



**Forest County Office on Aging  
Policies and Procedures**

Policy Title	SOP-Employee Health Policy		Approved
GWAAR Approved	02/21/2017	Effective:	
Training Required:	yes	Revised:	
Date of Review:		Next Review Date:	

**PURPOSE:** To prevent the transmission of foodborne illnesses in foodservice operation.

**POLICY:** All employees and volunteers will report to the site manager and Aging Director any symptoms of illness and/or wounds that can cause foodborne illnesses or can start an epidemic.

**DEFINITIONS:**

- Employees or volunteers that exhibit any of the following symptoms: diarrhea, fever, vomiting, jaundice and sores throat with fever or
- Boils, burns, cuts and infected wounds on hands, wrists and other exposed portions of the body or,
- Have any of the following diseases: Salmonella, Shigella, E-Coli, and Hepatitis A, or other pathogens that are transmitted via food.

**Review Committee:** Includes the Office On Aging Director, the Home Delivered Assessment Coordinator and two Committee Members. They are responsible for reviewing consumer requests and other waiting list issues related to the homebound meal program.

**PROCEDURE:**

All foodservice employees and volunteers must follow these procedures for illnesses:

1. The foodservice employee/volunteer must report to the Aging Director any of the following symptoms:
  - a. Diarrhea
  - b. Fever
  - c. Vomiting
  - d. Jaundice
  - e. Sore Throat with fever
  - f. Lesions containing pus on the hand, wrist, or an exposed body part
2. Foodservice employees and volunteers must report any diagnosed illnesses that are transmissible through food, including the date of the onset of the following:
  - a. Salmonella
  - b. Shigella
  - c. Escherichia Coli (E-Coli)
  - d. Hepatitis A
  - e. Any other pathogen that can be transmitted through food, such as Norovirus, Campylobacter, etc. (Complete listing can be obtained from the Forest County Health Dept.)

3. If an employee is diagnosed with Salmonella, Shigella, E-Coli or Hepatitis A, or other pathogen which can be transmitted through food, the Aging Director must notify the Forest County Health Dept.
4. The Aging Director must exclude from the establishment all foodservice employees/volunteers that are experiencing any of the above mentioned symptoms (see paragraph 3).
5. Foodservice employees/volunteers must notify the Aging Director if they have been ill within:
  - a. The past 3 months with Salmonella
  - b. The past month with Shigella, E-Coli
  - c. The past 10 days with jaundice or Hepatitis A
6. Foodservice employees/volunteers must report to the Aging Director if:
  - a. They have been suspected of causing or have been exposed to Salmonella, Shigella, E-Coli or Hepatitis A or
  - b. They live in the same household with a person who has been exposed to one of the listed illnesses afore.
7. The Aging Director must exclude all foodservice employees/volunteers that have been diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, or jaundice (within the last 10 calendar days).
8. The Aging Director must obtain approval from the Forest County Health Dept. and must have a written medical statement from a licensed physician or authorized medical professional that specifies that the ill foodservice employee may return to work.

**CORRECTIVE ACTION:**

1. The Aging Director will require all employees/volunteers with boils, burns, cuts and infected wounds on hands, wrists and exposed portions of arms to wear a non-penetrable cover (such as a finger cot) and a glove. The Aging Director may assign other duties that do not involve food preparation.
2. The Aging Director must report to the Forest County Health Department Director, any employees/volunteers that display symptoms of Salmonella, Shigella, E-Coli, Hepatitis A, and/or any of the following symptoms: diarrhea, fever, vomiting, jaundice and sore throat with fever. Employees and volunteers must be restricted from the establishment due to serving a highly susceptible population.

**REFERENCES:**

Wisconsin Policy and Procedure Manual for the Wisconsin Aging Network

**Chapter 8.6.9.3**

Adapted from the National Food Service Management Institute

Food and Drug Administration (FDA)

U.S. Department of Agriculture (USDA)

**FORMS/ATTACHMENTS:**

Complaint and Appeals Form