	STANDARD OPERATING PROCEDURE (SOP)		
	Employee Health and Hygiene		
	SOP #: S.26	Version: 1	Updated: Original: 9/24/2025

Purpose: To ensure a safe and sanitary environment for students, staff, and foodservice workers by properly reporting and responding to staff illnesses in school foodservice settings.

Reporting - Food Service Employees agree to report the following to a Manager

Symptoms of Illness:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Diagnosed Illnesses: Health department must be notified

1. Norovirus
2. Salmonella Typhi (Typhoid fever)
3. Nontyphoidal Salmonella
4. Shigella spp. Infection
5. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
6. Hepatitis A

Exposure of Illness:


1. An outbreak of Norovirus, Salmonella Typhi, Nontyphoidal Salmonella, Shigella spp. infection, E. coli infection or Hepatitis A
2. A household member with Norovirus, Salmonella Typhi, Nontyphoidal Salmonella, Shigella spp. infection, E. coli infection or Hepatitis A
3. A household member attending or working in a setting with an outbreak of Norovirus, Salmonella Typhi, Nontyphoidal Salmonella, Shigella spp. infection, E. coli infection or Hepatitis A

Exclusion and Restriction from Work

- If you have any of the symptoms or illnesses listed above you may be excluded* or restricted** from work.
 - * If you are excluded from work you are not allowed to come to work
 - **If you are restricted from work you are allowed to come, but your duties may be limited to non-food handling, non-utensil handling duties.

Returning to Work

- If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.
- If you are excluded from work for exhibiting symptoms of a sore throat with a fever or for having jaundice (yellowing of the skin and/or eyes), Salmonella Typhi, Nontyphoidal Salmonella, Shigella spp. infection, E. coli infection or Hepatitis A, you will not be able to return to work until Health Department approval is granted

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Employee Agreement

1. Employees must report when they have or have been exposed to any of the symptoms or illnesses listed above.
2. Employees must comply with work restrictions and/or exclusions that are given due to symptoms or illnesses listed above.

Ways of Prevention

1. Handwashing is the most critical control step in prevention of disease.
 - a. Wet your hands and arms with warm running water.
 - b. Apply soap and bring to a good lather.
 - c. Scrub hands and arms vigorously for 10-15 seconds (clean under nails and between fingers).
 - d. Rinse hands and arms thoroughly under running water.
 - e. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
 - f. Use the towel to turn off faucets and open door handles so you don't re-contaminate your hands.
2. Don't go to work when you are sick.
3. No bare hand contact with ready-to-eat foods.

Signature _____

Date _____