





Employee Health Policy Tool

2022 FDA Food Code

v2







Introduction to this Tool

The Food and Drug Administration (FDA) developed this **Employee Health Policy Tool** to encourage practices that can help prevent the transmission of foodborne viruses and bacteria in food establishments from ill employees. This tool will help users navigate restriction and exclusion requirements identified in 2-201 of the **2022 FDA Food Code** using clickable pathways dependent upon the role of the user and the symptoms and/or diagnoses presented.

For questions about specific employee health policy provisions in the FDA Food Code, please see 2-201 of the Food Code and/or contact your <u>FDA Retail Food Specialist</u>. Please follow your state/local/tribal/territorial health codes for employee health policies applicable to your location.

To view the settings for this tool (i.e., instructions and recommendations, format of tool, acronyms, definitions, and additional resources), click on the gear icon below.







HOME SCREEN



What is your role in the food establishment? (Click to choose)















General Symptoms

Do you have.....

(Click to choose)

Common cold

Cough

Fever only

COVID

Contacted someone who was sick

Vomiting

Diarrhea

Jaundice

Diagnosed with illness

Sore throat w/ fever

Infected wound/ pustular boil







General Symptoms – What To Do

Inform your manager/ supervisor

Talk to your manager/ supervisor and follow internal policies







These are possible symptoms of foodborne illness!



- Stop working immediately or don't report to work
- You are required to let your manager/ supervisor know right away
- Remember: protect people everywhere by not working when you are sick







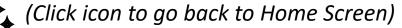
These may be possible symptoms of foodborne illness!



- Do not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles
- You are required to let your manager/ supervisor know right away
- Remember: protect people everywhere by not working when you are sick







Main Symptoms/Diagnoses

Is Your Employee Reporting...

(Click to choose)

Symptoms

Diagnosed with Symptoms

Diagnosed with Resolved Symptoms

Diagnosed without Symptoms

Exposure without Symptoms









Symptoms* – Employees Are Required to Notify You

(Click to choose)

Vomiting

Diarrhea

Sore Throat with Fever

Jaundice

Infected Wound or Pustular Boil



^{*}Note: For multiple symptoms, use the more restrictive option.



Symptoms: Vomiting

Serving HSP

Exclude

Not Serving HSP

Exclude









Vomiting – Requirements To Work

Removing Restriction or Exclusion



• Exceptions: If diagnosed with Norovirus, Shigella spp., STEC, Hepatitis A, or typhoid fever (see <u>Diagnosed with Symptoms</u>).

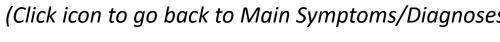
Health Department Approval Required?



Not required if not diagnosed











Symptoms: Diarrhea

Serving HSP

Exclude

Not Serving **HSP**

Exclude









Diarrhea – Requirements To Work

Removing Restriction or Exclusion



 Exceptions: If Diagnosed with Norovirus,
 STEC, Hep A, or S. Typhi (see <u>Diagnosed w/</u> <u>Symptoms</u>)

Health Department Approval Required?



Not required if not diagnosed











Symptoms: Sore Throat with Fever

Serving HSP

Exclude

Not Serving HSP

Restrict









Sore throat w/ fever – Requirements To Work

Removing Restriction or Exclusion When they provide written medical documentation that meets one of the following:

- Received antibiotic therapy for *Streptococcus* pyogenes infection for more than 24 hours;
- Has at least one negative throat culture for Streptococcus pyogenes infection; or
- Determined by health practitioner to be free of Streptococcus pyogenes infection

Health Department Approval Required?











Symptoms: Jaundice

Serving HSP

Excludeif onset occurredwithin the last 7 days

Not Serving HSP

Excludeif onset occurredwithin the last 7 days

Note: Discuss with employee if jaundice is from a pre-existing condition that does not require an exemption.









Jaundice – Requirements To Work

Removing Restriction or Exclusion When approval is obtained from the health department, and:

- They have been jaundiced for more than 7 calendar days, or
- They provide medical documentation stating they are free of a Hepatitis A virus infection.

Health Department Approval Required?





Note: Discuss with employee if jaundice is from a pre-existing condition that does not require an exemption.









Symptoms: Infected Wound or Pustular Boil

Serving HSP

Restrict

Not Serving HSP

Restrict









Infected Wound or Pustular Boil – Requirements To Work

Removing Restriction or Exclusion

Health Department Approval Required?

