



# Office of Environmental Health Services

## *Guide to Employee Health in Food Establishments*

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**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH

This *Guide to Employee Health in Food Establishments* is intended to help food establishment operators understand their responsibility to prevent food employees from spreading illnesses through food. This guide provides information on management and employee responsibilities, decision trees, and tables that can be used when training staff or addressing employee health concerns. This information is taken from the [FDA](#) and provisions listed in the [Virginia Food Regulations, 12VAC5-421](#), and is effective July 12, 2016.

According to the Centers for Disease Control and Prevention (CDC), foodborne illness (sometimes called "foodborne disease," "foodborne infection," or "food poisoning") is a common, costly, and preventable public health problem. Each year, 1 in 6 Americans gets sick from consuming contaminated foods or beverages. Many different disease-causing organisms, or pathogens, can contaminate foods, resulting in many different foodborne infections. Sick food workers have been implicated in foodborne illness outbreaks caused by at least 14 different organisms. Many of these outbreaks could be prevented simply by making sure that food workers don't work while they are sick. The CDC has identified six organisms as highly infective pathogens that can be transmitted by infected food workers and cause foodborne illness. These six illnesses are: Norovirus, Hepatitis A virus, *Shigella* spp., Shiga-toxin producing *E. coli*, Typhoid fever (caused by *Salmonella* Typhi), and *Salmonella* (nontyphoidal). Other less infectious pathogens that can also be transmitted by food employees to consumers through contaminated food include *Staphylococcus aureus* and *Streptococcus pyogenes*.

The Virginia Food Regulations require that food establishments ensure that food employees do not work when they are ill. The person in charge (PIC) must ensure that all food employees and conditional employees are informed of their responsibility to report to the PIC, in a verifiable manner: symptoms of vomiting, diarrhea, jaundice, or sore throat with a fever as well as infected lesions or wounds that are not properly covered; diagnoses with an illness from one of the six listed pathogens; or exposure to one of the six listed pathogens. The PIC must take appropriate action to prevent the transmission of foodborne pathogens from the food employee reporting listed symptoms, diagnosis, or exposure to the food and report to the regulatory authority any employee diagnosed with a listed pathogen or reporting the symptom of jaundice. The PIC must understand the requirements for restricting, excluding, and reinstating food employees.

The Virginia Department of Health has established levels of exclusion and restriction required to eliminate risk based on the severity of a food employee's clinical illness. These levels were created to protect public health while avoiding unnecessary disruption to the employee schedule and the retail establishment's operation. If you have any questions regarding employee health requirements, please contact your local health department or the Office of Environmental Health Services.

<p style="text-align: center;"><b>Virginia Department of Health</b>  <b>Office of Environmental Health Services</b>  804-864-7473  <a href="mailto:FoodSafety@vdh.virginia.gov">FoodSafety@vdh.virginia.gov</a>  <a href="http://www.vdh.virginia.gov/environmental-health">www.vdh.virginia.gov/environmental-health</a></p>	<p style="text-align: center;">Local Health Department:  <hr/></p>
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## Employee Health - Management Responsibilities

Adapted from the FDA [Employee Health and Personal Hygiene Handbook](#)

### **What is a food establishment manager's responsibility for ensuring that food employees are trained on the reporting of symptoms and the diagnosis of foodborne illness?**

The manager or PIC is to make certain that food employees are trained on the subject of the:

- Causes of foodborne illness;
- Relationship between food employee's job task, personal hygiene, and foodborne illness;
- Requirements for reporting; and
- Specific symptoms, diagnoses, and exposures that must be reported to the PIC.

### **What is a manager's responsibility regarding informing food employees of their reporting requirements?**

Management should explain to food employees the importance of reporting specific symptoms & any diagnoses or exposures to foodborne illness. Things to be reported to management include:

- Vomiting, diarrhea, jaundice, sore throat and fever, or any exposed boil or open, infected wounds or cuts on the hands or arms;
- An illness diagnosed by a health practitioner that was caused by: Typhoid fever (caused by *Salmonella* Typhi), *Salmonella* (nontyphoidal), *Shigella* spp., Norovirus, Hepatitis A virus, or Shiga toxin-producing *E. coli*;
- Previous illnesses with Typhoid fever, within the past 3 months, unless treated with antibiotics; and
- Exposure to Typhoid fever (caused by *Salmonella* Typhi), *Salmonella* (nontyphoidal), shigellosis, Norovirus, Hepatitis A virus, or Shiga toxin-producing *E. coli*, by eating or serving food that was implicated in a foodborne illness outbreak or if residing with a diagnosed individual.

