

## TOOL 7A - EMPLOYEE ILLNESS DECISION GUIDES FOR PERSON-IN-CHARGE

For Use by Food Establishment Person-In-Charge.

**CONTACT YOUR REGULATORY AUTHORITY FOR THE SPECIFIC GUIDELINES IN YOUR AREA.**

**Purpose:** This tool is modeled on the 2009 FDA Food Code and may be useful as a guide in determining what actions the Person-in-Charge must take to prevent the spread of foodborne bacteria, parasites, and/or viruses from the infected food worker to the food, the working environment, and other employees. It is also useful in training food workers in employee health and hygiene matters.

**Instructions:** The following tables and Decision Trees are an adaptation from the 2009 FDA Food Code, Chapter 2 and its Supplement aimed at preventing ill food employees from transmitting disease during the course of routine day-to-day management of a food establishment. Local and State Regulatory/Health Authorities may have different requirements for restriction or exclusion under these circumstances. Refer to your Regulatory/Health Authorities for appropriate employee health guidelines or requirements during a specific foodborne outbreak event.

### HOW TO USE THE DECISION TREES AND TABLES:

The Decision Trees and tables should be used together. Start with the appropriate Decision Tree.

**Decision Trees 1 & 2:** Use these Decision Trees as a guide in determining whether an employee must go home or if they can work on a restricted basis. Management may choose to have a more stringent policy that requires sick food employees to go home. The Decision Trees are based on food employee symptoms, diagnosis (with or without symptoms) and exposure. To use the Decision Tree:

- Start at the top box.
- Answer the question in that box.
- Based on the answer provided, follow the arrow to the last box.
- The last box will indicate which table you should use.
- Go to the table that is stated in the box.
- The table will provide guidance as to whether the employee must go home, can

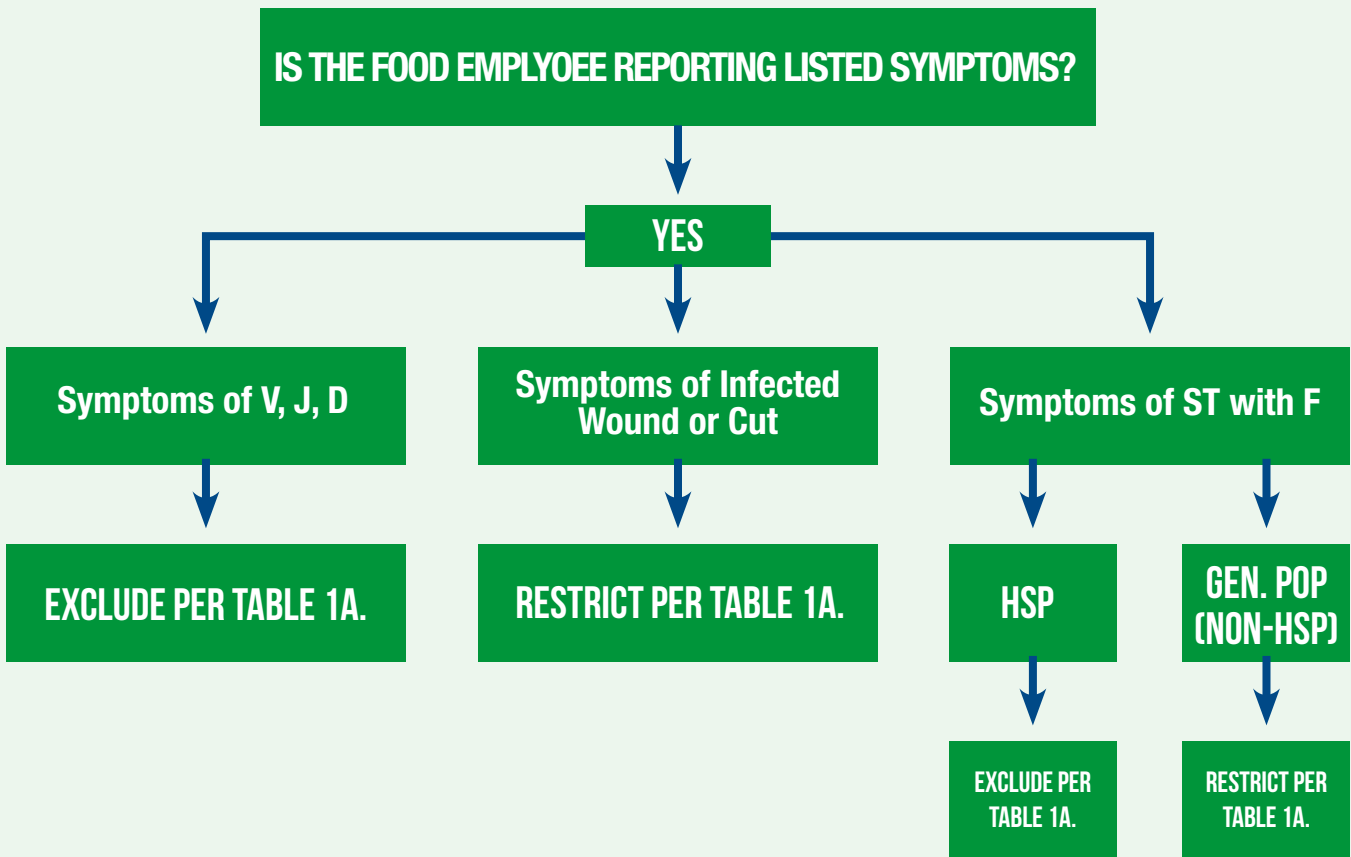
stay at work, or if they need medical clearance to return to work.