BACK

Wound with pus that is open or draining:

- Hands and wrists an impermeable cover protects the lesion and glove is worn over the impermeable cover;
- Exposed arms protected by an impermeable cover;
 or
- On other parts of the body covered by a dry, durable, tight-fitting bandage.

No







Diagnosed with Symptoms – You Are Required to Notify the Health Department

(Click to choose)

Hepatitis A

Typhoid Fever (S. Typhi)

Nontyphoidal Salmonella (NTS)

STEC

Norovirus

Shigella spp.









Diagnosed w/ Symptoms: Hepatitis A

Serving HSP or Not Serving HSP

Exclude if within 14 days of start of any symptom, or within 7 days of the start of jaundice









Hepatitis A – Requirements To Work (Diagnosed W/ Symptoms)

Removing Exclusion

When approval is obtained from the health department, and:

- They have been jaundiced for more than 7 calendar days, or
- The employee without jaundice has had symptoms for more than 14 days, or
- They provide medical documentation

Health Department Approval Required?

Yes









Diagnosed w/ Symptoms: Typhoid Fever (*S.* Typhi)

Serving HSP or Not Serving HSP

Exclude









Typhoid Fever (*S.* Typhi) – Requirements To Work (Diagnosed W/ Symptoms)

Removing Exclusion

When approval is obtained from the health department, and:

 They provide medical documentation that states they are free of a S. Typhi infection

Health Department Approval Required?

Yes











Diagnosed w/ Symptoms: Nontyphoidal *Salmonella* (NTS)

Serving HSP or Not Serving HSP

Exclude based on vomiting or diarrhea symptoms









Nontyphoidal *Salmonella* (NTS) — Requirements To Work (Diagnosed w/ Symptoms)

Removing Exclusion

Health Department Approval Required?

When approval is obtained from the health department, and:

- Medical documentation that the employee is free of a NTS infection based on 2 stool samples taken at least 48 hrs. after stopping antibiotics and at least 24 hrs. apart; or
- Symptoms of vomiting or diarrhea resolved and >30 days have passed since they became asymptomatic

Yes





REQUIREMENTS TO RETURN TO WORK



Diagnosed w/ Symptoms: STEC

Serving HSP or Not Serving HSP

Exclude based on vomiting or diarrhea symptoms









STEC - Requirements To Work (Diagnosed w/ Symptoms)

Removing Exclusion

- **1. Serving a non-HSP facility**: Only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.
- **2. Serving an HSP facility**: Remains excluded until meeting the requirements listed in No. 3.
- 3. Restriction or Exclusion remains until:
 - Approval is obtained from the health department, and
 - They are medically cleared Medically cleared based on 2 stool samples taken at least 48 hrs. after stopping antibiotics and at least 24 hrs. apart, or
 - More than 7 days have passed since not having symptoms.

Health Department Approval Required?



Yes, for HSP. No, to work on a restricted basis in a non-HSP facility.











Diagnosed w/ Symptoms: Norovirus

Serving HSP or Not Serving HSP

Exclude based on vomiting or diarrhea symptoms



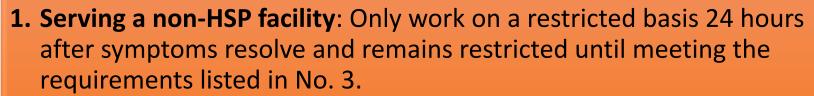






Norovirus – Requirements To Work (Diagnosed W/ Symptoms)

Removing Exclusion



- **2. Serving an HSP facility**: Remains excluded until meeting the requirements listed in No. 3.
- 3. Restriction or Exclusion remains until:
 - Approval is obtained from the health department, and
 - Medically cleared, or
 - More than 48 hours have passed since they became asymptomatic.

Health Department Approval Required?



Yes, for HSP. No, to work on a restricted basis in a non-HSP facility.







REQUIREMENTS TO RETURN TO WORK



Diagnosed w/ Symptoms: Shigella spp.

