

## Employee Health Policy **Chick-fil-A**

### REPORT FOODBORNE ILLNESS SYMPTOMS TO YOUR MANAGER

Team Members who experience or exhibit any of the following symptoms while working in the Restaurant or if scheduled to report to work shall report to the Person in Charge (PIC) in accordance with local or state Food Code requirements.

- *Vomiting*
- *Diarrhea*
- *Jaundice (yellowing of skin and eyes)*
- *Sore throat with fever*
- *Lesions (containing pus such as a boil or infected wound or burn that is open and draining)*

A Team Member can provide documentation to the Person in Charge to demonstrate that symptoms are from a noninfectious condition.

### REPORT SEVERE RESPIRATORY ILLNESS SYMPTOMS TO YOUR MANAGER

Team Members who experience or exhibit any of the following symptoms while working in the Restaurant or if scheduled to report to work may report to the Person in Charge in accordance with this policy. Local regulatory and all other applicable legal requirements for reporting criteria related to respiratory illnesses will be followed.

Report any of the following or combination of the following symptoms:

- *New Loss of Taste or Smell*
- *Combination of Cough and Shortness of Breath*

Or three or more of the following symptoms:

- *Fever*
- *Fatigue*
- *Chills*
- *Body Aches*
- *Cough*

### REPORT DIAGNOSED FOODBORNE ILLNESSES TO YOUR MANAGER

Team Members who have been diagnosed with any of the following foodborne infections, worked at another Restaurant involved in a current outbreak or eaten recalled/contaminated food shall notify the PIC, in accordance with local health department requirements. Team Members should also report if any member of their household has been diagnosed with any of the following infections. These conditions can be transmitted through food or person-to-person through casual contact.

- *Norovirus*
- *Hepatitis A*
- *Shiga toxin-producing Escherichia coli*
- *Shigellosis*

- *Salmonella (Typhoidal and Non-Typhoidal)*

### REPORT DIAGNOSED RESPIRATORY ILLNESSES TO YOUR MANAGER

Team Members who have been diagnosed with any of the following infections may notify their Person in Charge, in accordance with this policy and any regulatory requirements. Consider if Team Members may also report if any member of their household has been diagnosed with any of the following infections. These conditions can be transmitted person-to-person through casual contact.

- *COVID-19*
- *Tuberculosis*
- *Influenza A or B*

### DEFINITIONS

**Exclude** means to prevent a Team Member from working in the Restaurant or entering the Restaurant as a Team Member. Exclusions will apply to any diagnosed foodborne illness and severe respiratory illness in alignment with this policy and Chick-fil-A requirements.

**Restrict** means to limit the activities of a Team Member so that there is no risk of spreading a disease that is transmissible through food and the Team Member does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles. Restrictions apply to a limited number of situations and should be reviewed carefully.

### EMPLOYEE RESPONSIBILITIES

All employees shall follow the reporting requirements specified above involving symptoms, diagnoses and high-risk conditions specified. All employees subject to any required work restrictions or exclusions due to mandates by state and/or local laws, the regulatory authority or Person in Charge, shall comply with these requirements as well as follow good hygienic practices at all times.

### PERSON IN CHARGE RESPONSIBILITIES

The Operator/Person-in Charge will train Team Members on their responsibility to report information to the PIC about their health and activities as they relate to diseases that are transmissible through food or may result in severe respiratory illnesses.

### PERSON IN CHARGE FOODBORNE ILLNESS RESPONSIBILITIES

The PIC shall take appropriate action as specified through Tulsa Health Department ([www.tulsa-health.org](http://www.tulsa-health.org)) to exclude, restrict and/or monitor employees who have reported any of the aforementioned foodborne conditions. The PIC shall ensure these actions are followed and only release the ill employee once evidence, as specified in the Food Code, is presented demonstrating the person is free of the disease-causing agent or the condition has otherwise resolved.

#### **PERSON IN CHARGE SEVERE RESPIRATORY ILLNESS RESPONSIBILITIES**

The PIC may take appropriate action as specified by Restaurant policies and any local regulatory requirements to exclude, restrict and/or monitor employees who have reported any of the symptoms or diseases related to severe respiratory illnesses. The PIC may ensure these actions are followed and only release the ill employee once evidence, as specified in Restaurant policies, is presented demonstrating the person is free of the disease-causing agent or the condition has otherwise resolved.