**The manager must be able to verify that each food worker has been informed of their responsibility to report the required health information.** This may be accomplished by having each employee complete Form 1-B (page 19), presenting evidence such as curriculum and attendance rosters documenting that each employee has completed a training program which includes all the information required for reporting in Form 1-B, implementing a system of employee notification using a combination of training, signs, pocket cards, or other means to convey all the required information, or other methods that satisfactorily demonstrate that all food employees and conditional employees are informed of their responsibility to report to the PIC information about their health and activities as it relates to diseases that are transmissible through food.

### **What should a manager do when a food employee reports symptoms of vomiting or diarrhea? (See Decision Tree 1 and Table 1a (and Table 1b if diagnosed))**

Ask the food employee to stop work immediately and leave the food establishment. Permit a return to work no sooner than 24 hours after vomiting and diarrhea have ended.

**What should a manager do when a food employee reports symptoms of jaundice?**

**(See Decision Tree 1 and Table 1a)**

- Have the food employee stop work immediately.
- Inquire about how long the employee has been experiencing jaundice or associated symptoms of jaundice.
- Have the food employee leave the food establishment if the onset of jaundice occurred within the last 7 days.
- Report cases of jaundice to the regulatory authority and have the food employee's return to work approved by a regulatory authority.

**What should a manager do when a food employee reports symptoms of sore throat and fever? (See Decision Tree 1 and Table 1a)**

- Place the employee on restricted duty, that is, no working with or around food.
- Allow food employees to return to work with written medical documentation from a health practitioner.
- If the food employee works in a facility that serves a highly susceptible population (HSP), exclude the food employee from the food establishment.

**What should a manager do if a food employee has or reports an exposed boil or infected wound that is open and/or draining on the hands or arms?**

**(See Decision Tree 1 and Table 1a)**

Restrict any employee from working with food who has an infected skin lesion with pus, like a boil or infected wound that is not properly covered. The manager can lift the restriction once the infected area is properly covered or healed.

**What should the manager of a food establishment serving an HSP do if an employee reports an exposure to foodborne illness? (See Decision Tree 2 and Table 4)**

Restrict the food employee and make sure that training is provided about:

- The foodborne illness and related symptoms;
- Handwashing procedures;
- The prevention of bare hand contact with Ready-To-Eat foods; and
- The length of restriction and what is required to have the restriction lifted.

The manager must restrict food employees exposed to:

- Norovirus, for at least 48 hours from the time of exposure;
- *Shigella* spp. or Shiga-toxin producing *E. coli*, for at least 3 days from exposure;
- Typhoid fever (caused by *Salmonella* Typhi), for at least 14 days from exposure; or
- Hepatitis A virus, until after training has been given about symptoms, the use of bare hand contact with Ready-To-Eat food to avoid contamination, proper handwashing, or until at least 30 days from the initial exposure.

## **Excluding and Restricting Employees**

Adapted from the FDA [Employee Health and Personal Hygiene Handbook](#)

*Exclusion* means a food employee is not permitted to work in or enter a food establishment as a food employee. This requirement applies to areas where food is received, prepared, stored, packaged, served, vended, transported, or purchased. *Restriction* means a food employee's activities are limited to prevent the risk of transmitting a disease that is transmissible through food. A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

### **Who can exclude or restrict a food employee?**

The PIC of an establishment has the authority to exclude or restrict a food employee from a food establishment to prevent the transmission of disease through food. The regulatory authority also has the authority to exclude or restrict a food employee who is suspected of being at risk of transmitting foodborne illness.

### **When is exclusion or a restriction initiated?**

The need for exclusions and restrictions is based on the level of risk for transmitting disease through food. Four levels of risk determine when to apply exclusions and restrictions. The levels range from the highest risk to public health, which consists of active symptoms of diarrhea, vomiting, or jaundice, to the lowest risk level, wherein individuals are well but have been exposed to one of the listed 6 pathogens. The appropriate action also depends on whether or not the establishment is one that serves HSPs.

Keep in mind that excluded individuals may not work in a food establishment in any capacity although they can enter the establishment as a customer. If food employees are restricted or excluded in one food establishment, they may not work as unrestricted food employees elsewhere. Further, a restricted food employee's job duties must not allow contact with exposed food, utensils, food equipment, single-service or single-use articles, or linens. Job duties for restricted individuals may include working as a cashier, seating patrons, bussing tables, stocking canned or other packaged foods, or working in non-food cleaning or maintenance tasks.

### **What actions should the PIC take when employees or conditional employees report exposure without being diagnosed or experiencing symptoms of foodborne illness?**

The PIC must take action to prevent the transmission of foodborne bacteria and viruses from infected food workers to food. Use the information in the decision trees and tables to determine whether the appropriate action to take is to use exclusion or restriction, or to simply increase awareness concerning handwashing and handling of food.

### **Who can lift the exclusions and restrictions?**

In many cases, the manager or PIC removes, adjusts, or retains the exclusion or the restriction. In some cases, an approval from a regulatory authority and a medical practitioner is required to lift an exclusion or restriction. Allowing food employees to return to work after restriction or exclusion depends on several factors. Each of the listed 6 foodborne pathogens has unique characteristics of its illness. How long pathogens are shed in the stool and vomit affects when a food employee can return to work.

