

Foodservice Employee Health Handbook (FEHH)

Alabama Department of Public Health
Bureau of Environmental Services and
Bureau of Communicable Disease,
Epidemiology Division



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Introduction

The Alabama Department of Public Health (ADPH) has developed the Foodservice Employee Health Handbook (FEHH) to encourage practices and behaviors to prevent foodservice employees from spreading viruses and bacteria to food. This handbook provides information in a question-and-answer format that foodservice managers and employees can use to prevent the spread of disease. Included are easy reference forms, tables, and decision trees the foodservice and public health staff can use when training staff and addressing employee health matters. The information in this handbook is taken from the Food and Drug Administration (FDA) Food Code aimed at preventing ill employees from transmitting disease.

The Centers for Disease Control and Prevention (CDC), FDA, and ADPH name five highly infective pathogens that can easily be transmitted by food workers and cause severe illness. The five foodborne pathogens (Big 5) are:

1. *Escherichia coli* (*E. coli*) O157:H7 or shiga toxin-producing *E. coli* (STEC)
2. Hepatitis A virus
3. Norovirus
4. *Salmonella*
5. *Shigella*

Other pathogens, like *Staphylococcus aureus* and *Streptococcus*, can be transmitted by employees to consumers through contaminated food. To view and print the Big 5 disease one-page flyers, please see the Epidemiology Division's Website, www.adph.org/epi, Epidemiology Flyers.

FEHH highlights a combination of three effective interventions that prevent the transmission of foodborne viruses and bacteria in food establishments. These interventions include:

1. Restrict or exclude ill employees from working with food
2. Use proper handwashing procedures
3. Eliminate bare hand contact with foods that are ready-to-eat (RTE).

Using these interventions together will help prevent the transmission of viruses, bacteria, and protozoan oocysts from employees to consumers through contaminated food.

Managers in the foodservice industry must ensure employees do not work when they are ill. They should have procedures for identifying employees who may transmit foodborne pathogens to food, employees, and customers. Managers must ensure employees and “conditional” hires know the reporting requirements for foodborne illness symptoms and diagnoses. When an employee or conditional employee reports an exposure, symptoms, or diagnosis of a foodborne illness, the managers must take action to prevent the transmission of foodborne bacteria and/or viruses from the employee to the food. The managers must understand the requirements for restricting, excluding, and reinstating employees.



Foodborne Illnesses Frequently Asked Questions (FAQs)

What causes foodborne illness?

- Over 40 different kinds of bacteria, viruses, parasites, and molds may cause foodborne illness and outbreaks. A foodborne illness is sometimes referred to as food poisoning or “stomach flu.”

Who is affected by foodborne illness?

- Everyone is at risk for foodborne illness. Highly susceptible populations (HSP) are more likely to experience a severe case of foodborne illness and include:
 1. Immunocompromised (an immune system which is impaired by disease or medical treatment)
 2. Preschool-age children
 3. Elderly
 4. Sick
 5. Confined to facilities that provide custodial or institutional care

What are the “Big 5” foodborne pathogens?

- The Big 5 include:
 1. *E. coli*/STEC
 2. Hepatitis A virus
 3. Norovirus
 4. *Salmonella*
 5. *Shigella*

The Big 5 are a group of highly infectious foodborne pathogens and they have a low infectious dose, contaminate the gastrointestinal system after ingestion, and are shed in feces in high numbers. An employee infected with a Big 5 pathogen will typically shed hundreds of thousands of pathogens in their feces, which can easily be transmitted to food even when good handwashing practices are used. Consequently, the illness experienced by the consumer can be very severe.

What symptoms of foodborne illness should food establishments be most concerned?

- Vomiting
- Diarrhea
- Jaundice (yellow skin or eyes)
- Sore throat with fever
- Infected cuts and burns with pus on hands and wrists

What should employees do when they have symptoms of vomiting or diarrhea?

- If at work:
 - Stop work immediately
 - Report to the manager
 - Go home and do not return until 24 hours without vomiting and diarrhea and no medications.
- If before work:
 - Report to the manager by telephone

- Do not return until 24 hours without vomiting and diarrhea and no medications.

What should employees do if they are not feeling well and their skin or eyes turn yellow?

- Report the symptoms to their manager who should contact the county health department immediately.
- Seek medical attention.
- Not return to work until after receiving clearance from their healthcare provider.

What should employees do if they have an infected wound or cut on their hand or arm?

- Report the wound or cut to the manager.
- Properly cover it with a clean, impermeable bandage.
- For hand wounds, use single-use gloves before returning to work.

What should employees do if they have a sore throat with fever?

- Report the illness to the manager.
- Stay home until 24 hours without fever and no medications.

Where can managers and employees learn more about preventing foodborne illness and following effective food safety practices?

- CDC Handwashing: Clean Hands Save Lives, <http://www.cdc.gov/handwashing/>
- FDA Bad Bug Book, Foodborne Pathogenic Microorganisms and Natural Toxins Handbook, <http://www.fda.gov/Food/FoodborneIllnessContaminants/CausesOfIllnessBadBugBook/default.htm>
- CDC A-Z Index for Foodborne Illness, <http://www.cdc.gov/ncidod/diseases/food/index.htm>
- Gateway to Government Food Safety Information, <http://www.foodsafety.gov>

Foodborne Outbreak Investigations

What is a foodborne outbreak (FBO)?

- An outbreak is two or more cases of a similar illness, from different households, resulting from the ingestion of a common food, liquid, or exposure of ill foodservice employee.

How is a FBO reported?

- A FBO can be reported by phone, email, or fax to the county or state health department by a customer, employee, or manager.

Who investigates a reported FBO?

- County health department environmentalist
- ADPH field surveillance staff (FSS)
- ADPH Bureau of Communicable Diseases, Epidemiology Division (EPI)
- ADPH Bureau of Laboratories (BCL)

What are the steps to a FBO investigation?

- After a complaint or report is made to ADPH by a customer, employee, or manager, the environmentalist will begin the investigation by making a visit to the site to complete an Environmental Assessment Report (regardless of the last full inspection). They may request collection of food samples for testing, floor plan, employee schedules, invoices, employee contact information, menus, and customer receipts.
- The FSS will request the list of customers and staff to conduct interviews, arrange clinical specimens to be tested, and provide education.
- BCL will perform lab tests on the food, environmental, and clinical specimens submitted.
- EPI will analyze all the information to determine the implicated source, if possible and creates an outbreak report to share with investigators, the facility, and other entities upon request.