Serving HSP or Not Serving HSP

Exclude based on vomiting or diarrhea symptoms



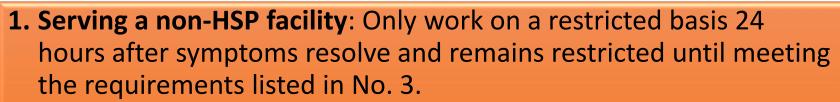






Shigella spp. – Requirements To Work (Diagnosed W/ Symptoms)

Removing Exclusion



2. Serving an HSP facility: Remains excluded until meeting the requirements listed in No. 3.

3. Restriction or Exclusion remains until:

- Approval is obtained from the health department, and
- Medically cleared based on 2 stool samples taken at least 48 hrs.
 after stopping antibiotics and at least 24 hrs. apart, or
- More than 7 days have passed since they became asymptomatic.

Health Department Approval Required?











Diagnosed with Resolved symptoms – You Are Required to Notify the Health Department

(Click to choose)

Hepatitis A

Typhoid Fever (S. Typhi)

Nontyphoidal Salmonella (NTS)

STEC

Norovirus

Shigella spp.









Diagnosed w/ Resolved Symptoms: Hepatitis A

Serving HSP

Exclude if within 14 days of any symptom, or within 7 days of jaundice

Not Serving HSP

Exclude if within 14 days of any symptom, or within 7 days of jaundice









Hepatitis A – Requirements To Work (Diagnosed w/ Resolved Symptoms)

Removing **Exclusion** or Restriction

When approval is obtained from the health department, and:

- They have been jaundiced for more than 7 calendar days, or
- They, without jaundice, have had symptoms for more than 14 days, or
- They provides medical documentation

Health Department **Approval Required?**

Yes











Diagnosed w/ Resolved Symptoms: Typhoid Fever (S. Typhi) including previous illness w/ S. Typhi

Serving HSP

Exclude

Not Serving HSP

Exclude









Typhoid Fever (S. Typhi) – Requirements To Work

Removing **Exclusion** or Restriction

Health Department **Approval Required?**

When approval is obtained from the health department, and:

 They provide medical documentation that states they are free of an S. Typhi infection

Yes











Diagnosed w/ Resolved Symptoms: Nontyphoidal Salmonella (NTS)

Serving HSP

Restrict

Not Serving HSP









Nontyphoidal Salmonella (NTS) – Requirements To Work (Diagnosed w/ Resolved Symptoms)

Removing **Exclusion** or Restriction

Health Department **Approval Required?**

When approval is obtained from the health department, and:

- They provide medical documentation that states the food employee is free of a nontyphoidal Salmonella infection or
- Symptoms of vomiting or diarrhea resolved and >30 days have passed since they became asymptomatic

Yes











Diagnosed w/ Resolved Symptoms: STEC

Serving HSP

Exclude

Not Serving HSP



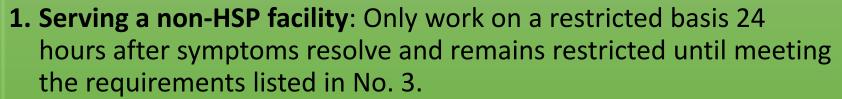






STEC - Requirements To Work (Diagnosed w/ Resolved Symptoms)

Removing **Exclusion** or Restriction



- 2. Serving an HSP facility: Remains excluded until meeting the requirements listed in No. 3.
- 3. Restriction or Exclusion remains until:
 - Approval is obtained from the health department, and
 - Medically cleared, or
 - More than 7 calendar days have passed since they became asymptomatic.

Health Department **Approval Required?**

Yes, for HSP. No, to work on a restricted basis in a non-HSP facility











Diagnosed w/ Resolved Symptoms: Norovirus

Serving HSP

Exclude

Not Serving HSP









Norovirus — Requirements To Work (Diagnosed w/ Resolved Symptoms)

Removing **Exclusion** or Restriction 1. Serving a non-HSP facility: Only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.

2. Serving an HSP facility: Remains excluded until meeting the requirements listed in No. 3.

- 3. Restriction or Exclusion remains until:
 - Approval is obtained from the health department, and
 - Medically cleared, or
 - More than 48 hours have passed since they became asymptomatic.

Health Department **Approval Required?**

Yes, for HSP. No, to work on a restricted basis in a non-HSP facility











Diagnosed w/ Resolved Symptoms: Shigella spp.

Serving HSP

Exclude

Not Serving HSP









Shigella spp.—Requirements To Work (Diagnosed w/ Resolved Symptoms)

Removing **Exclusion** or Restriction

- 1. Serving a non-HSP facility: Only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.
- 2. Serving an HSP facility: Remains excluded until meeting the requirements listed in No. 3.
- 3. Restriction or Exclusion remains until:
 - Approval is obtained from the health department, and
 - Medically cleared, or
 - More than 7 calendar days have passed since they became asymptomatic.