## **Employee Health - Employee Responsibilities**

Adapted from the FDA [Employee Health and Personal Hygiene Handbook](#)

### **Do food employees have a responsibility to prevent foodborne illness?**

Yes, food employees share the responsibility with management for preventing foodborne illness and are required to know:

- The relationship between their job responsibilities & potential risks of foodborne illness;
- How employee health is related to foodborne illness;
- The need to immediately report symptoms of vomiting, diarrhea, jaundice, sore throat with fever, diagnosis of illness caused by a listed pathogen, exposure to a listed pathogen, or an exposed infected wound or cut on the hands or arms to their manager;
- How restriction and/or exclusion from working with food prevents foodborne illness; and
- How proper hand hygiene and no bare hand contact with Ready-To-Eat food can prevent foodborne illness.

### **Can food employees work if their symptoms are from a non-infectious condition?**

Yes, food employees can work as long as they can provide medical documentation indicating that symptoms are from a non-infectious condition. Some non-infectious conditions include Crohn's disease (a chronic disorder causing gastrointestinal system inflammation), irritable bowel syndrome, some liver diseases, and symptoms commonly experienced during pregnancy.

### **If an infected wound, cut, or burn is covered, can employees continue working?**

Yes, food employees can continue working as long as the wound, cut, or burn is properly covered with a waterproof cover like a finger cot and a disposable glove, or a dry, durable, tightfitting bandage.

### **What types of exposure must food employees report to management?**

If a food employee is exposed to any of the following situations, it must be reported, such as:

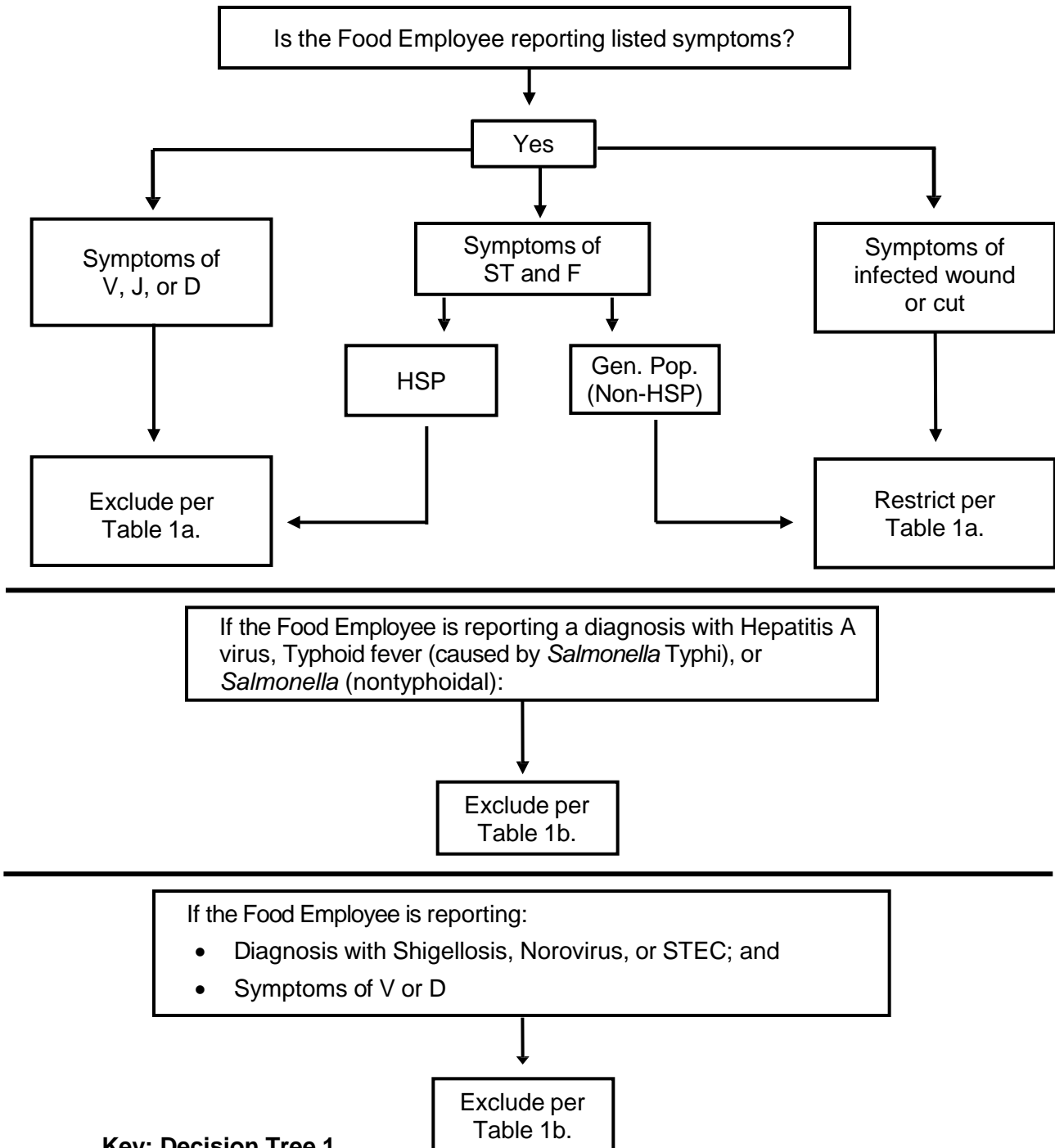
- Ingesting or handling food that was implicated in a foodborne outbreak;
- Consuming food that was prepared by someone with an illness that resulted from one of the listed 6 pathogens;
- Attending or working in a location that had a confirmed foodborne illness outbreak;
- Living with someone who works or was in a location that was known to have had a foodborne illness outbreak; or
- Living with someone who was diagnosed with an illness that resulted from one of the listed 6 pathogens.

