

7 ***Model Forms, Guides, and Other Aids***

1) Employee health information and Application form for bare hand contact Procedure

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- b) Form 1-B **CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE REPORTING AGREEMENT**
- c) Form 1-C **CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE MEDICAL REFERRAL**
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2) Adoption information

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- c) Chart 4-C **SUMMARY CHART – READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD (TIME/TEMPERATURE, CONTROL FOR SAFETY FOOD) DATE MARKING § 3-501.17(A) – (E) AND DISPOSITION § 3-501.18**
- d) Chart 4-D **FDA FOOD CODE MOBILE FOOD ESTABLISHMENT MATRIX**
- e) Summary of Changes

The documents provided in this Annex are intended to facilitate adoption of the Food Code and the application of its provisions as they relate to conditional employees' and food employees' health and to food establishment inspections.

Forms 1-A through 1-C are designed to assist those responsible for managing employees in order to prevent foodborne disease. The Food Code specifies that the **permit holder is responsible** for requiring conditional employees or food employees to report certain symptoms, diagnoses, and past illnesses, as they relate to diseases transmitted through food by infected workers. The **conditional employee or food employee is personally responsible** for reporting this information to the person in charge.

Form 1-D is a user-aid for a regulatory agency when considering a request to allow bare hand contact with ready-to-eat food.

Forms 2-A and 2-B can be used for the Code adoption process and Form 3-A is provided for use in recording HACCP information and inspectional observations. Guide 3-B is a compressed outline of the Code to use as a tool in locating and citing Code provisions. Guide 3-C is intended to be used during inspections to ensure that observations of the provisions of the Code are accurately recorded on the Food Code Establishment Inspection Report form.

FORM

Conditional Employee and Food Employee Interview

1-A

Preventing Transmission of Diseases through Food by Infected Food Employees or
Conditional Employees with Emphasis on illness due to Norovirus, **Salmonella Typhi**, **Shigella** spp.,
Enterohemorrhagic (EHEC) or Shiga toxin-producing **Escherichia coli** (STEC), or hepatitis A Virus

The purpose of this interview is to inform conditional employees and food employees to advise the person in charge of past and current conditions described so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

Conditional employee name (print) _____

Food employee name (print) _____

Address _____

Telephone Daytime: _____ Evening: _____

Date _____

Are you suffering from any of the following symptoms? (Circle one)

If YES, Date of Onset

Diarrhea?

YES / NO

Vomiting?

YES / NO

Jaundice?

YES / NO

Sore throat with fever?

YES / NO

Or

Infected cut or wound that is open and draining, or lesions
containing pus on the hand, wrist, an exposed body part, or
other body part and the cut, wound, or lesion not properly
covered?

YES / NO

(Examples: *boils and infected wounds, however small*)

In the Past:

Have you ever been diagnosed as being ill with typhoid fever (*Salmonella Typhi*) YES / NO

If you have, what was the date of the diagnosis? _____

If within the past 3 months, did you take antibiotics for *S. Typhi*? YES / NO

If so, how many days did you take the antibiotics? _____

If you took antibiotics, did you finish the prescription? YES / NO

History of Exposure:

1. Have you been suspected of causing or have you been exposed to a confirmed foodborne disease outbreak recently? YES / NO

If YES, date of outbreak: _____

a. If YES, what was the cause of the illness and did it meet the following criteria?

Cause: _____

i. Norovirus (last exposure within the past 48 hours)

Date of illness outbreak _____

ii. *E. coli* O157:H7 infection (last exposure within the
past 3 days)

Date of illness outbreak _____

iii. Hepatitis A virus (last exposure within the past 30 days)

Date of illness outbreak _____

iv. Typhoid fever (last exposure within the past 14 days)

Date of illness outbreak _____

v. Shigellosis (last exposure within the past 3 days)

Date of illness outbreak _____

FORM 1-A (continued)

b. If YES, did you:

- i. Consume food implicated in the outbreak? _____
- ii. Work in a food establishment that was the source of the outbreak? _____
- iii. Consume food at an event that was prepared by person who is ill? _____

2. Did you attend an event or work in a setting, recently where there was a confirmed disease outbreak?

YES / NO

If so, what was the cause of the confirmed disease outbreak? _____

If the cause was one of the following five pathogens, did exposure to the pathogen meet the following criteria?