Health Department **Approval Required?**

Yes, for HSP. No, to work on a restricted basis in a non-HSP facility









Diagnosed without Symptoms – You Are Required to Notify the Health Department

(Never Developed Symptoms)

(Click to choose)

Hepatitis A

Typhoid Fever (S. Typhi)

Nontyphoidal *Salmonella* (NTS)

STEC

Norovirus

Shigella spp.









Diagnosed without Symptoms: Hepatitis A

Serving HSP

Exclude

Not Serving HSP

Exclude









Hepatitis A – Requirements To Work (Diagnosed without Symptoms)

Removing **Exclusion** or Restriction When approval is obtained from the health department, and:

- They, without jaundice, has had symptoms for more than 14 days, or
- They provides medical documentation

Health Department **Approval Required?**













Diagnosed without Symptoms: Typhoid Fever (S. Typhi) including previous illness w/ S. Typhi

Serving HSP

Exclude

Not Serving HSP

Exclude









Typhoid Fever (*S.* Typhi) – Requirements To Work (Diagnosed without Symptoms)

Removing Exclusion or Restriction

When approval is obtained from the health department, and:

• They provide medical documentation that states they are free of an *S*. Typhi infection.

Health Department Approval Required?

Yes











Diagnosed without Symptoms: Nontyphoidal Salmonella (NTS)

Serving HSP

Restrict

Not Serving HSP









Nontyphoidal *Salmonella* (NTS) — Requirements To Work (Diagnosed without Symptoms)

Removing Exclusion or Restriction

Health Department Approval Required?

When approval is obtained from the health department, and:

- They provide medical documentation that states the food employee is free of a nontyphoidal Salmonella infection based on 2 stool samples taken at least 48 hrs. after stopping antibiotics and at least 24 hrs. apart, or
- They did not develop symptoms and >30 days have passed since the food employee was diagnosed.

Yes











Diagnosed without Symptoms: STEC

Serving HSP

Exclude

Not Serving HSP









STEC - Requirements To Work (Diagnosed without Symptoms)

Removing Exclusion or Restriction

Remains excluded or restricted until approval is obtained from the health department, and:

- Medically cleared based on 2 stool samples taken at least 48 hrs. after stopping antibiotics and at least 24 hrs. apart, or
- More than 7 calendar days have passed since they were diagnosed.

Health Department Approval Required?



Yes, for HSP. No, to work on a restricted basis in a non-HSP facility.











Diagnosed without Symptoms: Norovirus

Serving HSP

Exclude

Not Serving HSP









Norovirus – Requirements To Work (Diagnosed without Symptoms)

Removing Exclusion or Restriction

Remains excluded or restricted until approval is obtained from the health department, and:

- Medically cleared, or
- More than 48 hours have passed since they were diagnosed.

Health Department Approval Required?

Yes, for HSP. No, to work on a restricted basis in a non-HSP facility.











Diagnosed without Symptoms: Shigella spp.

Serving HSP

Exclude

Not Serving HSP









Shigella spp. – Requirements To Work (Diagnosed without Symptoms)

Removing Exclusion or Restriction

Remains excluded or restricted until approval is obtained from the health department, and:

- Medically cleared based on 2 stool samples taken at least 48 hrs. after stopping antibiotics and at least 24 hrs. apart, or
- More than 7 calendar days have passed since they were last diagnosed.

Health Department Approval Required?

Yes, for HSP. No, to work on a restricted basis in a non-HSP facility.









Exposure without symptoms – You Are Required to Notify the Health Department

(History of Exposure, No Symptoms)

(Click to choose)

Hepatitis A

Typhoid Fever (S. Typhi)

STEC

Norovirus

Shigella spp.





Exposure without Symptoms: Hepatitis A

Serving HSP

Restrict

Not Serving HSP

Educate employee on symptoms to watch for and follow good hygienic practices, handwashing, and no barehand contact with ready-to-eat foods.









Hepatitis A – Requirements To Work (Exposure without Symptoms)

Removing Restriction

When any of the following is met:

- They are immune to Hepatitis A infection because of a prior illness from Hepatitis A, vaccination against Hepatitis A, or IgG administration; or
- More than 30 calendar days have passed since the last exposure, or since their household contact became jaundiced; or
- Do not use an alternative procedure that allows barehand contact with ready-to-eat food until at least 30 days after the potential exposure receives additional training.