**Tables 1 – 4** The Decision Trees lead to the corresponding table which will aid the Person-in-Charge in determining whether an employee can stay at work or go home. The Decision Tree also provides requirements for allowing the employee to return to work.

- Go to the appropriate table based on the final box from the Decision Tree.
- Look at the leftmost column for the appropriate symptom or diagnosis.
- Once the correct box is located, follow across the boxes to determine whether the employee must go home (exclude) or if they can stay at work on a restricted basis.
- There is also a box indicating the requirements for returning to work and whether Regulatory/Health Authority approval is necessary.

## DECISION TREE 1

When to Exclude or Restrict a Food Employee Who Reports a Symptom and When to Exclude a Food Employee Who Reports a Diagnosis with Symptoms Under the FDA Food Code (Section 2-201.11/2-201.12)



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If reporting a diagnosis with Hepatitis A virus, or Typhoid fever

EXCLUDE PER TABLE 1B.

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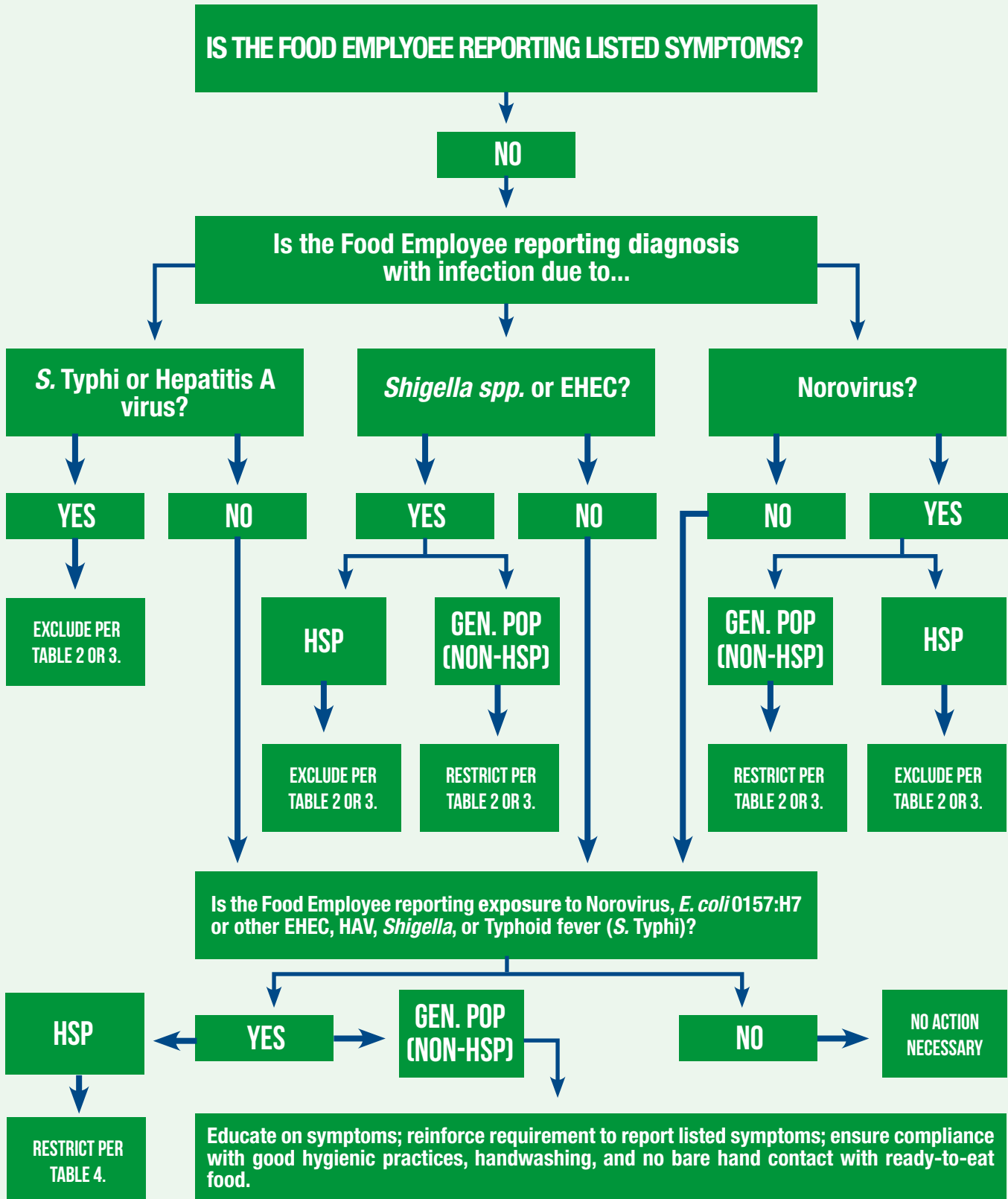
If reporting a diagnosis with Shigellosis, Norovirus, or EHEC/STEC and symptoms of V or D