Where can I find more information about foodborne outbreaks in Alabama?

- Go to www.adph.org/epi, Foodborne Outbreaks0

Management Responsibilities

What is a foodservice manager's responsibility for ensuring that employees are trained to report symptoms, diagnosis of foodborne illness, and exposure to foodborne illness?

- The manager, with the assistance of public health when requested, needs to train employees on:
 - Causes of foodborne illness
 - Relationship between the foodservice employee's job task, handwashing, and foodborne illness
 - Requirements for reporting
 - Specific symptoms, diagnoses, and exposures that must be reported to managers

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

- Managers should explain the importance of reporting symptoms, diagnosis, or exposure to foodborne illness. Events to be reported to management include:
 - Vomiting, diarrhea, jaundice, sore throat with fever, or any exposed boil or open, infected wounds or cuts on the hands or arms
 - Diagnosis with a Big 5 disease by a healthcare provider: *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*
 - Previous illness with *Salmonella* within the past 3 months, unless treated with antibiotics.
 - Exposure to a Big 5 disease or by eating/serving food that was implicated in a foodborne illness outbreak or if residing with a diagnosed individual

What should a manager do when an employee reports symptoms of vomiting or diarrhea?

- See Table 1 (page 23) or Table 2 (page 24) if diagnosed and Decision Tree 1 (page 31).
- Require the employee to stop work immediately and leave the food establishment.
- Do not let the employee return until 24 hours without vomiting and diarrhea and no medications

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

- See Table 1 (page 23) and Decision Tree 1 (page 31).
- Stop the employee from work immediately.
- Inquire about how long the employee has been experiencing jaundice or symptoms of jaundice.
- Send employee home, if he or she has had jaundice or has been experiencing symptoms of jaundice for less than 7 days.
- Report cases of jaundice to county health department and have the employees return to work approved by a healthcare provider.

What should a manager do when an employee reports symptoms of sore throat with fever?

- See Table 1 (page 23) and Decision Tree 1 (page 31).
- Send the employee home until the employee is without fever for 24 hours without fever-reducing medicine.



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

- See Table 1 (page 23) and Decision Tree 1 (page 31).
- Restrict any employee from working with food until it is properly covered.
- If hand cut or wound, using single-use gloves.

What should a manager serving a susceptible population do if an employee reports an exposure to foodborne illness?

- See Table 4 (page 28) and Decision Tree 2 (page 24).
- Restrict the employee and make sure training is provided about:
 - Foodborne illness and symptoms
 - Handwashing procedures
 - Prevention of bare hand contact with RTE foods
 - Length of restriction and what is required to have the restriction lifted
- The manager must restrict employees exposed to:
 - Norovirus, for at least 48 hours from the time of exposure
 - *Shigella* or *E. coli*/STEC for at least 3 days from exposure
 - *Salmonella* for at least 14 days from exposure
 - Hepatitis A virus, until after training has been given about symptoms, the use of bare hand contact with RTE food to avoid contamination, proper handwashing, or until at least 30 days from the initial exposure

Employee Responsibilities

Should employees prevent foodborne illness?

- Yes, employees share the responsibility with managers for preventing foodborne illness and are required to know:
 - The relationship of their health and job duties to foodborne illness
 - To report immediately symptoms of vomiting, diarrhea, jaundice, sore throat with fever, diagnosis with a Big 5 pathogen, exposure to a Big 5 pathogen, or an exposed infected wound or cut on the hands or arms to their manager
 - The restrictions and/or exclusion from working with food prevents foodborne illness
 - Correct handwashing and no bare hand contact with RTE food can prevent foodborne illness.

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

- Yes, employees can work if they provide medical documentation stating they have a non-infectious condition. For example, Crohn's disease (an ongoing disorder that causes inflammation of the gastrointestinal system), irritable bowel syndrome, some liver diseases, and symptoms commonly experienced during stages of pregnancy.

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

- Yes, employees can continue working if the wound, cut, or burn is properly covered with a waterproof cover and single-use gloves, or a dry, durable, tight fitting bandage.

What types of exposure must employees report to management?

- Any of the following situations must be reported:
 - Ingesting or handling food that was implicated in a foodborne outbreak
 - Consuming food that was prepared by someone with a Big 5 illness
 - Attending or working in a location that had a confirmed foodborne illness outbreak
 - Living with someone who works or was in a location with a foodborne illness outbreak
 - Living with someone who was diagnosed with a Big 5 illness

What other precautions can an employee take to prevent the spread of foodborne illness?

- Foodservice employees can help prevent foodborne illness by:
 - Not touching RTE food with bare hands
 - Washing hands properly and frequently, especially whenever they are soiled or have touched contaminated items
 - Not working when ill
 - Knowing all aspects of food handling and the risk factors associated with foodborne illness
 - Being aware that uncontrolled risk factors can cause consumers to have foodborne illness

Exclusions and Restrictions

What is “exclusion”?

- Exclusion means an employee is not permitted to work in or enter a food establishment as an employee. This requirement applies to areas of establishment where food is received, prepared, stored, packaged, served, vended, transported, or purchased.

What is “restriction”?

- Restriction means an 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 an employee?

- The manager has the authority to exclude or restrict an employee from work to prevent the transmission of disease.
- ADPH also has the authority to exclude or restrict an employee who is suspected of being at risk of transmitting foodborne illness.

When is exclusion or a restriction initiated?

- Exclusions and restrictions are based on the level of risk for transmitting disease through food.
- Four levels of risk determine when to apply exclusions and restrictions, from the highest risk level (active symptoms of diarrhea, vomiting, or jaundice) to the public’s health to the lowest risk level (exposed to one of the Big 5 pathogens).
- The appropriate action also depends on whether or not the establishment is one that serves HSP.
- Excluded individuals may not work in a food establishment in any capacity although they may enter the establishment as a customer.
- If an employee is restricted or excluded in one food establishment, they may not work as an unrestricted employee elsewhere.
- A restricted employee’s job duties must not allow contact with exposed food, utensils, food equipment, single-service or single-use articles, or linens. Job duties 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. See Tables 1-5 (pages 23-29) and Decision Trees 1-3 (pages 31-32).

