Do you have a written or verbal Employee Illness Policy? If not, you need one to prevent food-borne illness associated with food contaminated by an ill or infected food employee. The person in charge and food employees should be familiar with the Employee Illness Policy and be able to provide information when interviewed by facility managers or regulatory officials.

A good Employee Illness Policy consists of three parts:

1. Management is responsible to inform employees of the Employee Illness Policy and to train employees on symptoms and illnesses.
2. The employee should recognize symptoms of foodborne illness and know that it is his responsibility to report to management if he has any of the symptoms listed below.
3. A management plan to restrict or exclude employees that have symptoms of, diagnosis of, or exposure to, foodborne illness.

Exclude or restrict employees from food service, if diagnosed with any of the following:
- E.coli O157:H7
- Salmonella typhi
- Shigella
- Hepatitis A
- Norovirus

Many illnesses that cause diarrhea or vomiting are transmitted from ill food workers to customers. Excluding or restricting ill employees from working with food is one of the critical factors to preventing foodborne illness from occurring in your facility. The other two critical factors are proper handwashing and no bare hand contact of ready-to-eat food.

Employees may not return to work for at least 24 hours after symptoms have gone. Foodborne illness symptoms are any one of the following:
- Diarrhea
- Vomiting
- Sore throat with fever
- Jaundice (yellowing of eyes and skin)