#### **OUTBREAK INVESTIGATION RESPONSIBILITIES**

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all employees who have been conditionally employed, or who are employed, complete a employee health assessment and training on the Employee Health Policy. The PIC will continue to promote and reinforce awareness of this policy to all employees on a regular basis to ensure it is being followed.

#### **TEAM MEMBER TRAINING**

After the completion of training, all employees shall be documented as knowing the criteria for reporting illness. A signed agreement of responsibility should be retained for records.

## Employee Health Policy Acknowledgment Form

I, \_\_\_\_\_, understand that Food Safety is absolutely the most critical part of our business at Chick-fil-A Southroads Shopping Center FSR. Your understanding and compliance with this policy is paramount to the ultimate success and safety to our customers and business. The following guidelines will help us accomplish our goal of providing a safe product to our customer:

### Hand Washing Policy

How to properly wash your hands?

1. Rinse your hands in warm water.
2. Apply anti-microbial soap.
3. Scrub your hands and exposed arms for 20 seconds. Concentrate on your fingertips, under your fingernails, between your fingers and your palms. NOTE: Wearing a watch keeps you from properly washing your hands and wrists. It is a food safety requirement to not wear watches or other jewelry (except for a plain wedding band) in food preparation areas.
4. Thoroughly rinse your hands and arms
5. Use a single-service towel to dry your hands. Turn off faucet with a paper towel.
6. Apply the hand sanitizer by dispensing one pump into the palm of one hand.
7. Rub the sanitizer into both palms, back of the hands, and between your fingers until dry.

When are you required to wash your hands?

1. **When you first come to work**, and immediately before working with any ready-to-eat food or clean equipment.
2. **After using the restroom.**
3. After touching your hair, face, nose, ear, mouth, other parts of your body, apron or uniform.
4. After coughing, sneezing, or using a handkerchief or tissue.
5. After touching unclean areas including, but not limited to the following:
  - Dirty dishes, utensils, or equipment.
  - Trash
  - Money
  - Busing tables
  - Telephone
  - Cardboard cases
0. After eating, drinking, or breaks
0. After handling raw foods.
0. Immediately before leaving at the end of your shift.

When must you use gloves?

1. When preparing or handling any ready-to-eat food, or any food in general that is prepared on the boards area, which could be served to a customer
2. Any team member who has a cut or bandage on their hands.

### Illness Policy

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

You will avoid putting yourself and others at risk when you are ill by:

1. Let a manager or the Operator know immediately if you do not feel well while at work.
2. You must stay at home and immediately call in sick to a manager or the Operator if you have the following symptoms:
  - Fever
  - Flu symptoms
  - Severe cold symptoms (e.g., **uncontrolled** cough or sneezing)
  - Vomiting
  - Diarrhea or if you are jaundiced (yellowing of skin)
  - Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part if the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)
3. You must notify your Manager or Operator immediately BEFORE coming to work in the following circumstance:
  - If you have seen a doctor for an illness with symptoms listed above
  - If you have been diagnosed by a health practitioner as having an illness from typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp.), Shiga toxin-producing *Escherichia coli* (e-coli), Hepatitis A virus or Norovirus (a type of severe stomach flu) within the past 3 months.
  - If you live with someone who has been diagnosed with one of these illnesses.
  - If you have worked in another setting where there was or is a confirmed disease outbreak from one of these illnesses.
4. If you have no fever and feel well enough to come to work but are sneezing, coughing or have a runny nose, you must not work with exposed food or in customer service areas.
5. If you accidentally contaminate food by coughing or sneezing, you must:
  - Discard contaminated food.
  - Clean and sanitize utensils and work surfaces
  - Wash and sanitize hands
6. You must keep medications in a locker. Never open medications near food. If it is necessary to take medication at work, they must be taken in the break area.
7. Remember that you can carry and transfer disease-causing bacteria and viruses before symptoms appear and even after symptoms go away. If you are not sure whether it is safe for you to work, discuss it with you supervisor or Operator

I, \_\_\_\_\_, have read (or had explained to me) and understand the requirements concerning my responsibilities under this Health Policy. 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.

Team Member's Name	Signature	Date

## Chick-fil-A at Southroads Shopping Center