To be used for employees working with a Highly Susceptible Population (HSP) including hospital cafeterias, senior citizen meal sites and schools providing food for preschool programs. Use this flow chart to determine if an employee with an undiagnosed illness can spread the illness though food and should be restricted or excluded from work.

Employee calls manager to report illness, PIC/CFPM asks EACH of the following questions:

- Does the employee have vomiting, diarrhea, or jaundice?
  - YES: EXCLUDE EMPLOYEE FROM WORK
    - If already at work send home.
    - If vomiting and diarrhea, exclude from work until 24 hours after symptoms end.
    - If jaundiced, contact Health Department.
    - If sore throat with fever, must provide doctor’s note before returning to work.
    - Discuss how illness is transmitted through food by ill food employees.
  - NO: ALLOW WORK

- Does the employee have symptoms of sore throat with fever?
  - YES: EXCLUDE EMPLOYEE FROM WORK
  - NO: ALLOW WORK

- Has the employee been exposed to a confirmed diagnosis of one on the Big Five?
  - YES: EXCLUDE EMPLOYEE FROM WORK
  - NO: ALLOW WORK

- Does the employee have symptoms of an infected cut or wound?
  - YES: Protect the lesion or open wound with an impermeable cover. If the lesion or open wound is located on a hand, use a single-use glove.
  - NO: EXCLUDE EMPLOYEE FROM WORK

ALLOW WORK WITH RESTRICTIONS
- Employee does not work with exposed food, clean equipment, utensils, linens or unwrapped single-use service items
- Contact Health Department for guidance on return of employee.
- Reinforce hand washing.
- Discuss symptoms.
- Discuss illness reporting policy.
- Discuss how illness is transmitted through food by ill food employees.

ALLOW REGULAR WORK
- Educate on symptoms.
- Reinforce hand washing.
- No bare hand contact with ready to eat foods.
- Discuss illness reporting policy.
- Discuss how illness is transmitted through food by ill food employees.

If a food employee reports a diagnosis of Norovirus, Shiga toxin-producing E.Coli (STEC), Shigella, Hepatitis A virus, or Salmonella Typhi, immediately exclude the employee and contact the Health Inspection Program at 207-287-5671 for guidance.

For more information see 2013 Maine Food Code

Check our Website maine.gov/healthinspection
Phone: 207-287-5671   Fax: 207-287-3165   TTY: Call Maine Relay 711

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