### **What other precautions can a food employee take to prevent the spread of foodborne illness?**

Food employees can help prevent foodborne illness by:

- Not touching Ready-To-Eat food with bare hands;
- washing hands frequently, especially whenever they are soiled or have touched anything that has contaminated them;
- Not working when ill;
- Knowing all aspects of food handling & risk factors associated with foodborne illness; and
- Being aware that uncontrolled risk factors can cause foodborne illness in consumers.

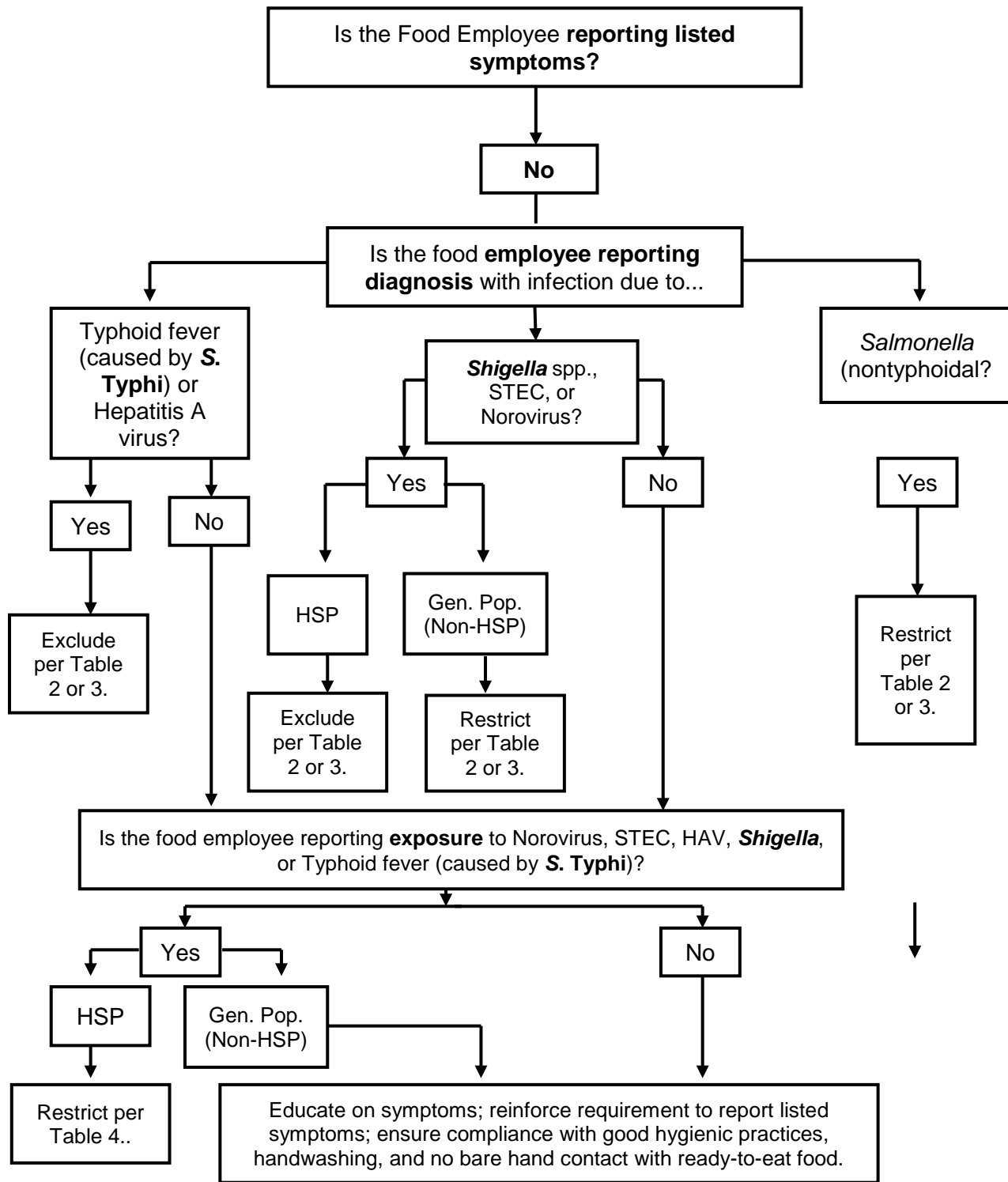
**Decision Tree 1: When to exclude or restrict a food employee who reports a symptom and when to exclude a food employee who reports a diagnosis with symptoms under the Food Regulations.**



