



# Employee Illness Decision Guide

Food establishment managers should use this guide to decide what to do when employees are ill

To decide if you should change an employee's duties, ask:

Do you have vomiting, diarrhea, or a sore throat with fever?

Yes →

**Exclude employee from work**

- Send home if at work
- Allow to return only after symptoms have been gone 48 hours
- Record symptoms on Employee Illness Log
- If these illnesses are doctor diagnosed, you **must** report them to the Rhode Island Department of Health: salmonella, shigellosis, *E. coli* infections, norovirus, or hepatitis A

No



Does someone in your household have vomiting or diarrhea?

Yes →

**Restrict employee at work**

- Reinforce proper hand washing
- Make sure wounds are covered
- No bare-hand contact with ready-to-eat foods or clean dishes
- Discuss employee illness reporting requirements, ways food workers can spread illness through food, and prevention strategies

Do you have a skin lesion that has pus?

No



Do you have any other symptoms of concern?

No →

**Do not exclude or restrict employee from normal work duties**

- Restrict an employee if you are concerned about the spread of other communicable illnesses
- Call the Rhode Island Department of Health with specific concerns

Yes



**Call your doctor**

**Remember:** If a vomiting incident happens in the food establishment, you must follow proper cleanup guidelines. To learn more, visit [www.disinfect-for-health.org/wp-content/themes/disinfect/pdfs/NorovirusPrevent\\_8.5x11\\_English\\_Color.pdf](http://www.disinfect-for-health.org/wp-content/themes/disinfect/pdfs/NorovirusPrevent_8.5x11_English_Color.pdf)