What actions should the manager take when employees or conditional employees report symptoms or exposure of foodborne illness?

- The manager must take action to prevent the transmission of foodborne bacteria and viruses from infected food workers to food.
- Use FEHH to determine whether the appropriate action to exclusion or restriction, or increase awareness about handwashing and handling of food.
- Consult with ADPH environmentalists to confirm how state or local codes and ordinances apply.



- In establishments serving HSPs, restrict employees exposed to pathogens:
 - *E. coli*/STEC
 - Norovirus
 - *Salmonella*
 - Shigellosis
- For an employee exposed to the Hepatitis A virus, the manager should:
 - Restrict the employee
 - Educate the employee about strict adherence to handwashing procedures to ensure that no bare hand contact is occurring with RTE food for at least 30 days
 - Obtain medical documentation of immunity through a previous Hepatitis A virus infection, previous immunization, or IgG vaccination.
 - Educate exposed employees about reporting, symptoms, diagnosis, handwashing, and no bare hand contact with RTE food.

Who can lift the exclusions and restrictions?

- In most cases, the manager removes, adjusts, or retains the exclusion or the restriction.
- In some cases, an approval from ADPH and a medical practitioner is required to lift an exclusion or restriction.
- Allowing employees to return to work after restriction or exclusion depends on several factors. Each of the Big 5 foodborne pathogens has unique characteristics. How long pathogens are shed in the stool affects when an employee can return to work. Considerations for the manager include:
 - Is the employee symptomatic?
 - Is medical documentation required?
 - Is ADPH approval required for return to work?



American with Disabilities Act

What is the Americans with Disabilities Act (ADA)?

- ADA is a federal law that prohibits private employers and employing entities from discriminating against qualified individuals with disabilities.
- ADA limits an employer's ability to make disability-related inquiries and require medical examinations at three stages of the employment relationship – pre-offer, post-offer, and during employment:
 - Prior to extending a conditional offer of employment, employers may not ask job applicants about the existence, nature, or severity of a disability.
 - Once a conditional offer of employment is made, an employer may ask disability-related and medical questions, but the employer must ask the same questions to all employees in the same job category.
 - After employment begins, an employer may ask disability-related questions and require medical examinations, only if they are job-related and consistent with business necessity.

Can a food establishment make a conditional offer of employment prior to making inquiries about an applicant's medical health status?

- Yes, in order to comply with the ADA and the FDA Food Code, a food establishment must make a conditional job offer to the potential employee before asking medical questions.
- Once a conditional job offer is made, employers may ask medical questions and require medical exams, as long as employers treat all applicants the same for the same type of job. See Form 1 (page 19).

Does the ADA require that employers provide reasonable accommodations to qualified job candidates and employees with disabilities?

- Yes. A reasonable accommodation is a change in the work environment or job task customarily done that enables a person with a disability to enjoy equal employment opportunities.

What should an employer do if an employee who has been excluded due to an illness resulting from a Big 5 pathogen requests a reasonable accommodation under the ADA?

- For most people, having a disease resulting from one of the Big 5 pathogens does not constitute having a disability under the ADA. These diseases are usually short-term.
- If a person does not have an ADA disability, the foodservice employer may follow the Food Code's guidance on exclusions without considering the ADA. However, the employer should not assume that a disease resulting from a Big 5 pathogen is never a disability.
- If an employee requests a reasonable accommodation after being excluded, the employer should question the employee to determine whether he or she is an individual with a disability due to the illness caused by one of the Big 5.
- If the employee has a disability resulting from a Big 5 pathogen, the ADA allows an employer to refuse to assign or continue to assign the employee to a job involving food



handling, as long as the risk of transmitting the disease cannot be eliminated by reasonable accommodation. See <http://www.ada.gov/>.

- If the employee is disabled by one of the foodborne diseases listed in the Food Code, the employer may continue to exclude the employee after the employer determines that:
 - There is no reasonable accommodation would eliminate the risk of transmission of the disease, while at the same time allowing the employee to work in a food-handling job.
 - All possible reasonable accommodations would pose an undue hardship on the employer's business.
 - There is no vacant position not involving food handling for which the employee is qualified and to which the employee can be reassigned.

Should job applicants and employees provide information to their employer that would help to identify whether a fellow employee is suffering from a disease that can be transmitted through food?

- Yes. Reporting information related to health status of other employees is required.
- Once the manager is notified, appropriate action can be taken to prevent the likelihood of the transmission of foodborne illness.
- Under the ADA, the CDC must annually publish a list of infectious and communicable diseases. The list includes pathogens, such as viruses and other microorganisms, often transmitted by food contaminated by infected foodservice employees who handle food. The list also describes the methods by which such diseases are transmitted.
- The ADA has special rules for people in food handling jobs and diseases due to the pathogens on the CDC list, go to http://www.eeoc.gov/facts/restaurant_guide_summary.html.
- The Food Code also requires that employees with symptoms associated with foodborne illnesses must be excluded or restricted from performing certain functions, such as food handling.
- It is very unlikely a person who has not been diagnosed with a disease, and has only one or more of the symptoms listed in the Food Code, has an ADA disability by virtue of these symptoms alone.
- Employers must follow ADPH Environmental communicable disease reporting laws designed to protect public health from individuals who pose a significant risk to the health and safety of others, where that risk cannot be eliminated by reasonable accommodation.

Where is specific information about disabilities and ADA requirements found?

- To find more information about “How to Comply with the Americans with Disabilities Act: A Guide for Restaurants and Other Food Service Employers,” go to http://www.eeoc.gov/facts/restaurant_guide.html.



Highly Susceptible Populations

What are highly susceptible populations (HSP)?

- A population is highly susceptible to foodborne illness if it is:
 - Immunocompromised
 - Preschool-age children
 - Older adults
 - Individuals who receive services at custodial care, health care, assisted living, child/adult day care center, kidney dialysis center, hospital, nursing home, or nutritional or senior center.

What should managers serving a HSP do to help prevent exposure to viruses and harmful pathogens?

- Follow protocols for exclusion and restriction, adjusting, and reinstating employees' work status in the establishment.
- Ensure that employees are properly trained in food safety as it relates to their duties and use additional safeguards required for working in an HSP.
- Reinforce employee compliance to guarantee good handwashing, acknowledge onset of symptoms, meet reporting requirements, and ensure no bare hand contact with RTE food by educating employees.
- Ensure that employees have access to facilities that are well maintained and have the necessary supplies available to follow proper handwashing.