**Key: Decision Tree 1**

(V) Vomiting; (J) Jaundice; (D) Diarrhea; (ST and F) Sore Throat and Fever; (STEC) Shiga toxin-producing *E. coli*; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population

**Decision Tree 2: When to exclude or restrict a food employee who is asymptomatic and reports a listed diagnosis and when to restrict a food employee who reports a listed exposure under the Food Regulations**



**Key: Decision Tree 2** (STEC) Shiga toxin-producing *E.coli*; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population



**Table 1a: Summary of requirements for symptomatic food employees**

<b>Food employees and conditional employees shall report symptoms immediately to the person in charge</b>				
The person in charge shall prohibit a conditional employee that reports a listed symptom from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a symptomatic food employee.				
<b>Symptom</b>	<b>EXCLUSION/ OR RESTRICTION</b>		<b>Removing symptomatic food employees from exclusion or restriction</b>	<b>RA Approval Needed to Return to Work</b>
	<b>Facilities Serving a HSP</b>	<b>Facilities not serving a HSP</b>		
Vomiting	<b>EXCLUDE</b> (90-1-a)	<b>EXCLUDE</b> (90-1-a)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation (100-1-a). <b>Exceptions:</b> If diagnosed with Norovirus, <i>Shigella</i> spp., STEC, HAV, or typhoid fever (caused by <i>S. Typhi</i> ) (see Tables 1b & 2).	No if not diagnosed
Diarrhea	<b>EXCLUDE</b> (90-1-a)	<b>EXCLUDE</b> (90-1-a)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation (100-1-a). <b>Exceptions:</b> If diagnosed with Norovirus, STEC, HAV, or typhoid fever (caused by <i>S. Typhi</i> ) (see Tables 1b & 2).	No if not diagnosed
Jaundice	<b>EXCLUDE</b> (90-2-a) if the onset occurred within the last 7 days	<b>EXCLUDE</b> (90-2-a) if the onset occurred within the last 7 days	When approval is obtained from the RA (100-2) and: <ul style="list-style-type: none"> <li>• Food employee has been jaundiced for more than 7 calendar days (100-2-a) or</li> <li>• Food employee provides medical documentation (100-2-c).</li> </ul>	Yes
Sore Throat and Fever	<b>EXCLUDE</b> (90-8-a)	<b>RESTRICT</b> (90-8-b)	When food employee provides written medical documentation (100-8-a through c)	No
Infected wound or pustular boil	<b>RESTRICT</b> (90-9)	<b>RESTRICT</b> (90-9)	When the infected wound or boil is properly covered (100-9-a through c).	No

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**STEC = Shiga toxin-producing *Escherichia coli***

**HSP = Highly Susceptible Population**

**Table 1b: Summary of requirements for diagnosed, symptomatic food employees**

<b>Food employees and conditional employees shall report a listed diagnosis with symptoms immediately to the person in charge</b>			
<b>The person in charge shall notify the RA when a food employee is jaundiced or reports a listed diagnosis</b>			
The person in charge shall prohibit a conditional employee who reports a listed diagnosis with symptoms from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a diagnosed, symptomatic food employee.			
<b>Diagnosis</b>	<b>EXCLUSION Facilities Serving HSP or not Serving HSP</b>	<b>Removing diagnosed, symptomatic food employees from exclusion</b>	<b>RA Approval Needed to Return to Work</b>
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	When approval is obtained from the RA (100-2) and: <ul style="list-style-type: none"> <li>• The food employee has been jaundiced for more than 7 calendar days (100-2-a) or</li> <li>• The anicteric food employee has had symptoms or more than 14 days (100-2-b), or</li> <li>• The food employee provides medical documentation (100-2-c) (also see Table 2).</li> </ul>	Yes
Typhoid fever (caused by <i>Salmonella</i> Typhi)	<b>EXCLUDE</b> , if diagnosed or reports having had typhoid fever within the past three months (90-3)	When approval is obtained from the RA (100-3-a) and: <ul style="list-style-type: none"> <li>• Food employee provides medical documentation that states the food employee is free from typhoid fever (100-3-b) (also see Table 2).</li> </ul>	Yes
<i>Salmonella</i> (nontyphoidal)	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>• Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal ) infection (100-2-a) or</li> <li>• Food employee symptoms of vomiting or diarrhea resolved and &gt;30 days have passed since the food employee became asymptomatic (100-2-b).</li> </ul>	Yes

