

Employee Health

Food worker Responsibilities:

You MAY NOT WORK if you have:

- Diarrhea
- Vomiting
- Jaundice
- Sore throat with fever
- Skin infection such as open sores

If you have been told you have one of the following illnesses, you must report the illness to your manager:

- *E. coli* O157:H7
- *Salmonella*
- *Shigella*
- Hepatitis A
- Norovirus

Some illnesses that cause diarrhea or vomiting can be transmitted from food workers to customers. You may temporarily be given work assignments that do not put customers at risk of getting sick.

Reporting Policy

You must report any incident of diarrhea, vomiting, jaundice (yellowing of skin or whites of eyes) to your manager. You must also report to your manager if you have an open, infected wound so precautions can be taken to prevent food contamination.

Manager Responsibilities:

Ill Employee Policy

- Exclude all ill employees from the establishment while they have:
 - Diarrhea
 - Vomiting
- NOTE: Employees may not return to work for at least 24 hours after symptoms have gone.
- Record all employee reports of diarrhea, vomiting, or jaundice on an employee illness log. This illness log should be available to the health department upon request.
- Exclusions and restrictions may apply if an employee has been diagnosed with:
 - *E. coli* O157:H7
 - *Salmonella*
 - *Shigella*
 - Hepatitis A
- You must notify your local health department of any employee diagnosed with any of the illnesses listed above.

Personal Hygiene

Importance of Proper Hygiene

Employees are the most important link in preventing foodborne illness. Good personal hygiene, including proper and frequent handwashing is the best way to prevent foodborne illness.

Handwashing

Always make sure that hands are washed and thoroughly dried before starting work, between tasks, and before working with food products, equipment, utensils, and linens. Correct handwashing includes vigorously rubbing together for at least 20 seconds, cleaning the backs of hands, palms, forearms, between fingers and under the fingernails using warm water, soap, and a fingernail brush. The only sink authorized to wash hands is the hand sink.

Cuts, Wounds, and Sores

Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves or finger cots over any bandages on the hands and fingers.

Hair Restraints

Employees are required to wear hair restraints such as hair nets, hats, scarves, or beard nets that are effective in keeping their hair from contaminating food. Employees such as counter staff, hostesses, wait staff, and bartenders may not be required to wear hair restraints if they present a minimal risk of contaminating exposed food, clean equipment and utensils, and unwrapped single-service or single-use articles.

Eating, Drinking, using Tobacco

Only in designated areas. Exception: Closed beverage container, with lid and straw, allowed if handled to prevent contamination of employee hands; the container; and exposed food, equipment, utensils, linens, and single service articles.

Proper Work Clothing

Employees who prepare or serve food products or wash and sanitize equipment or utensils must wear clean **outer garments**. It is recommended that aprons, chef jackets, or smocks are worn over street clothing.

Keep spare personal clothing and other personal items away from food handling and storage areas. Employers must provide adequate storage areas for employee's personal belongings. If employees routinely change clothing at the establishment, a room or area must be designated and used for that purpose. Such changing areas must be separate from food, clean equipment and linen.

Fingernails

Food employees must keep their fingernails trimmed, filed and maintained so the edge and surfaces are cleanable and not rough. Many germs get caught underneath long nails and can get into food while it is being prepared; once there, it will multiply, causing the food to become contaminated. Food employees with fingernail polish or artificial fingernails must wear intact gloves when working with food to prevent contamination from the artificial nails and polish.

Wearing of Jewelry

The wearing of jewelry should be limited to plain banded rings. Necklaces, bracelets, earrings, and other jewelry, including medical identification jewelry on their hands or arms, should not be worn when preparing or serving food.

In addition to being personally clean and well groomed, the food service worker should follow these rules for safe food handling practices:

- Keep hands and fingers away from hair, face, nose, and mouth. Germs may be easily picked up and transmitted to food by the hands and fingers.
- Use spoons, forks and other utensils when handling foods. This reduces hand contact and contamination of the foods being prepared.
- **Outer garments** must be worn over street clothing when moving from a raw food operation to a ready-to-eat food operation. Outer coverings should be changed, as they become increasingly soiled. Outer garments must not be worn outside of the work area (i.e. taking out trash, smoking outside, using the bathroom).
- Utensils, clean or dirty should be handled by their base or handle. This protects both the customer and the server from germs.
- All equipment and utensils must always remain in good condition to prevent germs from collecting in broken areas.

Personal item storage

- Personal medications shall not be stored in food storage, preparation or food service areas.
- If employees routinely change clothes within the establishment, rooms or areas shall be designated and provided for that purpose. Lockers or other suitable facilities may be located only in food storage rooms containing completely packaged food/single-service articles.