What can employees do to help prevent the spread of disease in HSPs?

- Report to the manager they are experiencing vomiting, diarrhea, jaundice, and/or sore throat with fever.
- Keep hands and arms clean.
- Follow proper handwashing procedures at designated handwashing sinks only.
- Maintain trimmed fingernails. Edges and surfaces should be smooth and cleanable.
- Do not wear jewelry on hands and arms except for a plain ring, like a wedding band.
- Use single-use gloves for one task. If the gloves are damaged or soiled or when interruptions occur in the process, they must be discarded.
- Do not touch RTE foods with bare hands, and minimize bare hand contact with exposed food that is not RTE.
- Do not use a utensil more than once to taste food that is to be served or sold.
- Wear clean clothes and hair restraints.
- Do not work with exposed food if experiencing persistent sneezing, coughing, or a runny nose or discharge from eyes, nose, or mouth.
- Eat and drink in designated areas to avoid the contamination of exposed food, food equipment, utensils, linen, and unwrapped single-service, and single-use items or items that require protection.
- Drink from a closed beverage container and handle the container properly to prevent the contamination of their hands and the container, exposed food, or other articles in the food establishment.



When should an employee be denied employment serving an HSP?

- When a conditional job offer is made contingent on responses to questions or medical examinations to find out whether the individual has an illness that can be transmitted through food, and the prospective employee:
 - Has or reports symptoms such as vomiting, diarrhea, jaundice, or sore throat with fever, or has a lesion with pus, or has an uncovered open wound on hands, wrists, or on other body parts
 - Reports a diagnosed illness contracted from *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, or *Shigella*.
 - Reports a diagnosis of *Salmonella* within the last 3 months and did not complete treatment prescribed by a healthcare provider.
 - Has been exposed to, or implicated as, a suspected source by eating or preparing food associated with a confirmed disease outbreak.
 - Reports a history of exposure to:
 - Confirmed disease outbreak
 - Household member in a confirmed outbreak
 - Someone diagnosed with a Big 5 disease

Handwashing

What is effective handwashing?

- It is the act of cleansing hands by applying soap and running water, rubbing them together vigorously for at least 10-15 seconds according to the Food Code (But CDC now recommends at least 20 seconds), rinsing with clean water, and thoroughly drying them.
- This process gets rid of dirt and germs.
- Every handwashing stage is important, which reduces and eliminates microorganisms that can cause illness.

Why is handwashing important?

- Handwashing is the most effective method to reduce the spread of pathogenic microorganisms that are transmitted through food.
- Employee's hands can be contaminated with pathogenic microorganisms and move from hands to food during preparation and service.
- An infected employee with unclean hands can contaminate food. If a consumer eats contaminated food, foodborne illness may result.

What handwashing steps do employees need to follow?

1. Rinse under clean, warm running water.
2. Apply soap and rub all surfaces of the hands and fingers together vigorously with friction for at least 10-15 seconds according to Food Code (But CDC now recommends at least 20 seconds). Giving particular attention to the area under the fingernails, between the fingers/fingertips, and surfaces of the hands, arms, and surrogate prosthetic devices.
3. Rinse thoroughly with clean, warm running water.
4. Thoroughly dry the hands and exposed portions of arms with single-use paper toweling, a heated-air hand-drying device, or a clean, unused towel from a continuous towel system that supplies the user with a clean towel.
5. Avoid recontamination of hands and arms by using a clean barrier, such as a paper towel, when turning off hand sink faucets or touching the handle of a restroom door.

When should employees wash their hands?

- Employees should wash hands immediately after engaging in activities that contaminate the hands, for example:
 - Enter a food preparation area.
 - Before putting on clean, single-use gloves for working with food
 - Before food preparation
 - Before handling clean equipment and serving utensils
 - Changing tasks and switching between handling raw foods and working with RTE foods
 - After handling soiled dishes, equipment, or utensils
 - After touching bare human body parts, for example, parts other than clean hands and clean, exposed portions of arms
 - After using the toilet



- After coughing, sneezing, blowing the nose, using tobacco, eating, or drinking
- After caring for or handling service animals or aquatic animals such as molluscan shellfish or crustacean in display tanks

How important is the temperature of water used for handwashing?

- Warm water is generally more comfortable than cold water and encourages handwashing for the recommended duration.
- The water temperature used in handwashing can also affect the solubility or emulsification of some soils.
- Warm water is more effective than cold water in removing fatty soils. An adequate flow of warm water will cause soap to lather and aid in flushing soil quickly from the hands.

Can hand antiseptics, gels, or sanitizers be used in place of adequate handwashing in food establishments?

- No. Hand sanitizers should be used only in addition to proper handwashing.

What are some ways a food establishment can promote compliance with handwashing requirements?

- Train employees on when to wash hands, how to wash hands, and where to wash hands.
- Stress the importance of following proper cleaning procedures, keeping hands and exposed portions of arms, including surrogate prosthetic devices for hands and arms, clean, keeping fingernails trimmed, washing hands only in designated handwashing sinks; and following the appropriate use of hand antiseptics.
- Managers must:
 - Ensure that employees wash their hands, as required.
 - Provide accessible, properly maintained, designated handwashing sinks.
 - Ensure that handwashing sinks have clean, running warm water, soap and paper towels, or other approved means for drying.
 - Post signage that notifies employees of the handwashing requirement.
 - Monitor employees to ensure proper handwashing and good handwashing protocol during the work shift.

What are some tips for promoting effective handwashing practices in food establishments?

- Make employees aware of media coverage on local and national foodborne outbreaks. This awareness reinforces the reporting of symptoms, illness, and good handwashing procedures.
- Create opportunities to remind employees each week about the importance of handwashing.
- Emphasize handwashing at the beginning of a shift, after using the toilet, after handling raw meat, and between changes of gloves. This emphasis will help keep good handwashing at the forefront.
- Use a “buddy” system so that fellow employees can support each other.
- Use training and incentive programs to motivate employees to take ownership and practice good personal handwashing.



No Bare Hand Contact with Ready-To-Eat Foods

What is ready-to-eat (RTE) food?

- RTE foods are food products that require no further processing to ensure safety.
- RTE food examples include bakery products, cheese, luncheon meat, or tuna salad.

