Employee Illness Decision Guide for PIC/CFM (HSP)
To be used for employees working with a **highly susceptible population**, including nursing homes, adult day health care, child day care or elementary school. 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.

Employee calls manager to report illness, PIC/CFM asks EACH of the following questions:

- **Does the employee have symptoms of an infected cut or wound?**
  - YES: Protect the lesion or open wound with an impermeable cover. If the lesion or open wound is located on a hand, use a single-use glove.
  - NO: No food safety risk

- **Has the employee been exposed to a confirmed diagnosis of one of the Big Five?**
  - YES: No food safety risk
  - NO: No food safety risk

- **Does the employee have symptoms of sore-throat with fever?**
  - YES: No food safety risk
  - NO: No food safety risk

- **Does the employee have vomiting, diarrhea, or jaundice?**
  - YES: EXCLUDE EMPLOYEE FROM WORK
    - If already at work, send home
    - If vomiting and diarrhea, exclude from work until 24 hours after symptoms end
    - If jaundiced, contact the Health Department
    - If sore throat with fever, must provide doctor’s note before returning to work
    - Discuss how illness is transmitted through food by ill food employees
  - NO: ALLOW WORK WITH RESTRICTIONS
    - Employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service items
    - Contact Health Dept. for guidance on return of employee
    - Reinforce handwashing
    - Educate on symptoms
    - Discuss illness reporting policy
    - Discuss how illness is transmitted through food by ill food employees

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- **Does the employee have symptoms of an infected cut or wound?**
  - YES: Protect the lesion or open wound with an impermeable cover. If the lesion or open wound is located on a hand, use a single-use glove.
  - NO: No food safety risk

If a food employee reports a **diagnosis of Norovirus, E. coli O157:H7, Shigella, Hepatitis A virus, or Salmonella Typhi**, immediately exclude the employee and contact the Fairfax County Health Department, Food Safety Section at 703-246-2444 for guidance.

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