EMPLOYEE HEALTH

# POLICY

An employee’s or prospective employee’s health condition is personal and confidential, and every precaution shall be taken to protect information regarding that health condition including medical/insurance information.

In order to maintain a work environment free from disease outbreaks, there are certain diseases or medical conditions that must be reported to Isaac’s Deli, Inc. and to the PA Department of Agriculture as they could be related to a foodborne illness and possible disease outbreak and may require exclusion or restriction from the workplace.

# PROCEDURE

Section 1

Reporting Diseases or Medical conditions:

An employee or employee applicant is required to report the following diseases, medical conditions or special circumstances to their GM/prospective GM:

1. A diagnosis of an illness due to any of the following:
	1. Salmonella typhi.
	2. Nontyphoidal Salmonella.
	3. Shigella spp.
	4. Shiga toxin-producing Escherichia coli.
	5. Hepatitis A virus.
	6. Norovirus.
2. A past illness from any of the following:
	1. Salmonella typhi within the past 3 months.
	2. Shigella spp. within the past month.
	3. Shiga toxin-producing Escherichiea coli within the last month.
	4. Hepatitis A virus.
3. A symptom caused by illness, infection or other source, where that symptom is associated with an acute gastrointestinal illness such as any of the following:
	1. Diarrhea
	2. Fever
	3. Vomiting
	4. Jaundice
	5. Sore throat with fever
4. A lesion containing pus such as a boil or infected wound that is open or draining and is any of the following:
	1. On the hands or wrist, unless an impermeable cover such as a finger cot or stall protects the lesion and single-use glove is worn over the impermeable cover.
	2. On exposed portions of the arms, unless the lesion is protected by an impermeable cover.
	3. On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage.
5. The employee or employee applicant is suspected of causing a confirmed disease outbreak caused by Salmonella typhi, nontyphoidal Salmonella, Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus or Norovirus, including an outbreak at an event such as a family meal, church supper or festival because the food employee or applicant prepared food implicated in the outbreak.
6. The employee or employee applicant is suspected of being exposed to a confirmed disease outbreak caused by Salmonella typhi, nontyphoidal Salmonella, Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus or Norovirus, including an outbreak at an event such as a family meal, church supper or festival because the employee or applicant did either of the following:
	1. Consumed food implicated in the outbreak.
	2. Consumed food at the event prepared by a person who is infected or ill with the infectious agent that caused the outbreak or who is suspected of being a shedder of the infectious agent.
7. The employee or employee applicant lives in the same household as a person who is diagnosed with a disease caused by Salmonella typhi, nontyphoidal Salmonella, Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus or Norovirus and knows of that diagnosis.
8. The employee or employee applicant lives in the same household as a person who attends or works in a setting where there is a confirmed disease outbreak caused by Salmonella typhi, nontyphoidal Salmonella, Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus or Norovirus, and knows of that outbreak.

The employee or employee applicant shall report to the GM/prospective GM the information specified in this section in a manner that allows the GM/prospective GM to prevent the likelihood of foodborne illness disease transmission. This information includes the date of onset of jaundice or the date of onset of any illness or condition specified in Section 1 of this policy.

The GM/prospective GM shall notify the SM of Restaurants that an employee or employee applicant is diagnosed with an illness due to Salmonella typhi, Shigella spp., Shiga toxin-producing Escherichia coli or hepatitis A virus.

Any GM or CO position employee shall notify the SM of Restaurants of any diagnosis of an illness as indicated in Section 1 of this policy.

Section 2

Exclusions and Restrictions:

Isaac’s Deli, Inc. will impose and employees and employee applicants will comply with the following exclusions and restrictions:

1. Exclude an employee from the facility if the employee is diagnosed with an infectious agent specified in Section 1 of this policy.
2. Exclude an employee with vomiting or diarrhea symptoms from the food facility for 24 hours after they are asymptomatic.
3. Restrict an employee from working with exposed food; clean equipment, utensils, linens and unwrapped single-service and single-use articles, in the workplace if the employee is either of the following:
	1. Sore throat or fever.
	2. Not experiencing a symptom of acute gastroenteritis specified in Section 1 of this policy but has a stool that yields a specimen culture that is positive for Salmonella typhi, Shigella spp. or Shiga toxin-producing Escherichia coli.
4. If an employee is jaundiced, the GM shall exclude the employee until 7 days after the onset of jaundice. If a food employee is jaundiced more than 7 days after onset, the person in charge shall restrict the food employee from working with exposed food and clean equipment, utensils, linens and unwrapped single service and single use articles in the workplace.

