



Active Managerial Control Policy: Employee Health Sample Language



Why this is important: Proper management of a food establishment operation begins with employing healthy people and instituting a system of identifying employees who present a risk of transmitting foodborne pathogens to food or to other employees.

Who does this apply to:	<i>Example(s): All food employees are responsible for ensuring employees are in a healthy state while working....etc.</i>
When will this be performed:	<i>Example(s): Ensuring employees are in a healthy state while working occurs 24/7....etc.</i>
Where does this take place:	<i>Example(s): Ensuring employees are in a healthy state while working happens at the establishment, over the phone, and via email....etc.</i>
How is this completed:	<i>Example(s): All employees are required to report illnesses to management as soon as symptoms arise. Employees will not be allowed to work if they appear to be ill or have the following symptoms: vomiting, diarrhea, jaundice, sore throat with fever, and open lesions. Staff may be offered an opportunity to make up hours as schedules allow.....etc.</i>
Corrective Action:	<i>Example(s): If management observe that an employee is ill and/or has some of the reportable symptoms, the employee will be sent home. Staff may be offered an opportunity to make up hours as schedules allow.....etc.</i>
Monitoring Steps:	<i>Example(s): Shift managers will visually observe all employees at the beginning of their shifts to assess employee health....etc.</i>
Training of Staff:	<i>Example(s): Food employees are required to read these food safety system procedures when they are hired. The kitchen manager then demonstrates the procedures for all employees; Refresher training is provided through daily/weekly tailgate discussions.</i>
Verification of Policy:	<i>Example(s): Food employees are required to read these food safety system procedures and the company employee health handbook when they are hired. The kitchen manager then demonstrates the procedures for all employees; Refresher training is provided through daily/weekly tailgate discussions....etc.</i>