

## **FOOD EMPLOYEE HEALTH & HYGIENE POLICY**

Foodborne illnesses that cause diarrhea or vomiting are often spread from employees to customers. Excluding or restricting ill food workers, ensuring proper handwashing, and preventing bare-hand contact with ready-to-eat (RTE) foods are the most effective ways to stop this. This policy helps protect both staff and the public by promoting safe food handling and hygiene practices.

### **EMPLOYEE HEALTH**

All food employees must report to the Person in Charge (PIC) if they experience any of the following before or during work:



- Diarrhea
- Fever
- Vomiting
- Jaundice (yellowing of skin and eyes)
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part
- Other health symptoms as required by the Department of Health

**Important:** Employees may not return to work for **at least 24 hours** after these symptoms end.

Employees must also report if diagnosed with:

- *Salmonella* Typhi or Nontyphoidal *Salmonella*
- *Shigella*
- *Escherichia coli*
- Hepatitis A virus
- Norovirus, or
- Other communicable diseases as directed by the Department of Health (e.g., Coronavirus)

The PIC must report diagnosed illnesses to the **Bethlehem Health Bureau** and exclude affected workers until cleared to return.

Employees must also notify the PIC if they have been:

- Linked to a confirmed outbreak
- Living with someone diagnosed with a listed illness
- Exposed through a household member or outbreak setting

## **PERSONAL HYGIENE**

Good hygiene prevents contamination. Designated hand sinks must be accessible and equipped with warm water, soap, and paper towels.

### **Employees must wash hands:**

- When entering food prep areas
- Before putting on gloves or handling clean equipment
- When switching between raw and ready-to-eat foods
- After handling soiled items, touching the body, using the toilet, coughing, eating, or handling animals
- Any other time hands may be contaminated.

### **Proper handwashing (20 seconds total):**

1. Rinse hands under warm running water
  2. Apply soap and scrub all surfaces (10–15 seconds)
  3. Rinse thoroughly
  4. Dry with a single-use towel or air dryer
- Use a paper towel to turn off faucets or open restroom doors.

***Note: Hand sanitizer may only be used after proper handwashing.***



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## **NO BARE HAND CONTACT**

Avoid touching RTE foods with bare hands. Use tongs, utensils, deli tissue, or single-use gloves. Examples of RTE foods include: salads, sandwiches, pizza, fruit, beverages, ice, and baked goods.

### **Glove Use Guidelines:**

- Wash hands before putting on gloves
- Change gloves between raw and RTE foods
- Never wash or reuse gloves
- Discard torn or soiled gloves
- Cover wounds with waterproof bandages under gloves
- Replace gloves **whenever contamination may occur**



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## **GENERAL HYGIENE & CONDUCT**

Employees must:

- Arrive clean and in proper attire
- Eat, drink, or smoke only in designated areas
- Store drinks in covered containers below food and prep areas
- Keep fingernails clean and trimmed; wear only plain metal rings
- Use hair restraints and clean outer clothing
- Remove aprons before using the restroom or leaving prep areas

## **TRAINING**

All employees must be trained on this policy during onboarding and periodically thereafter. Review the **Employee Illness Reporting Agreement (Form #1)** during training to ensure staff understand reporting requirements.

## **RESPONSIBILITIES**

### **Food Employees:**

- Report required illnesses, symptoms, and exposures
- Follow hygiene and glove-use procedures

### **Person in Charge (PIC):**

- Train employees on this policy
- Enforce restrictions, exclusions, and monitoring per **PA Chapter 46 Food Code**
- Maintain confidentiality of employee health information (ADA compliant)
- Report diagnosed illnesses to the Health Bureau
- Keep records of illness reporting and handwashing training

Regular reminders and posted signage should reinforce these practices to ensure continuous compliance.



Bethlehem Health Bureau  
10 East Church Street  
Bethlehem, PA 18018  
610-865-7083  
Updated: April 2024

Employee Handwashing Training Record									
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**Instructions:** This log can be stored as a record to provide information on which employee has been trained on proper handwashing. Each employee should be able to give the manager a demonstration on how hands should be washed. Both the employee and the manager will initial that this training was completed.

	Employee Name	Date Trained	Demonstration Completed Correctly? Y/N	Employee Signature	Manager Initials
Start with warm or hot water.					
↓ Use soap and make a lather.					
↓ Rub & scrub for <b>20 seconds</b> (palms, back of hands, between fingers, under nails).					
↓ Rinse well.					
↓ Dry hands completely.					
↓ Use a paper towel to shut off the faucet.					