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**Table 1b: Summary of requirements for diagnosed, symptomatic food employees (continued)**

Diagnosis	EXCLUSION Facilities Serving HSP or not Serving HSP	Removing diagnosed, symptomatic food employees from exclusion	RA Approval Needed to Return to Work
STEC	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li>1. <u>Serving Non-HSP facility:</u> (100-1-d-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> (100-1-d-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from RA (100-6) and</li> <li>• Medically cleared (100-6-a); or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic (100-6-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Norovirus	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li>1. <u>Serving non-HSP facility:</u> (100-1-b-1) Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> (100-1-b-2) Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA (100-4), and</li> <li>• Medically cleared (100-4-a), or</li> <li>• More than 48 hours have passed since the food employee became asymptomatic (100-4-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<i>Shigella</i> spp.	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms (90-1-b)	<ol style="list-style-type: none"> <li>1. <u>Serving Non-HSP facility:</u> (100-1-c-1) Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> (100-1-c-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA (100-5), and</li> <li>• Medically cleared (100-5-a), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic (100-5-b) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

**Table 2: Summary of requirements for diagnosed food employees with resolved symptoms**

Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge				
The person in charge shall notify the RA when a food employee reports a listed diagnosis				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of a diagnosed food employee.				
Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Typhoid fever (caused by <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (80-A-3)	<b>EXCLUDE</b> (90-3)	<b>EXCLUDE</b> (90-3)	When approval is obtained from the RA (100-3-a), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free from typhoid fever (caused by <b>S. Typhi</b>) (100-3-b) (also see Table 1b).</li> </ul>	Yes
<i>Salmonella</i> (nontyphoidal)	<b>RESTRICT</b> (90-7-a)	<b>RESTRICT</b> (90-7-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal) infection (100-7-a) or</li> <li>Food employee symptoms of vomiting or diarrhea resolved and &gt;30 days have passed since the food employee became asymptomatic (100-7-b).</li> </ul>	Yes
<i>Shigella</i> spp.	<b>EXCLUDE</b> (90-5-a)	<b>RESTRICT</b> (90-5-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u>(100-1-c-1) Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u>(100-1-c-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-5), and:</li> <li>Medically cleared (100-5-a), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-5-b) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

(Continued on p.12)

**Table 2: Summary of requirements for diagnosed food employees with resolved symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employee with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Norovirus	<b>EXCLUDE</b> (90-4-a)	<b>RESTRICT</b> (90-4-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-b-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u>(100-1-b-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-4), and:</li> <li>Medically cleared (100-4-a), or</li> <li>More than 48 hours have passed since the food employee became asymptomatic (100-4-b) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
STEC	<b>EXCLUDE</b> (90-6-a)	<b>RESTRICT</b> (90-6-b)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> (100-1-d-1): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> (100-1-d-2): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA (100-6), and:</li> <li>Medically cleared (100-6-a), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic (100-6-b). (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice (90-2-b)	When approval is obtained from the RA (100-2), and: <ul style="list-style-type: none"> <li>The food employee has been jaundiced for more than 7 calendar days (100-2-a), or</li> <li>The anicteric food employee has had symptoms for more than 14 calendar days (100-2-b), or</li> <li>The food employee provides medical documentation (100-2-c) (see also Table 1b).</li> </ul>	Yes

**Table 3: Summary of requirements for diagnosed food employees who never develop gastrointestinal symptoms**

<b>Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge</b>				
<b>The person in charge shall notify the RA when a food employee reports a listed diagnosis</b>				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 12VAC5-421-100 of the Food Code, for reinstatement of a diagnosed food employee				
<b>Pathogen Diagnosis</b>	<b>Facilities Serving HSP</b>	<b>Facilities Not Serving HSP</b>	<b>Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction</b>	<b>RA Approval Required to Return to Work</b>
Typhoid fever (caused by <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (80-A- 3)	<b>EXCLUDE</b> (90-3)	<b>EXCLUDE</b> (90-3)	When approval is obtained from the RA (100-3-a), and:  Food employee provides medical documentation, specifying that the food employee is free from typhoid fever (caused by <b>S. Typhi</b> ) (100-3-b).	Yes
<b>Shigella</b> spp.	<b>EXCLUDE</b> (90-5-a)	<b>RESTRICT</b> (90-5-b)	Remains excluded or restricted until approval is obtained from the RA (100-5), and: <ul style="list-style-type: none"> <li>• Medically cleared (100-5-a), or</li> <li>• More than 7 calendar days have passed since the food employee was last diagnosed (100-5-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<i>Salmonella</i> (nontyphoidal)	<b>RESTRICT</b> (100-7-a)	<b>RESTRICT</b> (100-7-b)	When approval is obtained from the RA (100-7), and: <ul style="list-style-type: none"> <li>• Food employee provides medical documentation, that states the food employee is free of a <i>Salmonella</i> (nontyphoidal) infection (100-7-a) or</li> <li>• Food employee did not develop symptoms and &gt;30 days have passed since the food employee was diagnosed (100-7-c).</li> </ul>	Yes