Isaac’s Deli, Inc. will adhere to the PA Department of Agriculture’s Food Code guidelines for removing exclusions and restrictions from the workplace imposed as a result of a disease or medical condition. Those guidelines may be found at the following link: <http://www.pacode.com/secure/data/007/chapter46/s46.115.html>

Isaac’s Deli, Inc. reserves the right to take disciplinary action for violation of this policy up to, and including, termination of employment.

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**BASIC SANITATION**

The following must be taught and followed by all persons, especially those in the food service industry, in order to control the spread of food-borne illnesses as well as other contagious diseases:

**POLICY**

1. **Always Wash Your Hands Thoroughly** See Handwashing and Glove Use Policy
2. **All Cuts Need To Be Washed Thoroughly** with soapy water, have appropriate first aid and bandages applied, and covered with a finger cot or plastic glove while working. Employees should wash their hands immediately after helping an injured employee or customer. Any not-fully-healed exposed wounds that could come into contact with food must be covered with a clean bandage and/or clothing.
3. **Good Personal Hygiene Must Be Practiced** at home, as well as at work, to maintain good health (such as washing hands after changing diapers or using the bathroom, washing clothes regularly, etc.)
4. **Avoid Personal Behaviors That Can Contaminate Food** such as scratching the scalp, running fingers through hair, touching your nose or face, rubbing your ear,

touching a pimple or sore, wearing a dirty uniform, coughing/sneezing into the hand, spitting, chewing and eating, etc.

1. **Foodhandlers MUST** wear a clean hat or other hair restraint, wear clean clothing daily, remove aprons when leaving food-preparation areas, remove jewelry such as rings (except for a plain band), bracelets (including medical ID’s), watches, earrings larger than a nickel, necklaces that may come into contact with food and facial jewelry.
2. **Foodhandlers MUST NOT** smoke, chew gum or tobacco, eat or drink when preparing or serving food, in food-preparation areas, in areas used to clean utensils and equipment
3. **Keep Restrooms Clean and Sanitized.** Wash and disinfect restrooms regularly. Public restrooms are to be kept clean.

HANDWASHING & GLOVE USE POLICY

Handwashing is the most important part of personal hygiene and the most effective means of keeping employees from contaminating food.

**HANDWASHING PROCEDURE**

Employees must wash their hands BEFORE they start work. They must also wash their hands AFTER the following activities:

1. Using the restroom. Foodhandlers with foodborne illnesses can transfer the pathogen to food if they don’t wash their hands after using the restroom.
2. Before and after handling raw meat, poultry, and seafood.
3. Touching the hair, face, or body.
4. Sneezing, coughing, or using a tissue.
5. Eating, drinking, smoking, or chewing gum or tobacco.
6. Handling chemicals that might affect food safety.
7. Taking out garbage.
8. Clearing tables or busing dirty dishes.
9. Touching clothing or aprons.
10. Handling money.
11. Touching anything else that may contaminate hands, such as dirty equipment, work surfaces, or towels.

\*Hand antiseptics that comply with Food and Drug Administration (FDA) standards are permissible ONLY AFTER handwashing, and NEVER in place of handwashing.

Employees shall clean their hands and exposed portions of their arms (or surrogate prosthetic devices for hands or arms) as outlined below:

1. Create vigorous friction on the surfaces of the lathered fingers, finger tips, areas between the fingers, hands and arms (or by vigorously rubbing the surrogate prosthetic devices for hands and arms) for at least 10—15 seconds in water that is as hot as you can stand it, at least 100°F.
2. Thoroughly rinse under clean running, warm water.
3. Immediately follow the rinse with thorough drying of cleaned hands and arms (or surrogate prosthetic devices) using one of the following methods:
* Individual, disposable towels.
* A heated-air hand drying device.
* A high-velocity room-temperature air hand drying device.
1. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers during this cleaning procedure.
2. Any single-use or Vinyl gloves used when handling food shall be removed and discarded prior to hand washing. As necessary, new single-use or vinyl gloves shall be put on after hand washing.

