

Illness and Injury Notification Policy

1.0 Purpose

The purpose of the Illness and Injury Notification Policy is to provide guidance for employees and staff of the _____ as to the appropriate steps to take to preclude transmissions of foodborne illness or communicable diseases and report physical cuts and sores by informing an appropriate manager or other “person-in-charge” (PIC). All steps will be taken to ensure the safety of our products by removing affected employees/staff from any production related area.

2.0 Employee/Staff Responsibility

All employees shall follow the reporting requirements involving symptoms, diagnosis and high risk conditions. All employees *subject to the required work restrictions or exclusions* that are imposed upon them as specified herein and shall comply with these requirements as well as follow good hygienic practices at all times.

3.0 Policy

All employees and staff shall report if they are experiencing any of the following symptoms to their PIC.

- Fever
- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever
- Lesions/Cuts
- Shingles

Employees/staff should also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Strep infection
- Staph infection
- Norwalk virus
- Salmonellosis
- Listeriosis
- Norovirus
- Escherichia coli
- Hepatitis A

Employees are to maintain a high degree of personal cleanliness and are to conform to good hygienic practices when working in food service establishments. Employees are to wash their hands and exposed area of arms thoroughly with soap and warm water before starting work, and as often as may be necessary to remove soil and contamination.

Company Name

Telephone Number

Address

Email/Website

Version/Date

Supersedes

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4.0 Other Risk Conditions

Care must be taken when:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

5.0 PIC Responsibility

The PIC shall take appropriate action as specified in the NYS Department of Health Par 14, Subpart 14-1.70 , Employee Health:

14-1.70 Employee Health.

No person is to work in a food service establishment:

- in a capacity which can result in contamination of food or food-contact surfaces with disease-causing organisms
- while infected with a disease in a communicable form capable of transmission by food
- who is otherwise a carrier of organisms that cause such disease
- while afflicted with a boil or infected wound

14-1.71 Employee cleanliness.

Thereafter, employees are to wash hands thoroughly after using the toilet, smoking, sneezing, coughing, eating, drinking or otherwise soiling their hands before returning to work. Employees are to keep their fingernails clean and neatly trimmed.

- The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.
- Training will be performed by the _____ initially for new employees and annually thereafter

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