(Continued on p.14)

**Table 3: Summary of requirements for diagnosed food employees who never develop gastrointestinal symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Norovirus	<b>EXCLUDE</b> (90-4-a)	<b>RESTRICT</b> (90-4-b)	Remains excluded or restricted until approval is obtained from the RA (100-4), and <ul style="list-style-type: none"> <li>• Medically cleared (100-4-a), or</li> <li>• More than 48 hours have passed since the food employee was diagnosed (100-4-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
STEC	<b>EXCLUDE</b> (100-6-a)	<b>RESTRICT</b> (100-6-b)	Remains excluded or restricted until approval is obtained from the RA (100-6), and: <ul style="list-style-type: none"> <li>• Medically cleared (100-6-a), or</li> <li>• More than 7 calendar days have passed since the food employee was diagnosed (100-6-c).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> (90-2-c)	<b>EXCLUDE</b> (90-2-c)	When approval is obtained from the RA (100-2), and <ul style="list-style-type: none"> <li>• The anicteric food employee has been symptomatic with symptoms other than jaundice for more than 14 days (100-2-b), or</li> <li>• The food employee provides medical documentation that the food employee is free of a HAV infection (100-2-c).</li> </ul>	Yes

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**STEC = Shiga toxin-producing *Escherichia coli***

**HAV = Hepatitis A virus**

**HSP = Highly Susceptible Population**

<b>Table 4: History of Exposure, and Absent Symptoms or Diagnosis</b>				
<b>Food employees and conditional employees shall report a listed exposure to the person in charge</b>				
<b>The person in charge shall prohibit a conditional employee who reports a listed exposure from becoming a food employee in a facility serving a HSP until meeting the criteria listed in section 12VAC5-421-100 of the Food Regulations, for reinstatement of an exposed food employee</b>				
The person in charge shall reinforce and ensure compliance with good hygienic practices, symptom reporting requirements, proper handwashing and no BHC with RTE foods for all food employees that report a listed exposure				
<b>Pathogen Diagnosis</b>	<b>Facilities Serving HSP</b>	<b>Facilities Not Serving HSP</b>	<b>When Can the Restricted Food Employee Return to Work?</b>	<b>RA Approval Needed?</b>
Typhoid fever (caused by <b>S. Typhi</b> )	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	When 14 calendar days have passed since the last exposure, or more than 14 days has passed since the food employee's household contact became asymptomatic. (100-10-c)	No
<b>Shigella</b> spp.	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	When more than 3 calendar days have passed since the last exposure, or more than 3 days have passed since the food employee's household contact became asymptomatic. (100-9-b)	No
Norovirus	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When more than 48 hours have passed since the last exposure, or more than 48 hours has passed since the food employee's household contact became asymptomatic. (100-9-a)	No
STEC	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days has passed since the food employee's household contact became asymptomatic.(100-9-b)	No
Hepatitis A virus	<b>RESTRICT</b> (90-10)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	When any of the following conditions is met: <ul style="list-style-type: none"> <li>• The food employee is immune to HAV infection because of a prior illness from HAV, vaccination against HAV, or IgG administration; or</li> <li>• More than 30 calendar days have passed since the last exposure; or since the food employee's household contact became jaundiced; or</li> <li>• The food employee does not use an alternative procedure that allows BHC with RTE food until at least 30 days after the potential exposure, and the employee receives additional training. (100-9-d)</li> </ul>	No

**Key for Table 4:** GHP = Good Hygienic Practices; RTE = Ready-to-Eat foods; BHC = Bare Hand Contact



**FORM 1-A Conditional Employee and Food Employee Interview**

Preventing Transmission of Diseases through Food by Infected Food Employees or Conditional Employees with Emphasis on Illness due to Norovirus, typhoid fever (caused by **Salmonella Typhi**), **Salmonella** (nontyphoidal), **Shigella** spp., Shiga Toxin-producing **Escherichia coli** (STEC), or Hepatitis A virus

*The purpose of this interview is to inform conditional employees and food employees to advise the person in charge of past and current conditions described so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.*

Conditional Employee Name (print) \_\_\_\_\_

Food Employee Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Date \_\_\_\_\_

Are you suffering from any of the following symptoms? (Circle one)

		If YES, Date of Onset
Diarrhea?	YES / NO	_____
Vomiting?	YES / NO	_____
Jaundice?	YES / NO	_____
Sore throat with fever?	YES / NO	_____

Or

Infected cut or wound that is open and draining, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cut, wound, or lesion not properly covered?

