications, Restrictions &amp; Exclusions</b>			Document #:	1.2.5.6
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## Employee Health Foodservice Notifications, Restrictions and Exclusions

To prevent transmission of diseases through food by infected employees, Sodexo operations must comply with the following directive.

Public health regulations regarding the notification of employee illnesses and the restriction or exclusion of ill employees from foodservice facilities vary by state, county and / or city / town. **As a manager, it is your responsibility to know and adhere to all applicable public health regulations.**

Following are **examples** of what many (but not all) public health regulations require. **However, all managers must be familiar with the regulatory requirements in their jurisdiction.**

### Employees must notify their manager (or person in charge) immediately if they

- have any of the following symptoms associated with an acute gastrointestinal illness such as (a) vomiting, (b) diarrhea, (c) fever, (d) jaundice, (e) sore throat with fever;
- have lesions containing pus (such as boils and infected wounds that are open and draining) on the hands, wrists and on exposed portions of the arms or other exposed body parts;
- are diagnosed with an illness due to (a) Hepatitis A virus, (b) *Shigella* spp., (c) Shiga Toxin-Producing *Escherichia Coli*, (d) *Salmonella* Typhi, (e) Norovirus, or (f) other communicable diseases transmissible through food, as required by your state, county and / or city / town public health authority.

### Some regulatory agencies *may* require the following:

- Employees must tell their manager if they
  1. had a **past illness** (within the past three months) due to (a) Hepatitis A virus, (b) *Shigella* spp., (c) Shiga Toxin-Producing *Escherichia Coli*, (d) *Salmonella* Typhi, (e) Norovirus, or (f) other communicable diseases transmissible through food;
  2. meet certain **high risk conditions**, i.e., if they have been exposed to or are suspected of causing a confirmed disease outbreak.
- Demonstration of knowledge from managers and employees regarding the notification of symptoms and / or illnesses.

### Managers must comply with the regulatory requirements in their jurisdiction regarding

- Notification to the public health agency when an employee is diagnosed with an illness that can be transmitted through food.  
**Important: Due to the varying regulatory requirements, you must first contact your Food Safety Manager or Director for advice before notifying the public health agency.**

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- Restriction or exclusion of ill employees, and the subsequent reinstatement of the affected employees.

**Note:** The *Sodexo Employee Handbook* specifies when employees must notify their managers about specific symptoms or illnesses. You must ensure that **all employees** have read and understand this information and have signed the *Employee Health Foodservice Agreement* included in the handbook.