



Paul R. LePage, Governor

Ricker Hamilton, Commissioner

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**Health Inspection Program**

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Maine Center for Disease Control and Prevention  
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Augusta, Maine 04333-0011  
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March 13, 2017

Dear Eating Establishment Owner,

This notice is to inform you that the Health Inspection Program has implemented an educational public health initiative on Employee Health on March 1, 2017. The purpose of this initiative is to reduce the likelihood that viruses and bacteria will be transmitted from infected food employees into food. CDC estimates that each year roughly 48 million people become sick from a foodborne illness, 128,000 are hospitalized, and 3,000 die. According to the 2011 estimates, the [most common foodborne illnesses](#) are caused by [norovirus](#) and by the bacteria [Salmonella](#), [Clostridium perfringens](#), and [Campylobacter](#).

During your inspections, a State or Municipal Health Inspector will ask the Manager or Person In Charge (PIC) questions about employee health (Section 2-2 of the Maine Food Code) to assess knowledge and awareness. The inspector will provide you with a red folder with handouts titled "Employee Health Policy" which will assist you in developing your employee health policy. The handouts in this folder have simplified the Employee Health section of the Maine Food Code.

**These handouts focus on:**

- 1) Foodborne illness training
- 2) Reporting Agreement
- 3) Manager's decision guide

**The goal of this outreach is to:**

- 1) Educate and train employees on foodborne illness transmission, diseases and symptoms;
- 2) Increase employee awareness to report symptoms, diagnosis and exposure to their manager, and;
- 3) Educate the manager or PIC as to what action to take when an employee reports and under what conditions the employee can return to work or assigned duties.

Sincerely,

Lisa M. Silva, Program Manager  
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# Let's start an Employee Health Policy!

To start an Employee Health Policy (EHP), you must have a training meeting with your employees, one at a time or as a group, and review some very specific information.

There are three forms which are used to explain the Employee Health Policy (EHP). Two of the forms are for employees **and** managers and the third form is for **managers only**.

**Form #1** is titled "**What is foodborne illness?**"

**Form #2** is called the **Employee Illness Reporting Agreement**.

**Form #3** is called the **Manager's Decision Guide**.

You will use Forms #1 and #2 when training your employees. Make enough copies for each employee to have his/her own to review.

**Form #1 - What is foodborne illness?:** You must make the following important points:

- 1) Foodborne illness can make customers sick and that can have an effect on the restaurant's business.
- 2) The "BIG FIVE" cause the greatest amount of foodborne illness in the United States.
- 3) It is important for employees and managers to recognize the symptoms of the "BIG FIVE" foodborne illnesses.

**Form #2 - Employee Agreement:** you must make the following important points: **The employee agrees to report** to a manager if:

- a. the employee experiences symptoms of a foodborne illness;
- b. a doctor tells the employee he/she is sick with a foodborne illness;
- c. the employee is exposed to a foodborne illness through contact with other people.

Make the Employee Health Policy part of the training for all new employees. During inspections, the Health Inspector will ask for evidence that you are doing the training.

There are two ways to show that employees have received the Employee Health Policy information:

- 1) employee signature on the Employee Agreement, or;
- 2) a sign-in sheet from a group training meeting.

If you have any questions about the Employee Health Policy, you may contact the **Health Inspection Program** or get more information from our website, [www.maine.gov/healthinspection](http://www.maine.gov/healthinspection).