- a. Norovirus (last exposure within the past 48 hours) YES / NO
- b. *E. coli* O157:H7 (or other EHEC/STEC (last exposure within the past 3 days) YES / NO
- c. *Shigella* spp. (last exposure within the past 3 days) YES / NO
- d. *S. Typhi* (last exposure within the past 14 days) YES / NO
- e. hepatitis A virus (last exposure within the past 30 days) YES / NO

Do you live in the same household as a person diagnosed with Norovirus, Shigellosis, typhoid fever, hepatitis A, or illness due to *E. coli* O157:H7 or other EHEC/STEC?

YES / NO Date of onset of illness _____

3. Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of Norovirus, typhoid fever, Shigellosis, EHEC/STEC infection, or hepatitis A?

YES / NO Date of onset of illness _____

Name, Address, and Telephone Number of your Health Practitioner or doctor:

Name _____

Address _____

Telephone – Daytime: _____ Evening: _____

Signature of Conditional Employee _____ Date _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____

FORM
1-B

Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, ***Salmonella Typhi***, ***Shigella*** spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing ***Escherichia coli*** (STEC), or hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ **Date** _____

Food Employee Name (please print) _____

Signature of Food Employee _____ **Date** _____

Signature of Permit Holder or Representative _____ **Date** _____

FORM**1-C****Conditional Employee or Food Employee Medical Referral**

Preventing Transmission of Diseases through Food by Infected Food Employees with
Emphasis on Illness due to Norovirus, Typhoid fever (***Salmonella Typhi***), **Shigellosis** (***Shigella*** spp.),
***Escherichia coli* O157:H7** or other Enterohemorrhagic (EHEC) or Shiga toxin-producing
Escherichia coli (STEC), and hepatitis A Virus

The **Food Code** specifies, under **Part 2-2 Employee Health Subpart 2-201 Disease or Medical Condition**, that Conditional Employees and Food Employees obtain medical clearance from a health practitioner licensed to practice medicine, unless the Food Employees have complied with the provisions specified as an alternative to providing medical documentation, whenever the individual:

1. Is chronically suffering from a symptom such as **diarrhea**; or
2. Has a **current illness** involving Norovirus, typhoid fever (***Salmonella Typhi***), shigellosis (***Shigella*** spp.) ***E. coli* O157:H7** infection (or other EHEC/STEC), or hepatitis A virus (hepatitis A), or
3. Reports **past illness** involving typhoid fever (***S. Typhi***) within the past three months (while salmonellosis is fairly common in U.S., typhoid fever, caused by infection with ***S. Typhi***, is rare).

Conditional employee being referred: (Name, please print) _____

Food Employee being referred: (Name, please print) _____

4. Is the employee assigned to a food establishment that serves a population that meets the Food Code definition of a **highly susceptible population** such as a day care center with preschool age children, a hospital kitchen with immunocompromised persons, or an assisted living facility or nursing home with older adults?

YES ☐ **NO** ☐

Reason for Medical Referral: The reason for this referral is checked below:

- ☐ Is chronically suffering from vomiting or diarrhea; or (specify) _____
- ☐ Diagnosed or suspected Norovirus, typhoid fever, shigellosis, ***E. coli* O157:H7** (or other EHEC/STEC) infection, or hepatitis A. (Specify) _____
- ☐ Reported past illness from typhoid fever within the past 3 months. (Date of illness) _____
- ☐ Other medical condition of concern per the following description: _____

Health Practitioner's Conclusion: (Circle the appropriate one; refer to reverse side of form)

