Standard Operating Procedures for

Facility Name: _____

Employee Health

Why:	Ill food handlers can transfer illness to others through food.
Who:	All food workers. ☐ _____
When:	☐ When employees are hired and throughout employment. ☐ _____
Where:	Throughout the food establishment. ☐ _____
How:	○ Certified Food Protection Manager (CFPM) /Person in Charge (PIC) must complete the "Applicant and Food Reporting Interview" with all new employees. ○ Employee must sign the "Food Employee Reporting Agreement". ○ Employees must report any flu-like symptoms, diarrhea, jaundice, lesions and / or vomiting or to the CFPM/PIC, and be excluded from food preparation. ○ Employees diagnosed with *Hepatitis A, Salmonella typhi, Shigella*, or *shiga toxin* producing *E. coli* must report it to the CFPM/PIC, and be excluded from food preparation. ○ Food handlers with discharge form the ears, nose or eyes must not handle food. ☐ Medical release to return to work for one of these illnesses ☐ _____
Records:	○ "Applicant and Food Reporting Interview Form" ○ "Food Employee Reporting Agreement" ☐ "Record of Staff Absences Due to Illness" ☐ _____
Correction:	Exclude ill workers. ☐ _____
PIC Verification:	Monitor employees for signs of illness. ☐ _____

Prepared or revised by:
Signature: _____Date_____