EXCLUDE PER TABLE 1B.

Key: (V) Vomiting; (J) Jaundice; (D) Diarrhea; (ST with F) Sore Throat with Fever; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population

## DECISION TREE 2

When to Exclude or Restrict a Food Employee Who is Asymptomatic and Reports a Listed Diagnosis and When to Restrict a Food Employee Who Reports a Listed Exposure Under the FDA Food Code (Section 2-201.11/2-201.12)



Key: (HSP) Highly Susceptible Population; (Gen. Pop.) General Population; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus

## TABLE 1A

Summary of Requirements for Symptomatic Food Employees (FDA Food Code Section 2-201.12)

The Person-in-Charge shall prohibit a conditional employee who reports a listed symptom from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a symptomatic food employee.

SYMPTOM	EXCLUSION OR RESTRICTION		Removing Symptomatic Food Employees from Exclusion or Restriction	RA Approval Needed to Return to Work?
	Facilities Serving an HSP	Facilities Not Serving an HSP		
<b>Vomiting</b>	<b>EXCLUDE</b> 2-201.12(A)(1)	<b>EXCLUDE</b> 2-201.12(A)(1)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation 2-201.13(A)(1). <b>Exceptions:</b> If diagnosed with Norovirus, <i>Shigella</i> spp., <i>E. coli</i> O157:H7 or other EHEC/STEC, HAV, or typhoid fever ( <b>S. Typhi</b> ) (see Tables 1b & 2).	No if not diagnosed
<b>Diarrhea</b>	<b>EXCLUDE</b> 2-201.12(A)(1)	<b>EXCLUDE</b> 2-201.12(A)(1)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation 2-201.13(A)(1). <b>Exceptions:</b> If diagnosed with Norovirus, <i>E. coli</i> O157:H7 or other EHEC/STEC, HAV, or <b>S. Typhi</b> (see Tables 1b & 2).	No if not diagnosed
<b>Jaundice</b>	<b>EXCLUDE</b> 2-201.12(B)(1) if the onset occurred within the last 7 days	<b>EXCLUDE</b> 2-201.12(B)(1) if the onset occurred within the last 7 days	When approval is obtained from the RA 2-201.13 (B), and: • Food employee has been jaundiced for more than 7 calendar days 2-201.13(B) (1), or • Food employee provides medical documentation 2-201.13(B)(3).	Yes
<b>Sore Throat with Fever</b>	<b>EXCLUDE</b> 2-201.12(G)(1)	<b>RESTRICT</b> 2-201.12(G)(2)	When food employee provides written medical documentation 2-201.13(G) (1)-(3).	No
<b>Infected wound or pustular boil</b>	<b>RESTRICT</b> 2-201.12(H)	<b>RESTRICT</b> 2-201.12(H)	When the infected wound or boil is properly covered 2-201.13(H) (1)-(3).	No

Key: (RA) = Regulatory/Health Authority; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus; (HSP) = Highly Susceptible Population.