How do I handle RTE Foods?

- Scoops
- Spoons
- Forks
- Spatulas
- Tongs
- Deli tissue
- Single-use gloves
- Dispensing equipment

What are the instructions for the use of single-use gloves?

- Always wash hands before donning gloves.
- Change disposable gloves between handling raw products and RTE products.
- Do not wash or reuse disposable gloves.
- Discard torn or damaged disposable gloves.
- Cover an infected lesion with pus (cut, burn, or boil) with a waterproof covering and disposable glove.
- Wear disposable gloves over artificial nails, nail polish, or uncleanable orthopedic support devices.

Form 1: Foodservice Employee Interview

The purpose of this form is to ensure conditional employees and foodservice employees report to the manager past and current conditions, so the manager can take appropriate steps to prevent transmission of foodborne illness.

Conditional Employee Name print):	
Foodservice employee Name (print):	
Address:	
Daytime Telephone:	Evening Telephone:

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	
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	

In the Past:

Have you ever been diagnosed as being ill with <i>Salmonella</i>	Yes	No
If you have, what was the date of the diagnosis?		
If within the past 3 months, did you take antibiotics for <i>Salmonella</i> ?	Yes	No
If so, how many days did you take the antibiotics?		
If you took antibiotics, did you finish the prescription?	Yes	No

History of Exposure:

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:		
If yes, what was the cause of the illness and did it meet the following criteria?		
Cause:	Date of Illness Outbreak	
Norovirus (last exposure within the past 48 hours)		
<i>E. coli</i> /STEC infection (last exposure within the past 3 days)		
Hepatitis A virus (last exposure within the past 30 days)		
<i>Salmonella</i> (last exposure within the past 14 days)		
<i>Shigellosis</i> (last exposure within the past 3 days)		
If yes, did you:		
Consumed food implicated in a foodborne outbreak?	Yes	No
Worked in a food establishment that was the source of the outbreak?	Yes	No
Consumed food at an event that was prepared by person who is ill?	Yes	No
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?	
<i>E. coli</i> /STEC (last exposure within the past 3 days)	Yes No
Hepatitis A virus (last exposure within the past 30 days)	Yes No
Norovirus (last exposure within the past 48 hours)	Yes No
<i>Salmonella</i> (last exposure within the past 14 days)	
<i>Shigella</i> (last exposure within the past 3 days)	
Do you live in the same household as a person diagnosed with <i>E. coli</i> /STEC, Hepatitis A, Norovirus, <i>Salmonella</i> , or <i>Shigella</i> ?	Yes No
Date of onset of illness	
Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of <i>E. coli</i> /STEC, Hepatitis A, Norovirus, <i>Salmonella</i> , or <i>Shigella</i> ?	Yes No
Date of onset of illness	

Healthcare Provider Information

Name:
Address:
Telephone:

Date

Signature of Conditional Employee:	
Signature of Foodservice employee:	
Signature of Permit Holder or Representative:	



Form 2: Foodservice Employee Reporting Agreement

The purpose of this agreement is to inform foodservice employees of their responsibility to notify the manager when they experience any of the conditions listed, so the manager can take appropriate steps to prevent the transmission of foodborne illness.

I agree to report to the manager in charge date of onset of the following symptoms, while either at work or off work:

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 Diagnosis and Exposure to Foodborne Pathogens:

1. *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*
2. Exposure to confirmed disease outbreak of *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*.
3. A household member diagnosed with *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*.
4. To a household member who attends or works in a setting experiencing a confirmed disease outbreak of *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*.

I have read or it has been explained to me and I understand the requirements concerning my responsibilities as a foodservice employee and agree to:

1. Report requirements specified above involving Big 5 disease symptoms, diagnoses, and exposures
2. Work restrictions or exclusions
3. Practice good handwashing

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.

	Date
Signature of Conditional Employee:	
Signature of Foodservice employee:	
Signature of Permit Holder or Representative:	



Form 3: Foodservice Employee Medical Referral

The foodservice employees must obtain medical clearance from a healthcare provider whenever the employee:

1. Is suffering from a symptom such as diarrhea or vomiting
2. Has a current diagnosis of *E. coli*/STEC, Hepatitis A virus, Norovirus, *Salmonella*, and *Shigella*
3. Reports past illness involving *Salmonella* within the past 3 months

Foodservice employee being referred (please print) _____

Is the employee assigned to a food establishment that serves a highly susceptible population (HSP), such as a day care center, a hospital kitchen, or an assisted living facility or nursing home? Yes or No

Check Reason for Medical Referral Below:

	Is chronically suffering from vomiting or diarrhea, specify
	Diagnosed or suspected <i>E. coli</i> /STEC, Hepatitis A, Norovirus, <i>Salmonella</i> , or <i>Shigella</i> , specify
	Reported past illness from <i>Salmonella</i> within the past 3 months, date of illness
	Other medical condition of concern per the following description

Alabama Healthcare Provider Conclusion checked below, my patient is:

	Free of <i>E. coli</i> /STEC, Hepatitis A virus, Norovirus, <i>Salmonella</i> , and <i>Shigella</i> , and may work as an employee without restrictions.
	Asymptomatic shedder of <i>E. coli</i> /STEC, Norovirus, or <i>Shigella</i> and is restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles in food establishments that do not serve HSP.
	Not ill but continues as an asymptomatic shedder of <i>E. coli</i> /STEC and <i>Shigella</i> and should be excluded from food establishments that serve HSP.
	Asymptomatic shedder of Hepatitis A virus and should be excluded from working in a food establishment until medically cleared.
	Asymptomatic shedder of Norovirus and should be excluded from working in a food establishment until medically cleared, or for at least 24 hours from the date of the diagnosis.
	Ill from <i>E. coli</i> /STEC, Hepatitis A virus, Norovirus, <i>Salmonella</i> , and <i>Shigella</i> and should be excluded from working in a food establishment.

