



Employee Health Policy

Illness Reporting Agreement · Food Safety

Per FDA Food Code · PA Dept. of Agriculture · Radnor Township Health

The health of our guests depends on the health of our team. Under the FDA Food Code, every conditional and food employee at Old Friend must report certain symptoms, diagnoses, and exposures to a manager so we can keep our food safe. This agreement explains what you must report and what we will do.

REPORT THESE SYMPTOMS — BEFORE OR DURING A SHIFT

- Vomiting
- Diarrhea
- Jaundice (yellowing of the skin or eyes)
- Sore throat with fever
- Infected, uncovered cuts, wounds, or lesions on hands, wrists, or exposed skin

REPORT THESE DIAGNOSES (THE "BIG 6")

- Norovirus
- Hepatitis A virus
- *Shigella* spp.
- Shiga toxin-producing *E. coli* (STEC)
- *Salmonella* Typhi (typhoid fever)
- Nontyphoidal *Salmonella*

ALSO REPORT

- Exposure to or suspicion of being the source of a confirmed foodborne illness outbreak.
- Living with, or caring for, someone diagnosed with any of the Big 6.

WHAT THE MANAGER WILL DO

- **Restrict** you from working with exposed food, clean equipment, and utensils, or
- **Exclude** you from the establishment entirely, depending on the symptom or diagnosis and local health requirements.
- Determine when you may safely return — typically symptom-free for at least 24 hours, or with written medical/health-department clearance for the Big 6.
- Keep your health information confidential to the extent possible.

YOUR ACKNOWLEDGMENT

I have read (or had explained to me) this Employee Health Policy. I agree to report the symptoms, diagnoses, and exposures listed above to my manager, and I understand I may be restricted or excluded from work to protect our guests.

Employee name (print): _____

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Standard template based on the FDA Food Code. Verify against your current Pennsylvania / Radnor Township health-department requirements before use.