## TABLE 1B

Summary of Requirements for Diagnosed, Symptomatic Food Employees (FDA Food Code Section 2-201.12)

Food employees and conditional employees shall report a listed Diagnosis with symptoms immediately to the Person-in-Charge

- The Person-in-Charge shall notify the RA when a food employee is jaundiced or reports a listed diagnosis.
- The Person-in-Charge shall prohibit a conditional employee who reports a listed diagnosis with symptoms from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed, symptomatic food employee.

DIAGNOSIS	EXCLUSION (Facilities Serving an HSP or Not Serving an HSP)	Removing Diagnosed, Symptomatic Food Employees from Exclusion	RA Approval Needed to Return to Work?
<b>Hepatitis A virus</b>	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	When approval is obtained from the RA 2-201.13(B), and: <ul style="list-style-type: none"> <li>• The food employee has been jaundiced for more than 7 calendar days 2-201.13(B)(1), or</li> <li>• The anicteric food employee has had symptoms for more than 14 days 2-201.13(B)(2), or</li> <li>• The food employee provides medical documentation 2-201.13(B)(3) (also see Table 2).</li> </ul>	Yes
<b>Typhoid Fever</b> ( <i>S. Typhi</i> )	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C) (1), and: <ul style="list-style-type: none"> <li>• Food employee provides medical documentation, that states the food employee is free of a <b>S. Typhi</b> infection 2-201.13(C)(2) (also see table 2).</li> </ul>	Yes
<b><i>E. coli</i></b> O157:H7 or other EHEC/STEC	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving a non-HSP facility:</u> 2-201.13(A)(4)(a): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.</li> <li>2. <u>Serving an HSP facility:</u> 2-201.13(A)(4)(b): Remains excluded until meeting the requirements listed in No. 3.</li> <li>3. <u>Restriction or Exclusion remains until:</u> <ul style="list-style-type: none"> <li>• Approval is obtained from RA 2-201.13(F), and</li> <li>• Medically cleared 2-201.13(F)(1), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic 2 201.13(F)(2) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility

Key: (RA) = Regulatory/Health Authority; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus; (HSP) = Highly Susceptible Population.

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**TABLE 1B**

Summary of Requirements for Diagnosed, Symptomatic Food Employees (FDA Food Code Section 2-201.12)

DIAGNOSIS	EXCLUSION (Facilities Serving an HSP or Not Serving an HSP)	Removing Diagnosed, Symptomatic Food Employees from Exclusion	RA Approval Needed to Return to Work?
Norovirus	<p><b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)</p>	<p>1. <u>Serving a non-HSP facility:</u> 2-201.13 (A)(2) (a): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.                      2. <u>Serving an HSP facility:</u> 2-201.13(A)(2)(b): Remains excluded until meeting the requirements listed in No. 3.                      3. <u>Restriction or Exclusion remains until:</u></p> <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(D), and</li> <li>• Medically cleared 2-201.13(D)(1), or</li> <li>• More than 48 hours have passed since the food employee became asymptomatic 2-201.13(D)(2) (also see Table 2).</li> </ul>	<p>Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility</p>
<i>Shigella</i> spp.	<p><b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)</p>	<p>1. <u>Serving a non-HSP facility:</u> 2-201.13(A)(3)(a): Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed in No. 3.                      2. <u>Serving an HSP facility:</u> 2-201.13(A)(3)(b): Remains excluded until meeting the requirements in No. 3.                      3. <u>Restriction or Exclusion remains until:</u></p> <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(E), and</li> <li>• Medically cleared 2-201.13(E)(1), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(E)(2) (also see Table 2).</li> </ul>	<p>Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility</p>

Key: (RA) = Regulatory/Health Authority; (HSP) = Highly Susceptible Population.