Comments: _____

Signature of Healthcare Provider _____ Date _____



Table 1: Summary of Requirements for Foodservice Employees with Symptoms

Foodservice employees must report symptoms immediately to the manager				
The manager must prohibit an employee who reports a listed symptom from working until meeting the criteria listed for reinstatement of a symptomatic foodservice employee.				
Symptom	Exclusion or Restrict		Remove Symptomatic (Not Diagnosed) Employees from Exclusion or Restriction	ADPH's Approval Needed to Return to Work?
	Facilities Serving an HSP	Facilities Not Serving an HSP		
Vomiting	Exclude	Exclude	When the employee has been asymptomatic for at least 24 hours or provides medical documentation.	No, if not diagnosed
Diarrhea	Exclude	Exclude	When the employee has been asymptomatic for at least 24 hours or provides medical documentation.	No, if not diagnosed
Jaundice	Exclude if the onset occurred within the last 7 days	Exclude if the onset occurred within the last 7 days	When approval is obtained from ADPH, and employee has been jaundiced for more than 7 calendar days or provides medical documentation.	Yes
Sore throat with fever	Exclude	Restrict	When foodservice employee provides written medical documentation	No
Infected wound or pustular boil	Restrict	Restrict	When the infected wound or boil is properly covered	No



Table 2: Summary of Requirements for Foodservice Employees Diagnosed with Symptoms

Foodservice employees must report a Big 5 disease diagnosis with symptoms immediately to the manager.			
The manager must notify ADPH when an employee is jaundiced or reports a Big 5 disease diagnosis.			
The manager must exclude a diagnosed, symptomatic foodservice employee until they meet the criteria for reinstatement.			
Diagnosis	Exclude	Remove Diagnosed, Symptomatic Foodservice Employees from Exclusion	ADPH Approval Needed to Return to Work?
<i>E. coli</i> O157:H7/ STEC	Based on vomiting or diarrhea symptoms	<ol style="list-style-type: none"> Serving a non-HSP facility, only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below: Serving an HSP facility, exclude until meeting the requirements listed below: <ul style="list-style-type: none"> Approval is obtained from the ADPH Medically cleared More than 7 calendar days have passed since the foodservice employee became asymptomatic 	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	If within 14 days of any symptom, or within 7 days of jaundice	<p>When approval is obtained from ADPH and the employee:</p> <ul style="list-style-type: none"> Has been jaundiced for more than 7 calendar days Has had symptoms for more than 14 Provides medical documentation 	Yes
Norovirus	Based on vomiting or diarrhea symptoms	<ol style="list-style-type: none"> Serving a non-HSP facility, only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below: Serving an HSP facility, excluded until meeting the requirements listed below: <ul style="list-style-type: none"> Approval is obtained from ADPH 	Yes, if a HSP facility or to return unrestricted. No, if a non-HSP facility and to return restricted.



		<ul style="list-style-type: none"> • Medically cleared • More than 48 hours have passed since the employee became asymptomatic 	
<i>Salmonella</i>	Exclude	When approval is obtained from ADPH and employee provides medical documentation that states the foodservice employee is free of an <i>Salmonella</i>	Yes
<i>Shigella</i>	Based on vomiting or diarrhea symptoms	<p>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 below:</p> <p>2. Serving an HSP facility, excluded until meeting the requirements listed below:</p> <ul style="list-style-type: none"> • Approval is obtained from ADPH • Medically cleared • More than 7 calendar days have passed since the foodservice employee became asymptomatic 	<p>Yes, if a HSP facility or to return unrestricted.</p> <p>No, if a non-HSP facility and return restricted.</p>



Table 3: Summary of Requirements for Foodservice Employees Diagnosed with Resolved Symptoms

Foodservice employees must report a Big 5 disease diagnosis immediately to the manager.				
The manager must notify ADPH when a foodservice employee reports a Big 5 disease diagnosis.				
The manager must exclude the foodservice employee who reports a Big 5 disease diagnosis until meeting the criteria for reinstatement.				
Pathogen Diagnosis	Facilities Serving an HSP	Facilities Not Serving an HSP	Removing Diagnosed Foodservice employees with Resolved Symptoms from Exclusion or Restriction	ADPH Approval Required Return to Work?
<i>E. coli</i> O157:H7/ STEC	Exclude	Restrict	<p>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 below:</p> <p>2. Serving an HSP facility, excluded until meeting the requirements listed below:</p> <ul style="list-style-type: none"> • Approval is obtained from ADPH • Medically cleared • More than 7 calendar days have passed since the foodservice employee became asymptomatic 	<p>Yes, if a HSP facility or to return unrestricted.</p> <p>No, if a non-HSP facility and return restricted.</p>
Hepatitis A virus	Exclude, if within 14 days of any symptom, or within 7 days of jaundice	Exclude, if within 14 days of any symptom, or within 7 days of jaundice	When approval is obtained from ADPH, and employee has been jaundiced for more than 7 calendar days, had symptoms for more than 14 days, or provides medical documentation.	Yes
Norovirus	Exclude	Restrict	<p>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 below:</p> <p>2. Serving an HSP facility, excluded until meeting the</p>	<p>Yes, if a HSP facility or to return unrestricted.</p> <p>No, if a</p>



			requirements listed below: <ul style="list-style-type: none"> • Approval is obtained from ADPH • Medically cleared • More than 48 hours have passed since the foodservice employee became asymptomatic 	non-HSP facility and return restricted.
<i>Salmonella</i> including previous illness with <i>Salmonella</i>	Exclude	Exclude	When approval is obtained from ADPH and: <ul style="list-style-type: none"> • Foodservice employee provides medical documentation that states the employee is free of an <i>Salmonella</i> 	Yes
<i>Shigella</i>	Exclude	Restrict	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 below: 2. Serving an HSP facility, excluded until meeting the requirements listed below: <ul style="list-style-type: none"> • Approval is obtained from ADPH • Medically cleared • More than 7 calendar days have passed since the foodservice employee became asymptomatic 	Yes, if a HSP facility or to return unrestricted. No, if a non-HSP facility and return restricted.