YES / NO (Examples: boils and infected wounds, however small)

**In the Past:**

Have you ever been diagnosed as being ill with typhoid fever (S. Typhi)? YES / NO

If you have, what was the date of the diagnosis? \_\_\_\_\_

If within the past 3 months, did you take antibiotics for typhoid fever? YES / NO

If so, how many days did you take the antibiotics? \_\_\_\_\_

If you took antibiotics, did you finish the prescription? YES / NO

**FORM 1-A (continued)**

**History of Exposure:**

1. Have you been suspected of causing, or have you been exposed to, a confirmed foodborne disease outbreak recently? YES / NO

If YES, date of outbreak: \_\_\_\_\_

- a. If YES, what was the cause of the illness and did it meet the following criteria?

Cause: \_\_\_\_\_

- i. Norovirus (last exposure within the past 48 hours)

Date of illness outbreak \_\_\_\_\_

- ii. STEC infection (last exposure within the past 3 days)

Date of illness outbreak \_\_\_\_\_

- iii. Hepatitis A virus (last exposure within the past 30 days)

Date of illness outbreak \_\_\_\_\_

- iv. Typhoid fever (last exposure within the past 14 days)

Date of illness outbreak \_\_\_\_\_

- v. Shigellosis (last exposure within the past 3 days)

Date of illness outbreak \_\_\_\_\_

- b. If YES, did you:

i. Consume food implicated in the outbreak? \_\_\_\_\_

ii. Work in a food establishment that was the source of the outbreak? \_\_\_\_\_

iii. Consume food at an event that was prepared by person who is ill? \_\_\_\_\_

2. Did you attend an event or work in a setting recently where there was a confirmed disease outbreak? YES / NO

If so, what was the cause of the confirmed disease outbreak? \_\_\_\_\_

If the cause was one of the following five pathogens, did exposure to the pathogen meet the following criteria?

a. Norovirus (last exposure within the past 48 hours) YES / NO

b. Shiga-toxin producing *E. coli* (last exposure within the past 3 days) YES / NO

c. *Shigella* spp. (last exposure within the past 3 days) YES / NO

d. Typhoid fever (*S. Typhi*) (last exposure within the past 14 days) YES / NO

e. Hepatitis A virus (last exposure within the past 30 days) YES / NO

**FORM 1-A (continued)**

**Do you live in the same household as a person diagnosed with Norovirus, shigellosis, typhoid fever, hepatitis A, or illness due to Shiga-toxin producing *E. coli* (STEC)?**

**YES / NO Date of onset of illness \_\_\_\_\_**

**3. Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, STEC infection, or hepatitis A virus?**

**YES / NO Date of onset of illness \_\_\_\_\_**

**Name, Address, and Telephone Number of your Health Practitioner or Doctor:**

**Name \_\_\_\_\_**

**Address \_\_\_\_\_**

**Telephone – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_**

**Signature of Conditional Employee \_\_\_\_\_ Date \_\_\_\_\_**

**Signature of Food Employee \_\_\_\_\_ Date \_\_\_\_\_**

**Signature of Permit Holder or Representative \_\_\_\_\_ Date \_\_\_\_\_**

## **FORM 1-B Conditional Employee or Food Employee Reporting Agreement**

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, Typhoid fever (caused by **Salmonella Typhi**), **Salmonella** (nontyphoidal), **Shigella** spp., Shiga Toxin-producing **Escherichia coli** (STEC), or Hepatitis A Virus

***The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.***

### **I AGREE TO REPORT TO THE PERSON IN CHARGE:**

#### **Any Onset of the Following Symptoms, While Either at Work or Outside of Work,**

##### **Including the Date of Onset:**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

##### **Future Medical Diagnosis:**

**Whenever diagnosed as being ill with Norovirus, Typhoid fever (*Salmonella Typhi*), *Salmonella* (nontyphoidal), shigellosis (*Shigella* spp. infection), Shiga-toxin producing *E. coli* (STEC), or hepatitis A (Hepatitis A virus infection).**

##### **Future Exposure to Foodborne Pathogens:**

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, Shiga-toxin producing *E. coli* (STEC), or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, Shiga-toxin producing *E. coli* (STEC), or hepatitis A.

**FORM 1-B (continued)**

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 requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

**Conditional Employee Name (please print)** \_\_\_\_\_

**Signature of Conditional Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Employee Name (please print)** \_\_\_\_\_

**Signature of Food Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Permit Holder or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_