- ☐ Food employee is free of **Norovirus** infection, typhoid fever (***S. Typhi*** infection), ***Shigella*** spp. infection, ***E. coli* O157:H7** (or other **EHEC/STEC** infection), or **hepatitis A** virus infection, and may work as a food employee without restrictions.
- ☐ Food employee is an asymptomatic shedder of ***E. coli* O157:H7** (or other **EHEC/STEC**), ***Shigella*** spp., or Norovirus, and is restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles in food establishments that do not serve highly susceptible populations.
- ☐ Food employee is not ill but continues as an asymptomatic shedder of ***E. coli* O157:H7** (or other **EHEC/STEC**), ***Shigella*** spp. and should be excluded from food establishments that serve highly susceptible populations such as those who are preschool age, immunocompromised, or older adults and in a facility that provides preschool custodial care, health care, or assisted living.
- ☐ Food employee is an asymptomatic shedder of **hepatitis A** virus and should be excluded from working in a food establishment until medically cleared.
- ☐ Food employee is an asymptomatic shedder of **Norovirus** and should be excluded from working in a food establishment until medically cleared, or for at least 24 hours from the date of the diagnosis.
- ☐ Food employee is suffering from Norovirus, typhoid fever, shigellosis, ***E. coli* O157:H7** (or other **EHEC/STEC** infection), or **hepatitis A** and should be excluded from working in a food establishment.

FORM 1-C (continued)

COMMENTS: (In accordance with Title I of the Americans with Disabilities Act (ADA) and to provide only the information necessary to assist the food establishment operator in preventing foodborne disease transmission, please confine comments to explaining your conclusion and estimating when the employee may be reinstated.)

Signature of Health Practitioner _____ **Date** _____

Paraphrased from the FDA Food Code for Health Practitioner's Reference

From Subparagraph 2-201.11(A)(2)

Organisms of Concern:

Any foodborne pathogen, with special emphasis on these 5 organisms:

1. **Norovirus**
2. **S. Typhi**
3. **Shigella** spp.
4. **E. coli** O157:H7 (or other EHEC/STEC)
5. **Hepatitis A** virus

From Subparagraph 2-201.11(A)(1)

Symptoms:

Have any of the following symptoms:

Diarrhea

Vomiting

Jaundice

Sore throat with fever

From Subparagraph 2-201.11(A)(4)-(5)

Conditions of Exposure of Concern:

- (1) Suspected of causing a foodborne outbreak or being exposed to an outbreak caused by 1 of the 5 organisms above, at an event such as a family meal, church supper, or festival because the person:
 - Prepared or consumed an implicated food; or
 - Consumed food prepared by a person who is infected or ill with the organism that caused the outbreak or who is suspected of being a carrier;
- (2) Lives with, and has knowledge about, a person who is diagnosed with illness caused by 1 of the 5 organisms; or
- (3) Lives with, and has knowledge about, a person who works where there is an outbreak caused by 1 of the 5 organisms.

From Subparagraph 2-201.12

Exclusion and Restriction:

Decisions to exclude or restrict a food employee are made considering the available evidence about the person's role in actual or potential foodborne illness transmission. Evidence includes:

Symptoms

Diagnosis

Past illnesses

Stool/blood tests

In facilities serving highly susceptible populations such as day care centers and health care facilities, a person for whom there is evidence of foodborne illness is almost always excluded from the food establishment.

In other establishments such as restaurants and retail food stores, that offer food to typically healthy consumers, a person might only be restricted from certain duties, based on the evidence of foodborne illness.

Exclusion from any food establishment is required when the person is:

- Exhibiting or reporting diarrhea or vomiting;
- Diagnosed with illness caused by *S. Typhi*; or
- Jaundiced within the last 7 days.

For **Shigella** spp. or **Escherichia coli** O157:H7 or other EHEC/STEC infections, the person's stools must be negative for 2 consecutive cultures taken no earlier than 48 hours after antibiotics are discontinued, and at least 24 hours apart or the infected individual must have resolution of symptoms for more than 7 days or at least 7 days have passed since the employee was diagnosed.