Hand washing sinks shall be equipped as specified below:

1. Hand washing facilities shall be provided in a food facility in food preparation, food dispensing and warewashing areas to allow convenient use by employees and in, or immediately adjacent to, toilet rooms.
2. Hand washing sinks shall be equipped to provide water at a temperature of at least 38ºC (100ºF) through a mixing valve or combination faucet.
3. The hand washing facilities shall be easily cleanable.
4. Each handwashing sink shall be provided with a supply of hand cleaning liquid, powder or bar soap.
5. Each hand washing sink shall be provided with one or more of the following:
* Individual, disposable towels.
* A heated-air hand drying device.
* A high-velocity room-temperature air hand drying device.
1. A sink used for food preparation or utensil washing, or a utility sink or curbed cleaning facility used for the disposal of mop water or similar wastes, may not be provided with the hand washing aids and devices required for a hand washing sink.
2. A sign or poster that notifies food employees to wash their hands shall be provided at all hand washing sinks used by food and bar employees and shall be clearly visible to food and bar employees
3. A handwashing sink that is provided with disposable towels shall be provided with a waste receptacle.

Employees are required to keep their hands and exposed portions of their arms clean. Disposable glove-use is an additional method of protecting clean hands, utilized by certain workstations, detailed as follows:

* **Food Prep** – Poly gloves (one-time use) or Vinyl gloves
* **Salad Station** – Poly gloves (one-time use)
* **Sandwich Board** – Vinyl gloves
* **Expediting** (chipping, dessert making, etc.) – Poly gloves (one-time use) or Vinyl gloves
* **Chemicals** (heavy cleaning tasks, not general wiping, cleaning and sanitizing) – Vinyl gloves
* **Dishwashing** – No gloves – Hand washing only
* **Takeout Counter** – No gloves – Hand washing only
* **Bartending –** No gloves – Hand washing only

Food-handlers are required to wear disposable gloves, at all times, when handling any ready-to-eat food product. **Food-handlers shall not handle anything but food with gloves on**. As soon as something other than food is to be handled, the gloves must be removed and hands must be washed in order to avoid cross-contamination. Gloves may be worn when handling chemicals to avoid direct hand contact with chemicals. Gloves worn when handling chemicals must be removed and hands washed before handling anything else.

\*Employees must wash hands prior to wearing disposable gloves and whenever changing to new gloves.

\*Employees must NEVER wash and reuse gloves. Gloves are just as susceptible to contamination as bare hands.

Employees wearing disposable gloves are required to change their gloves at all of the following times:

* As soon as they become soiled or torn.
* Before beginning a different task.
* At least every four hours during continual use, and more often if necessary.
* After handling raw meat, seafood, or poultry and before handling ready-to-eat food.

Failure to abide by the above-mentioned handwashing policy may result in disciplinary measures, including verbal and written warnings, leading to termination of employment.

**EMPLOYEE CONTACT WITH BODY FLUIDS**

##### **POLICY**

We recognize that employees may come in contact with body fluids, such as human blood or possibly vomit, in their day-to-day work environment. Although intact skin is an effective barrier against viruses and most other diseases, blood‑borne diseases (such as Hepatitis A and others) are common enough and serious enough so that blood should be dealt with carefully. To eliminate the possibility of transmission of blood‑borne diseases, the following procedures must be followed when dealing with such occurrences:

**Blood, Vomit, Diarrhea and Other Body Fluids**

1. Wear disposable apron, disposable gloves, foot covers and N95 mask.
2. Spray spill liberally with anti-norovirus chemical.
3. Apply solidifier to spill. Note: If spill occurs on tabletop, dispose of all food and single service items. Wash multiuse items in the dish machine. Make sure wash, rinse and sanitize process is observed.
4. Scoop solidified spill. Put solidified material and paper towels in a clear plastic trash liner. Twist and seal trash liner.
5. Spray area again with anti-norovirus chemical.
6. Spray a third time with anti-norovirus chemical. Allow to sit on affected area as indicated on label instructions. This time is critical for disinfection.
7. Remove gloves, mask, & apron, and put them in a 2nd trash liner. Put sealed trash liner of spill material in 2nd trash liner. Seal trash liner and dispose in dumpster.
8. If spill material affects the employee's clothing or shoes, he/she must go home to change. \*Optional: Employee may voluntarily spray affected area of clothing or shoes with anti-norovirus chemical.