## TABLE 2

Summary of Requirements for Diagnosed Food Employees with Resolved Symptoms  
(FDA Food Code Section 2-201.12)

Food employees and conditional employees shall report a listed Diagnosis with symptoms immediately to the Person-in-Charge.

- The Person-in-Charge shall notify the RA when a food employee reports a listed diagnosis.
- The Person-in-Charge shall prohibit a conditional employee who reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed food employee.

PATHOGEN DIAGNOSIS	EXCLUSION OR RESTRICTION		Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Needed to Return to Work?
	Facilities Serving an HSP	Facilities Not Serving an HSP		
<b>Typhoid fever (S. Typhi)</b> including previous illness with <b>S. Typhi</b> (see 2-201.11 (A)(3))	<b>EXCLUDE</b> 2-201.12(C)	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C)(1), and: • Food employee provides medical documentation, which states the food employee is free of an <b>S. Typhi</b> infection 2-201.13(C)(2) (also see Table 1b).	Yes
<b>Shigella spp.</b>	<b>EXCLUDE</b> 2-201.12(E)(1)	<b>RESTRICT</b> 2-201.12(E)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving a non-HSP facility:</u> 2-201.13(A)(3)(a): Shall only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed in No. 3.</li> <li>2. <u>Serving an HSP facility:</u> 2-201.13(A)(3)(b): Remains excluded until meeting the requirements listed in No. 3.</li> <li>3. <u>Restriction or Exclusion remains until:</u> <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(E), and:</li> <li>• Medically cleared 2-201.13(E)(1), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic 201.13(E)(3)(a) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility

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**TABLE 2**

PATHOGEN DIAGNOSIS	EXCLUSION OR RESTRICTION		Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Needed to Return to Work?
	Facilities Serving an HSP	Facilities Not Serving an HSP		
Norovirus	<b>EXCLUDE</b> 2-201.12(D)(1)	<b>RESTRICT</b> 2-201.12(D)(2)	<ol style="list-style-type: none"> <li><u>Serving a non-HSP facility:</u> 2-201.13(A)(2)(a): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.</li> <li><u>Serving an HSP facility:</u> 2-201.13(A)(2)(b): Remains excluded until meeting the requirements listed in No. 3.</li> <li><u>Restriction or Exclusion remains until:</u> <ul style="list-style-type: none"> <li>Approval is obtained from the RA 2-201.13(D), and</li> <li>Medically cleared 2-201.13(D)(1), or</li> <li>More than 48 hours have passed since the food employee became asymptomatic 2-201.13(D)(2) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
<i>E. coli</i> O157:H7 or other EHEC/STEC	<b>EXCLUDE</b> 2-201.12(F)(1)	<b>RESTRICT</b> 2-201.12(F)(2)	<ol style="list-style-type: none"> <li><u>Serving a non-HSP facility:</u> 2-201.13(A)(4)(a): Shall only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed in No. 3.</li> <li><u>Serving an HSP facility:</u> 2-201.13(A)(4)(b): Remains excluded until meeting the requirements listed in No. 3.</li> <li><u>Restriction or Exclusion remains until:</u> <ul style="list-style-type: none"> <li>Approval is obtained from the RA 2-201.13(F), and</li> <li>Medically cleared 2-201.13(F)(1), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(F)(2).</li> </ul> </li> </ol>	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	When approval is obtained from the RA 2-201.13(B), and: <ul style="list-style-type: none"> <li>The food employee has been jaundiced for more than 7 calendar days 2-201.13(B)(1), or</li> <li>The anicteric food employee has had symptoms for more than 14 days 2-201.13(B)(2), or</li> <li>The food employee provides medical documentation 2-201.13(B)(3) (also see Table 1b).</li> </ul>	Yes

Key: (RA) = Regulatory/Health Authority; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus; (HSP) = Highly Susceptible Population.



### TABLE 3

Summary of Requirements for Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms (FDA Food Code Section 2-201.12)

Food employees and conditional employees shall report a listed Diagnosis immediately to the Person-in-Charge.

- The Person-in-Charge shall notify the RA when a food employee reports a listed diagnosis .
- The Person-in-Charge shall prohibit a conditional employee who reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed food employee.