Health Department **Approval Required?**

No







Exposure without Symptoms: Typhoid Fever (*S.* Typhi)

Serving HSP

Restrict

Not Serving HSP

Educate employee on symptoms to watch for and follow good hygienic practices, handwashing, and no barehand contact with ready-to-eat foods.



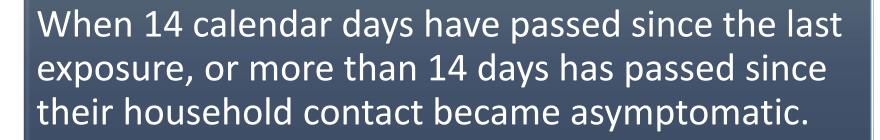






Typhoid Fever (*S.* Typhi) – Requirements To Work (Exposure without Symptoms)

Removing Restriction



Health Department Approval Required?



No









Exposure without Symptoms: STEC

Serving HSP

Restrict

Not Serving HSP

Educate employee on symptoms to watch for and follow good hygienic practices, handwashing, and no barehand contact with ready-to-eat foods.









STEC - Requirements To Work (Exposure without Symptoms)

Removing Restriction

When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days has passed since their household contact became asymptomatic.

Health Department Approval Required?









Exposure without Symptoms: Norovirus

Serving HSP

Restrict

Not Serving HSP

Educate employee on symptoms to watch for and follow good hygienic practices, handwashing, and no barehand contact with ready-to-eat foods.









Norovirus—Requirements To Work (Exposure without Symptoms)

Removing Restriction

When more than 48 hours have passed since the last exposure, or more than 48 hours has passed since their household contact became asymptomatic.

Health Department **Approval Required?**

No









Exposure without Symptoms: Shigella spp.

Serving HSP

Restrict

Not Serving HSP

Educate employee on symptoms to watch for and follow good hygienic practices, handwashing, and no barehand contact with ready-to-eat foods.









Shigella spp. – Requirements To Work (Exposure without Symptoms)

Removing Restriction

When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days have passed since their household contact became asymptomatic.

Health Department Approval Required?











Settings (Click to choose)

Instructions and Recommendations

Format of Tool

Acronyms

Definitions

Resources





Instructions and Recommendations

- 1. Since this tool is a PDF document, it can be accessed using any device cell phones, tablets, and/or computers. To access the tool, download or email the tool to a device for immediate use. If preferred, a free document reader or storage application may be used to store the file on a cell phone or tablet.
- 2. The tool uses icons and clickable options to help users navigate the exclusion/restriction requirements. Please refer to the <u>Format of Tool</u> section for a list of navigation icons.
- 3. To search for a specific text, users can utilize the PDF search function by clicking on CTRL + F on computers or using the search option on phones or tablets.
- 4. If using the tool on a cell phone, landscape mode is the recommended layout.







Format of Tool

Aside from clickable options, this tool uses navigation icons to move to different sections:



Home Screen Icon (Person-In-Charge/Food Employee)



Settings Icon



Main Symptoms/Diagnoses Icon



Back and Next arrows



Button to access requirements to return to work







Acronyms

- HSP Highly Susceptible Population
- PIC Person-in-Charge
- STEC Shiga Toxin-producing *Escherichia coli*







Definitions

- **Exclude** to prevent a person from working as an employee in a food establishment or entering a food establishment as an employee.
- **Highly Susceptible Population** persons who are more likely than other people in the general population to experience foodborne disease because they are:
 - Immunocompromised; preschool age children, or older adults; and
 - Obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center
- Restrict to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through FOOD and the FOOD EMPLOYEE does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles







Resources

- 1. AFDO Sick Worker Toolkit
- 2. <u>CDC Talking with Sick Workers</u>
- 3. FDA Employee Health and Personal Hygiene Handbook
- 4. FDA Model Food Code
- 5. FDA Retail Food Industry/Regulatory Assistance & Training
- 6. FDA Retail Food Protection page
- 7. How to Comply with the Americans with Disabilities Act: A Guide for Restaurants and Other Food Service Employers





U.S. FOOD & DRUG ADMINISTRATION

OFFICE OF REGULATORY AFFAIRS
OSCP DIVISION OF RETAIL FOOD PROTECTION