For more information see 2013 Maine Food Code

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# Maine CDC Health Inspection Program



## Form #1: What is foodborne illness?

People can become sick from eating contaminated food. This is called foodborne illness. *Contaminated* means there are bacteria and/or viruses on the food which can make people sick. Sometimes the food in a restaurant can become contaminated because of the way an employee handles the food. If a customer becomes sick from eating contaminated food in a restaurant, there may be serious results. For example:

### Employee

Contaminates the food by not washing his/her hands properly

### Customer

Gets sick

Tells friends, relatives, neighbors not to eat at restaurant

Complains to the health department

Could take the restaurant to court

### Restaurant

Loses business

Could go out of business

### Employee

Could be out of a job

The most common foodborne illnesses in the United States are:

**1. Shiga toxin-producing E.Coli (STEC)**      **2. Hepatitis A**

**3. Shigella**      **4. Salmonella**      **5. Norovirus**

These illnesses are referred to as the **Big Five**. Often these illnesses have similar symptoms. It is important that an employee recognize the symptoms of foodborne illness:

- 1) vomiting
- 2) diarrhea
- 3) jaundice
- 4) sore throat with fever
- 5) skin infection such as open sores



## CALL YOUR MANAGER

For more information see 2013 Maine Food Code

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# Maine CDC Health Inspection Program



## Form #2: Employee Illness Reporting Agreement

You play an important role in providing safe food to the general public.  
As a food handler, you have a responsibility to report the symptoms and conditions listed below.

I agree to report to the person in charge the following symptoms of foodborne illness:

1. Vomiting
2. Diarrhea
3. Jaundice – yellow skin or eye color
4. Sore throat with fever
5. Infected wounds

I agree to report to the person in charge if a doctor says that I have one of the following infections:

1. Shiga toxin-producing E.Coli (STEC)
2. Salmonella
3. Shigella
4. Hepatitis A
5. Norovirus

I agree to report to the person in charge if I am exposed to foodborne illness in the following ways:

1. I am exposed to a confirmed outbreak of foodborne illness;
2. Someone who lives in my house is diagnosed with a foodborne illness;
3. Someone who lives in my house attends an event or works in a place which has a confirmed outbreak of foodborne illness.

### Employee Acknowledgement

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment, or the **Health Inspection Program** that may affect my employment.

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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# Maine CDC Health Inspection Program



## Form #3: Manager's Decision Guide

### Important points:

- 1) The manager must make a decision if an employee tells the manager he/she is sick with symptoms of foodborne illness.
- 2) There are four blue boxes at the top of the page with a question in each box.
  - a. Manager must ask all four questions.
  - b. Lines lead from the blue boxes to **Yes** or **No** answer boxes.
  - c. If the answer to the question in the blue box is "**Yes**", the manager must make a decision whether to let the employee come to work.
  - d. The "Yes" box has a line that leads to the decision the manager must make depending on the question that was asked.
    - i. The decision boxes are red, yellow and green. **Red** means the employee must be **EXCLUDED**– he/she cannot come to work
    - ii. **Yellow** means the employee must be **RESTRICTED**– he/she can come to work but they cannot do anything that gets them close to food or food-contact surfaces – no food preparation, no dishwashing, for example. They probably will not work in the kitchen at all. If your restaurant is not large enough for an employee to do other things than prepare food, you may decide to tell the employee to stay home.
  - e. If the answer to the question in the blue box is "**No**", all lines lead to a green decision box. The employee may come to work as usual. However, the manager should take the time to review the symptoms of foodborne illness again with the employee.
- 3) The large blue box at the bottom of the page has one more important piece of information in it.

If an employee is told by a doctor that he/she is sick from **Norovirus, Shiga toxin-producing E.Coli (STEC), Shigella, Hepatitis A virus, or Salmonella Typhi**, you must call the **Health Inspection Program**.

There are specific steps to get the employee back to work. Your Health Inspector can explain those steps.