PATHOGEN DIAGNOSIS	EXCLUSION OR RESTRICTION		Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Needed to Return to Work?
	Facilities serving an HSP	Facilities not serving an HSP		
Typhoid fever ( <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (see 2-201.11 (A)(3))	<b>EXCLUDE</b> 2-201.12(C)	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C)(1), and:  Food employee provides medical documentation, specifying that the food employee is free of a <b>S. Typhi</b> infection 2-201.13(C)(2).	Yes
<b>Shigella</b> spp.	<b>EXCLUDE</b> 2-201.12(E)(1)	<b>RESTRICT</b> 2-201.12(E)(2)	Remains excluded or restricted until approval is obtained from the RA, and: • Medically cleared 2-201.13(E)(1), or • More than 7 calendar days have passed since the food employee was last diagnosed 2-201.13(E)(3).	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
Norovirus	<b>EXCLUDE</b> 2-201.12(D)(1)	<b>RESTRICT</b> 2-201.12(D)(2)	Remains excluded or restricted until approval is obtained from the RA 2-201.13(D), and • Medically cleared 2-201.13(D)(1), or • More than 48 hours have passed since the food employee was diagnosed 2-201.13(D)(3).	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
<b>E. coli</b> O157:H7 or other EHEC/STEC	<b>EXCLUDE</b> 2-201.12(F)(1)	<b>RESTRICT</b> 2-201.12(F)(2)	Remains excluded or restricted until approval is obtained from the RA 2-201.13(F), and: • Medically cleared 2-201.13(F)(1), or • More than 7 calendar days have passed since the food employee was diagnosed 2-201.13(F)(3).	Yes to return to an HSP or to return unrestricted; not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> 2-201.12(B)(3)	<b>EXCLUDE</b> 2-201.12(B)(3)	When approval is obtained from the RA 2-201.13(B), and • The anicteric food employee has had symptoms for more than 14 days 2-201.13(B)(2), or • The food employee provides medical documentation 2-201.13(B)(3).	Yes

Key: (RA) = Regulatory/Health Authority; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus; (HSP) = Highly Susceptible Population.

## TABLE 4

History of Exposure, and Absent Symptoms or Diagnosis (FDA Food Code Section 2-201.12)

Food employees and conditional employees shall report a listed exposure to the Person-in-Charge.

- The Person-in-Charge shall prohibit a conditional employee who reports a listed exposure from becoming a food employee in a facility serving an HSP until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of an exposed food employee.
- The Person-in-Charge shall reinforce and ensure compliance with good hygienic practices, symptom reporting requirements, proper handwashing and no BHC with RTE foods for all food employees that report a listed exposure.

TOOL 7A

PATHOGEN DIAGNOSIS	EXCLUSION OR RESTRICTION		WHEN CAN THE RESTRICTED FOOD EMPLOYEE RETURN TO WORK?	RA APPROVAL NEEDED?
	Facilities Serving an HSP	Facilities Not Serving an HSP		
Typhoid fever ( <i>S. Typhi</i> )	<b>RESTRICT</b> 2-201.12(l)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(l)(3) When 14 calendar days have passed since the last exposure, or more than 14 days has passed since the food employee's household contact became asymptomatic.	No
<i>Shigella spp.</i>	<b>RESTRICT</b> 2-201.12(l)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(l)(2) When more than 3 calendar days have passed since the last exposure, or more than 3 days have passed since the food employee's household contact became asymptomatic.	No
Norovirus	<b>RESTRICT</b> 2-201.12(l)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(l)(1) When more than 48 hours have passed since the last exposure, or more than 48 hours has passed since the food employee's household contact became asymptomatic.	No
<i>E. coli</i> O157:H7 or other EHEC/ STEC	<b>RESTRICT</b> 2-201.12(l)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(l)(2) When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days has passed since the food employee's household contact became asymptomatic.	No
Hepatitis A virus	<b>RESTRICT</b> 2-201.12(l)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(l)(4) When any of the following conditions is met: • The food employee is immune to HAV infection because of a prior illness from HAV, vaccination against HAV, or IgG administration; or • More than 30 calendar days have passed since the last exposure, or since the food employee's household contact became jaundiced; or • The food employee does not use an alternative procedure that allows BHC with RTE food until at least 30 days after the potential exposure, and the employee receives additional training.	No

Key: (RA) = Regulatory/Health Authority; (EHEC/STEC) = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*; (HAV) = Hepatitis A virus; (HSP) = Highly Susceptible Population; (GHP) = Good Hygienic Practices; (RTE) = Ready-to-Eat foods; (BHC) = Bare Hand Contact.