

# **Employee Health & Illness Policy**

## **Snack Shop Food Service Operations Policy**

### **1. Purpose.**

This Employee Health & Illness Policy is intended to promote a safe and sanitary environment for employees and customers of the snack shop. Because the business handles and serves food products, including occasional preparation of food items, all employees must comply with this policy to reduce the risk of foodborne illness and contamination.

### **2. Scope.**

This policy applies to all employees, managers, temporary workers, and volunteers who work in or around food storage, preparation, packaging, serving, cleaning, or customer service areas.

### **3. Employee Health Reporting Requirements.**

Employees must immediately notify management if they experience any of the following symptoms while working or before reporting to work:

- Vomiting;
- Diarrhea;
- Fever accompanied by sore throat;
- Jaundice;
- Persistent coughing, sneezing, or runny nose that could contaminate food or surfaces;  
or
- Infected cuts, wounds, or boils, especially on the hands, wrists, or exposed skin.

Employees must also report if they have been diagnosed with, or exposed to, a communicable illness that may be transmitted through food handling, including but not limited to Norovirus, Salmonella, Shigella, E. coli, Hepatitis A, or other reportable foodborne illnesses.

### **4. Work Restrictions and Exclusions.**

Management reserves the right to restrict or exclude any employee from work duties involving food, food-contact surfaces, utensils, or customer service if the employee shows symptoms of illness or may pose a health risk.

Employees experiencing vomiting, diarrhea, or fever may not return to food handling duties until they have been symptom-free for at least twenty-four (24) hours without the use of medication, or longer if required by applicable health regulations or a medical provider.

Employees with cuts or wounds may work only if the affected area is properly cleaned, covered with a waterproof bandage, and protected with gloves when appropriate.

5. **Handwashing and Hygiene Requirements.**

Employees shall maintain proper personal hygiene at all times, including:

- Washing hands thoroughly with soap and warm water:
  - Before starting work;
  - Before handling food or food-contact items;
  - After using the restroom;
  - After eating, drinking, smoking, coughing, sneezing, or touching the face or hair;
  - After handling trash, cleaning chemicals, money, or contaminated items; and
  - Any other time hands may become contaminated.
  
- Wearing disposable gloves when handling ready-to-eat foods, if applicable;
- Keeping fingernails clean and maintained;
- Wearing clean clothing appropriate for food service operations; and
- Restraining hair using hats, visors, or hair restraints when preparing food.

6. **Food Preparation and Safety.**

Although the snack shop primarily serves pre-packaged foods, employees involved in occasional food preparation shall:

- Use designated preparation areas only;
- Clean and sanitize surfaces and utensils before and after use;
- Avoid cross-contamination between raw and ready-to-eat foods;
- Properly store refrigerated or temperature-sensitive items; and
- Dispose of any food suspected of contamination or spoilage.

7. **Cleaning and Sanitation.**

Employees are responsible for maintaining sanitary conditions throughout the facility, including routinely cleaning:

- Counters and food-contact surfaces;
- Beverage stations and equipment;
- Refrigerators, microwaves, and preparation areas;
- Sinks and restroom facilities; and
- Trash receptacles and storage areas.

Approved cleaning and sanitizing products must be used according to manufacturer instructions.

8. **Training.**

All employees shall receive training on basic food safety, hygiene, handwashing, illness reporting, and cleaning procedures upon hire and periodically thereafter.

9. **Compliance.**

Failure to comply with this policy may result in disciplinary action, including removal from work duties, suspension, or termination of employment.

Management may update this policy as necessary to comply with applicable local, state, or federal health regulations.

10. **Employee Signature.**

I, the undersigned employee below have read and understand this health policy as it applies to me and I acknowledge that my employment with La Cosecha Snacks is conditioned upon my continued adherence to this policy.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_