Table 4: Summary of Requirements for Foodservice Employees Diagnosed with No Symptoms

Foodservice employees must report a Big 5 disease diagnosis immediately to the manager.				
The manager must notify ADPH when a foodservice employee reports a Big 5 disease diagnosis.				
The manager must exclude the foodservice employee who reports a Big 5 disease diagnosis until meeting the criteria for reinstatement.				
Pathogen Diagnosis	Facilities Serving an HSP	Facilities Not Serving an HSP	Removing Diagnosed Foodservice employees with Resolved Symptoms from Exclusion or Restriction	ADPH Approval Required to Return to Work?
<i>E. coli</i> O157:H7/ STEC	Exclude	Restrict	Remains excluded or restricted until approval is obtained from ADPH and <ul style="list-style-type: none"> • Medically cleared or • More than 7 calendar days have passed since the foodservice employee was diagnosed 	Yes, if a HSP facility or to return unrestricted. No, if a non-HSP facility and return restricted.
Hepatitis A virus	Exclude	Exclude	When approval is obtained from ADPH and employee <ul style="list-style-type: none"> • Had symptoms for more than 14 days or • Provides medical documentation 	Yes
Norovirus	Exclude	Restrict	Remains excluded or restricted until approval is obtained from ADPH and <ul style="list-style-type: none"> • Medically cleared or • More than 48 hours have passed since the employee's diagnosis 	Yes, if a HSP facility or to return unrestricted. No, if a non-HSP facility and return restricted.
<i>Salmonella</i>	Exclude	Exclude	When approval is obtained from ADPH and employee provides medical documentation the employee is free of an <i>Salmonella</i>	Yes
<i>Shigella</i>	Exclude	Exclude	Remains excluded or restricted until approval is obtained from ADPH and <ul style="list-style-type: none"> • Medically cleared or • More than 7 calendar days have passed since the foodservice employee was last diagnosed 	Yes, if a HSP facility or to return unrestricted. No, if a non-HSP facility and return restricted.



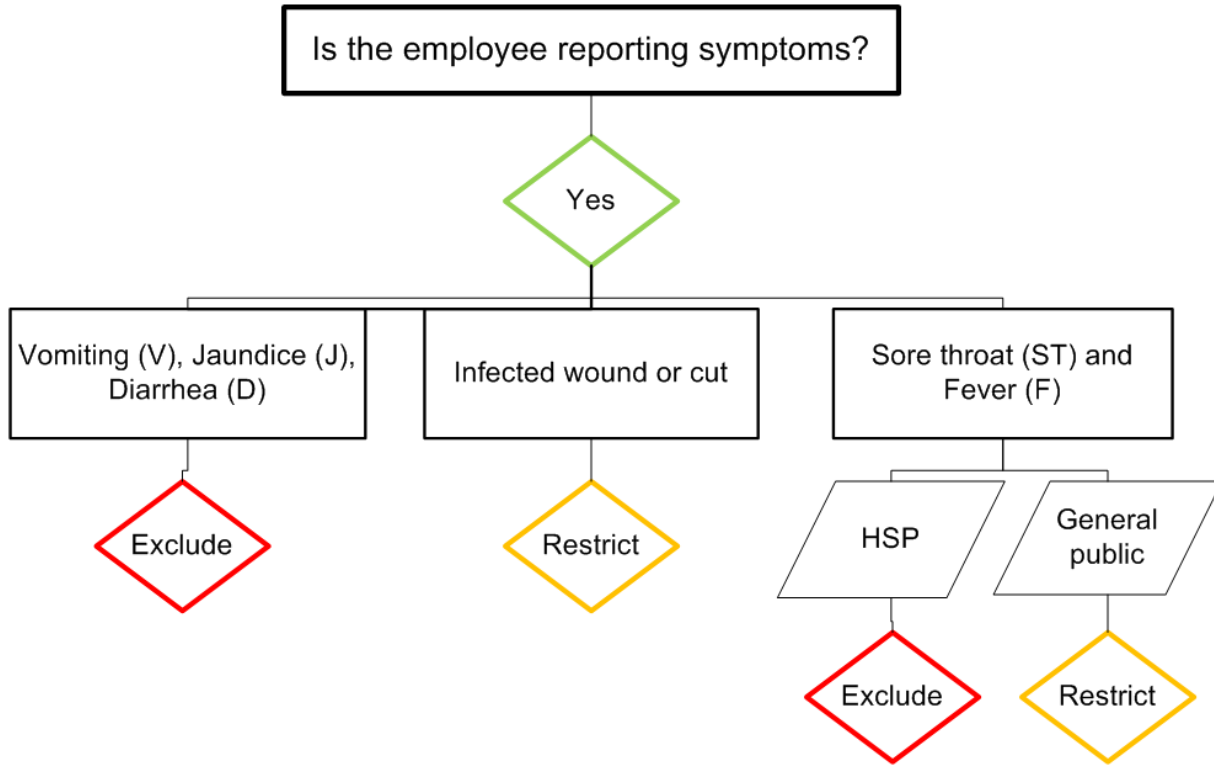
Table 5: Summary of Requirements for Foodservice Employees with Exposure and No Symptoms or Diagnosis

Foodservice employees must report a Big 5 disease diagnosis immediately to the manager.				
The manager must exclude the foodservice employee in a facility serving an HSP, who reports a Big 5 disease diagnosis until meeting the criteria for reinstatement.				
The manager must reinforce and ensure compliance with good handwashing practices, symptom reporting requirements, proper handwashing, and no bare hand contact with RTE foods for all foodservice employees that report a Big 5 disease exposure.				
Pathogen Diagnosis	Facilities Serving an HSP	Facilities Not Serving an HSP	When Can the Restricted Foodservice employee Return to Work?	ADPH Approval Needed?
<i>E. coli</i> O157:H7/ STEC	Restrict	Educate foodservice employee on symptoms to watch for and ensure compliance with good handwashing, and no BHC with RTE foods.	More than 3 calendar days have passed since the last exposure, or more than 3 calendar days have passed since the foodservice employee's household contact became asymptomatic.	No
Hepatitis A virus	Restrict	Educate foodservice employee on symptoms to watch for and ensure compliance with GHP, handwashing, and no BHC with RTE foods.	Meet any of the following conditions: <ul style="list-style-type: none"> • Immune to HAV infection due to prior HAV illness, HAV vaccination, or IgG administration • More than 30 calendar days since the last exposure, or since the employee's household contact became jaundiced; or • No alternative procedure allowed for BHC with RTE food until at least 30 days after the potential exposure, and the employee receives additional training. 	No
Norovirus	Restrict	Educate	More than 48 hours have	No

