

# EMPLOYEE ILLNESS DECISION GUIDE

For Use by Food Establishment Persons-In-Charge  
[Chapter 246-215-2220](#) and [246-215-02225 Washington Administrative Code](#)

Contact us with questions or report illnesses to the food inspector of the day at: (360) 728-2235

Ask the employee these 2 questions to decide if their duties need to be modified due to illness:

1. Do you have jaundice, vomiting, and/or diarrhea or have been diagnosed with Norovirus, *Shigella*, Shiga toxin-producing *E. coli*, hepatitis A, or *Salmonella* Typhi?

YES



**MUST STAY HOME FROM WORK**

- Send home if at work.
- Symptoms must be gone for *at least 24 hours* before returning to work.
- **Doctor diagnosed illnesses:** Norovirus, *Shigella*, *E. coli*, hepatitis A, and ALL types of *Salmonella*, must be reported to KPHD.

*An employee may work without restrictions if they produce a doctor's note that says their symptoms are due to a medical condition that is not transmissible through food, such as pregnancy, cancer, or irritable bowel syndrome.*

NO



2. Do you have a \*sore throat with fever or infected wound, lesion, boil, or cut on hands, wrists, or arms?

YES

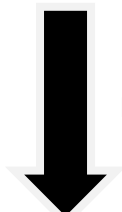


**OKAY TO WORK WITH RESTRICTIONS**

- Reinforce **PROPER HANDWASHING**.
- Exclude worker from working with open food; clean equipment, dishes, utensils, linens; or unwrapped single service or single use articles.
- **Discuss:** Illness reporting requirements for employees, ways that food workers can spread illness through food, and prevention strategies.
- For wounds, lesions, boils, and cuts: Cover with a band aid/glove to properly to work with food.

*\*Stay home if working with highly susceptible population*

NO



**No exclusion from normal duties.**



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## When can you come back to work?

- **Diarrhea or vomiting** – After 24 hours or more from last diarrheal or vomiting episode.
- **Jaundice** – With approval from the Kitsap Public Health District.
- **Sore throat with fever** – When asymptomatic.
- **Uncovered infected wound or pus-filled boil** – When skin, wound, or pus-filled boil is properly protected by an impermeable cover and, if on the hand or wrist, with a single-use glove.

## What do you have to report?

Food workers must report to person in charge (PIC) when they have:

- Diarrhea, vomiting, sore throat with fever, or **\*jaundice** (yellow skin or eyes).
- A lesion containing pus, such as a boil or infected wound, that is open and draining and is on the hands or wrist, exposed portions of arms, or on other parts of the body (unless covered by a dry, tight-fitting, impermeable bandage).
- An illness diagnosed by a health practitioner due to infections with:
  - **\*Norovirus**
  - **\*Hepatitis A virus**
  - **\*All types of Salmonella**
  - **\*Shigella**
  - **\*Shiga Toxin-Producing *Escherichia coli* (*E. coli*)**

## Facilities serving highly susceptible populations

Highly susceptible populations are those who are more likely to experience foodborne illness because they are immunocompromised, preschool age children, or older adults *and* obtains food from a facility, such as preschool, nursing home, or health care facility. If the establishment serves a highly susceptible population, food workers must report all the above conditions as well as the following to a PIC:

- **\*If you have consumed or prepared any food implicated in a confirmed disease outbreak.**
- If you have attended or worked in a setting with a confirmed disease outbreak.
- If you live in a household with someone who works at or attended a setting with a confirmed disease outbreak.
- If you live in the same household as or have consumed food prepared by a person infected or ill with: Norovirus, Hepatitis A virus, *Shigella*, Shiga Toxin-Producing *Escherichia coli* (*E. coli*), all types of *Salmonella*.

## Documenting employee illness training

The PIC is responsible for documenting that food workers have been informed about the worker's responsibility to report to the PIC information about their health and activities as they relate to diseases that are transmissible through food. Use the first page of this handout to determine which specific diseases, symptoms, time frames, and actions should be discussed. PICs can document this training in whichever way works best for them, but inspectors must be able to verify that the training occurred for each employee.

**\*The person in charge is required to notify the Kitsap Public Health District's Food Program by calling 360-728-2235 and asking to speak with the food inspector of the day.**

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