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

BUREAU OF HEALTH

Phone: (610) 865-7083  
Fax: (610) 865-7326  
TDD: (610) 865-7084  
www.bethlehem-pa.gov

## Form #1 Employee Illness Reporting Agreement

You play an important role in providing safe food to the public. The purpose of this agreement is to ensure that food service employees notify the person in charge when they experience any of the following conditions.

**I agree to report to the person in charge if I ever have any of the following:**

- **Symptoms of:**
  - Diarrhea
  - Vomiting
  - Jaundice (yellow skin or eye color)
  - Sore throat with fever
  - Lesions containing pus on the hand, wrist, or any exposed body part, such as boils and infected wounds, no matter how small they are
  - Persistent coughing, sneezing, or runny nose that causes discharges from the eyes, nose, or mouth
  - Other health symptoms as required by the Department of Health
- **Medical diagnosis of:**
  - Salmonella
  - Ill with typhoid fever (Salmonella Typhi)
    - Even if previously diagnosed with this illness within the past three months
  - Shigellosis (Shigella spp.)
  - Enterohemorrhagic or Shiga Toxin-producing Escherichia coli infection (E. coli O157:H7)
  - Hepatitis A virus
  - Norovirus
  - Other enteric bacterial pathogens, such as Campylobacter, etc.
  - Other contagious disease as required by the Department of Health
- **High-risk condition of:**
  - Close contact or exposure to a confirmed outbreak of foodborne illness
  - Exposure to a household member diagnosed with a foodborne illness
  - Close contact or exposure to any other disease as required by the Department of Health

### **Employee Acknowledgement:**

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment

**Applicant or Food Employee Name (please print)** \_\_\_\_\_

**Applicant or Food Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Person in Charge** \_\_\_\_\_ **Date** \_\_\_\_\_

## Employee Absence/Illness Record

**Instructions:** Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of foodborne illnesses. Please review and refer to your establishment's Employee Health Policy.

		<i>Symptoms Reported to Manager by Employee:</i>		<i>Manager/Employee Response:</i>					
Date Reported	Employee Name	Vomiting(V) * Diarrhea (D) * Jaundice (J) * Sore Throat w/ Fever (ST) Infected Wounds (IW)	** Other Symptoms or exposure to others (close-contact)	Date Excluded or Restricted from Work?*	Date Returned to Normal Work Duties?	Consulted with Doctor? Y/N	Diagnosed? *** Y/N - If yes, name illness.	Contacted Health Department? Y/N	Restricted Duties
		__V __D __J __ST __IW							
		__V __D __J __ST __IW							
		__V __D __J __ST __IW							
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\* If vomiting and diarrhea, exclude from work until 24 hours after symptoms end. If jaundiced, contact the Bethlehem Health Bureau.

\*\* Other symptoms include any symptoms required to be monitored by the Department of Health (such as fever, coughing, etc., during a pandemic or outbreak)

\*\*\* If a food employee reports a diagnosis of Norovirus, *E.coli* O157:H7, *Shigella*, Hepatitis A, *Salmonella* Typhi or Nontyphoidal *Salmonella* (NTS), or any other disease of concern (ex: Coronavirus), exclude the employee and contact the Bethlehem Health Bureau at 610-865-7083 for guidance. If undiagnosed, see the Employee Illness Decision guide provided to you by the Bethlehem Health Bureau.

**NOTE:** This log must be kept in a private, secure location. Only the Person in Charge may have access to these records. The ADA requires that all medical information about a particular employee be stored separately from the employee's personnel file, thus limiting access to this confidential information.

# **Employees: You Are Responsible!**

Germes can be passed to others during food handling. Protect consumers and prevent foodborne illness by letting your supervisor know when you are sick!

## **REPORT YOUR ILLNESS!**

### **CALL YOUR MANAGER IF...**

➤ **You have the these symptoms:**

- Diarrhea
- Vomiting
- Jaundice
- Sore Throat with fever
- Skin infection such as open sores

➤ **You have been diagnosed with:**

- E.Coli
- Hepatitis A
- Shigella
- Salmonella Typhi or Nontyphoidal Salmonella
- Norovirus



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➤ **You have been exposed to:**

- A confirmed outbreak of foodborne illness or other disease
- Someone who lives in your home that has been diagnosed
- Someone who lives in your home that has attended an event or works in a place with a confirmed outbreak.