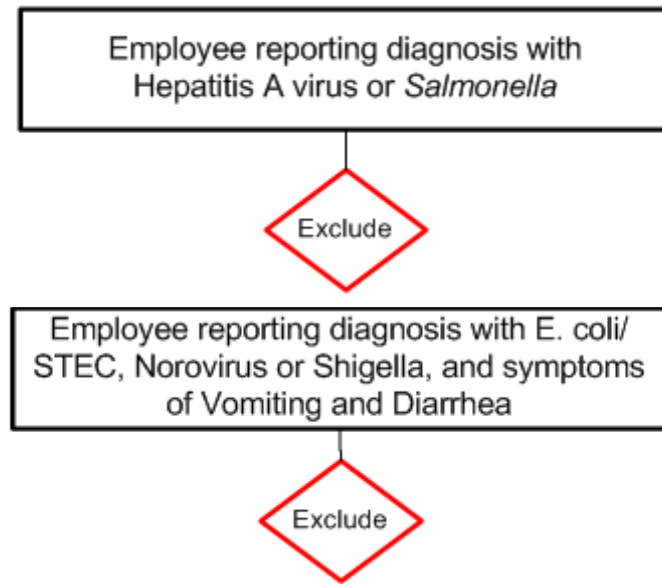


		foodservice employee on symptoms to watch for and ensure compliance with good handwashing, and no BHC with RTE foods.	passed since the last exposure, or more than 48 hours have passed since the foodservice employee's household contact became asymptomatic.	
<i>Salmonella</i>	Restrict	Educate foodservice employee on symptoms to watch for and ensure compliance with good handwashing, and no BHC with RTE foods.	14 calendar days have passed since the last exposure, or more than 14 days have passed since the foodservice employee's household contact became asymptomatic.	No
<i>Shigella</i>	Restrict	Educate foodservice employee on symptoms to watch for and ensure compliance with good handwashing, and no BHC with RTE foods.	More than 3 calendar days have passed since the last exposure, or more than 3 days have passed since the foodservice employee's household contact became asymptomatic.	No

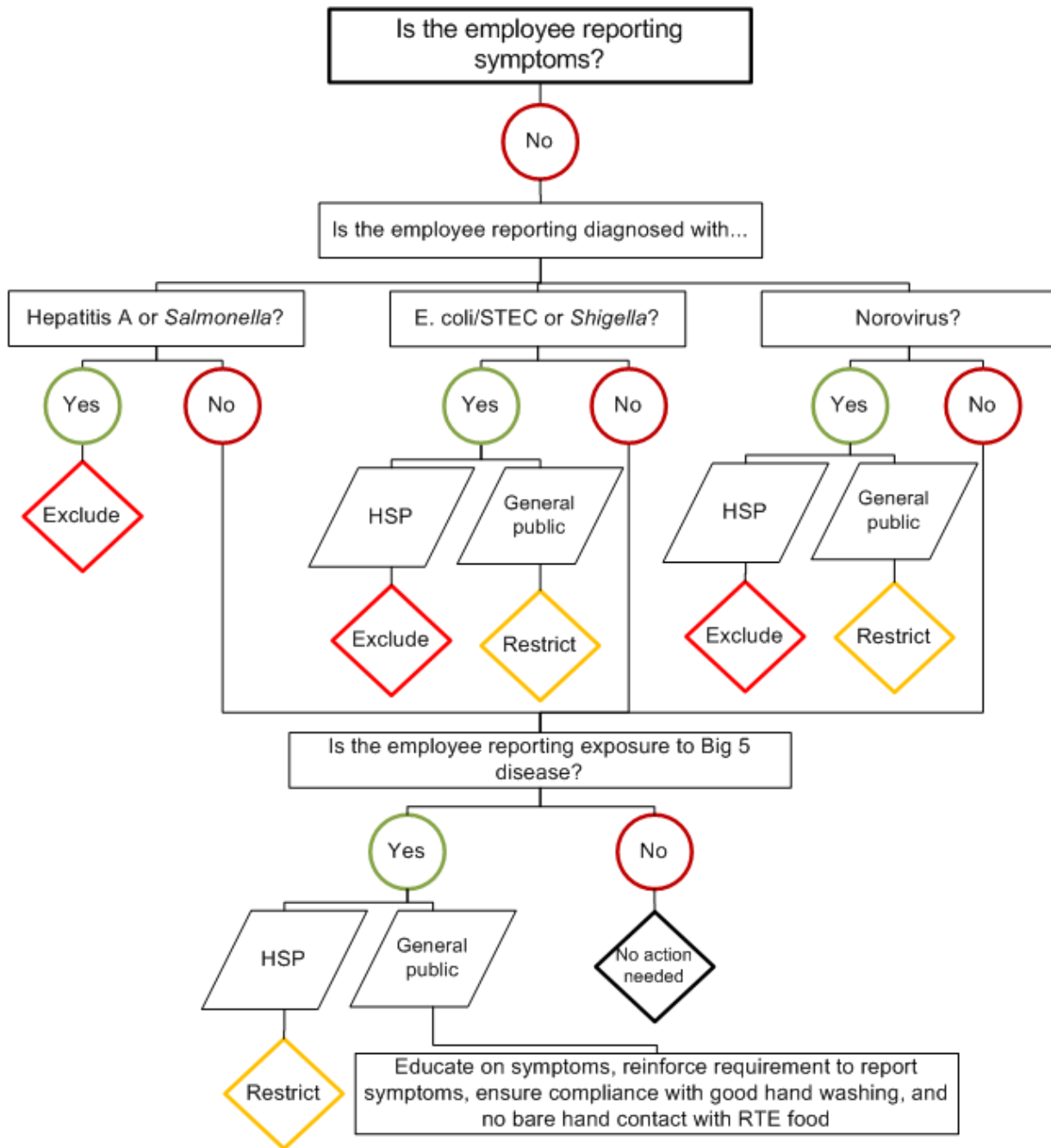
Decision Tree 1: Exclude or Restrict Foodservice Employee with Symptoms



Decision Tree 2: Exclude a Foodservice Employee Diagnosed With or Without Symptoms



Decision Tree 3: Exclude or Restrict a Foodservice Employee Diagnosed or Exposed



Contact Information and Resource Links

If you have any questions about the FEHH, food safety, or inspection and regulation of restaurants, please contact your local county health
<http://adph.org/administration/assets/countylist.pdf>

Bureau of Environmental Services State Food Rules
<http://www.adph.org/environmental/assets/FoodRules2008.pdf>

Bureau of Communicable Disease, Epidemiology Division
1-800-338-8374
<http://www.adph.org/epi/>

Food and Drug Administration Food Code
<http://www.fda.gov/>

