



## **Employee Health and Personal Hygiene Policy:**

In order to prevent contamination from hands, there are three control measures to implement. Just like a stool, without one of the measures, the prevention control system will fail. The three control measures are:

1. Implementing an employee illness policy
2. Having comprehensive, proper handwashing procedures and trainings
3. Implementing a no bare hand contact with ready-to-eat foods policy



An Employee Health and Personal Hygiene Policy should include the following:

- Policies for personal cleanliness and proper hygiene, including:
  - Handwashing procedures
  - No bare hand contact procedures, single-use glove procedures
  - Fingernail maintenance, jewelry policies, clean clothing, hair restraints
  - Eating, drinking, and tobacco
- Policies for responsibilities and reporting symptoms and diagnosis:
  - A food employee must report any of the following symptoms to the Person in Charge (PIC): vomiting, diarrhea, jaundice, sore throat with a fever and a lesion containing pus such as a boil or infected wound that is open or draining.
  - If a food employee is diagnosed by a health practitioner with any of the following, they must report it to the PIC and the PIC must report it to the regulatory authority: norovirus, hepatitis A virus, shigella spp., shiga toxin-producing E-coli and nontyphoidal Salmonella.
- Policies for conditions of exclusion and restriction:
  - Employees must be excluded from work if they have any of the following conditions: vomiting, diarrhea, jaundice, sore throat with a fever (If serving a highly susceptible population), any communicable diseases, norovirus, hepatitis A virus, shigella spp., shiga toxin-producing E-coli and nontyphoidal Salmonella.
  - Employees must be restricted if they have the following conditions: sore throat with a fever (not serving a highly susceptible population), infected wound or pustular boil, persistent sneezing, coughing or a runny nose that causes discharge from eyes, nose or mouth.

**Employees shall be trained and understand all policies and procedures.**

Tazewell County Health Department highly recommends adopting a conditional employee or food employee reporting agreement, such as Form 1-B in the 2022 FDA food code.