For more information see 2013 Maine Food Code

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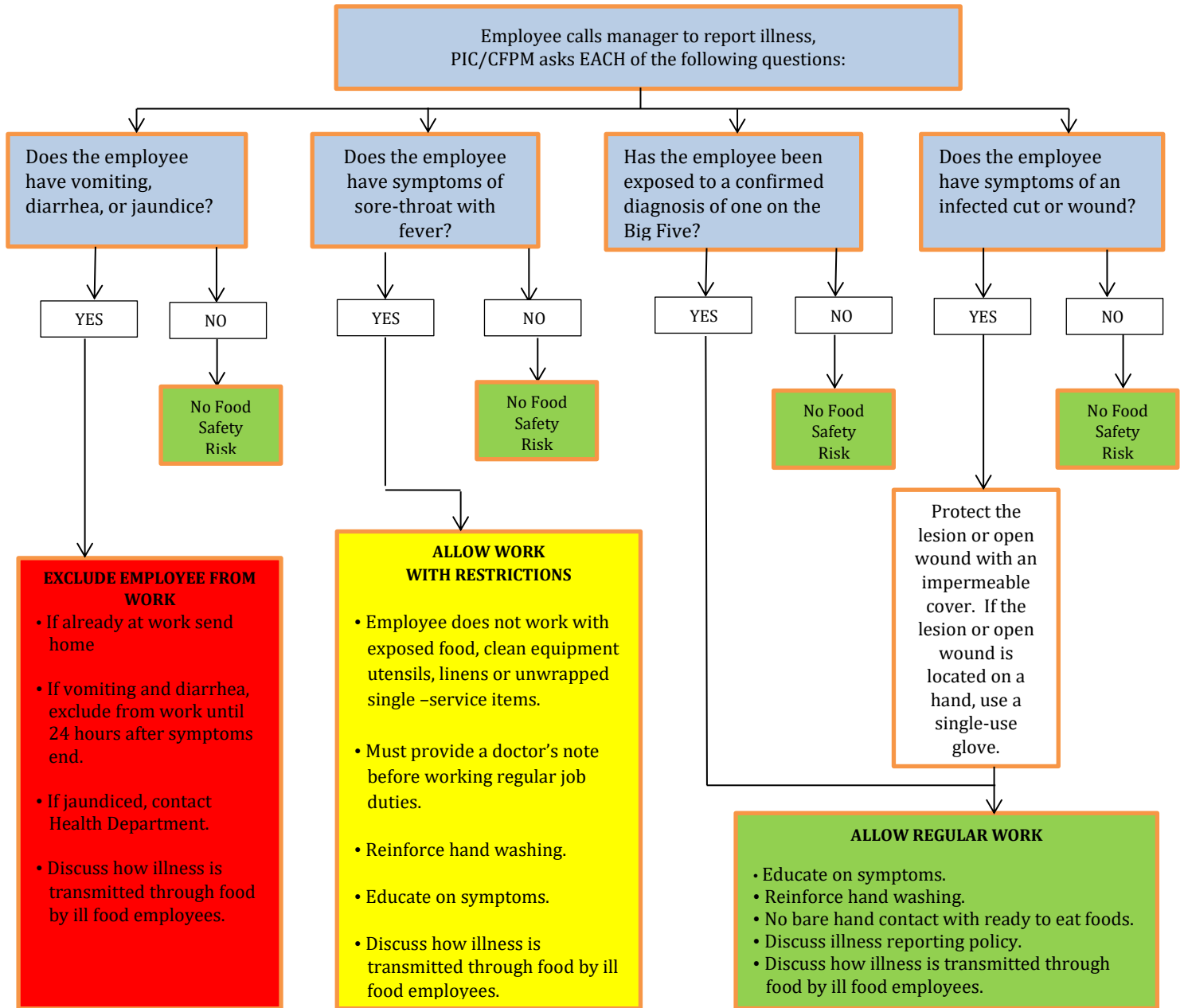
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# Maine CDC Health Inspection Program

## Employee Illness Decision Guide for PIC/CFPM (non-HSP)



Use this flow chart to determine if an employee with an **undiagnosed** illness can spread the illness through food and should be restricted or excluded from work.



If a food employee reports a **diagnosis of Norovirus, Shiga toxin-producing E.Coli (STEC), Shigella, Hepatitis A virus, or Salmonella Typhi**, immediately exclude the employee and contact the Health Inspection Program at 207-287-5671 for guidance.

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