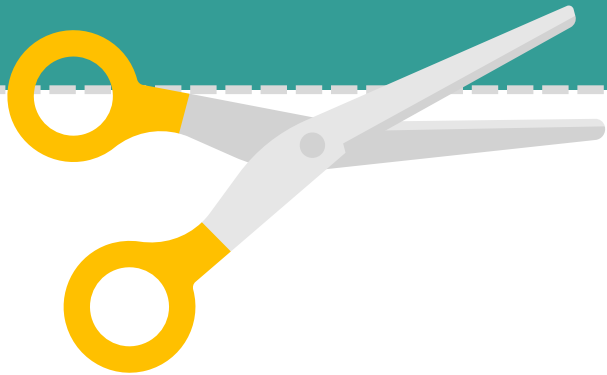


## Food Code Snippet #4

**EMPLOYEE HEALTH & BARE HAND CONTACT**



# 4 Levels of Risk

## Employee Health & Bare Hand Contact

Increasing potential risk to public

### Risk Level 1

- Workers with **active symptoms** (diarrhea, vomiting, and jaundice) in the workplace
- Workers with **typhoid** fever or recent **hepatitis A** infection

### Risk Level 2

- Diagnosed with specific foodborne pathogens but **symptoms have resolved**

### Risk Level 3

- **Diagnosed** with specific foodborne pathogens but **never had symptoms**

### Risk Level 4

- **Clinically well, but exposed** and within normal incubation period of pathogen





Employees must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Employees must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. In addition, the PIC must report certain symptoms, illnesses, and potential outbreaks to the health department. Use this document as your employee health policy, attaching employee training materials, or as a checklist to make sure your establishment's employee health plan is complete.

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](#) for any additional information or approvals as needed.

### Section 1: Food Establishment Information

Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name	Title / Position		

### Section 2: Employees Must Report to Person in Charge

<input checked="" type="checkbox"/>	<b>Employees must report potential foodborne illness to the Person in Charge. Include the following items for employees to report in your employee health plan:</b>
<input type="checkbox"/>	<b>Symptoms</b> <ul style="list-style-type: none"> <li>Vomiting</li> <li>Diarrhea – loose stools</li> <li>Jaundice – yellow skin or eyes</li> <li>Sore throat with fever</li> <li>Infected wounds</li> <li>Other:</li> </ul>
<input type="checkbox"/>	<b>Diagnosed Illnesses</b> <ul style="list-style-type: none"> <li><i>E. coli</i> ("STEC" or Shiga-Toxin producing <i>E. coli</i>)</li> <li><i>Salmonella</i></li> <li><i>Shigella</i></li> <li>Hepatitis A</li> <li>Norovirus</li> <li>Other:</li> </ul>
HSP <input type="checkbox"/>	<b>Exposure:</b> For institutions that serve highly susceptible populations (HSP) like nursing homes. <ul style="list-style-type: none"> <li>Food worker ate or prepared food implicated in a foodborne illness outbreak</li> <li>Food worker attended or worked in a facility with a confirmed foodborne illness outbreak</li> <li>Food worker lives in the same house with someone that works at or attended a place with a confirmed foodborne outbreak</li> </ul>
N/A <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Food worker lives in the same household or eaten food prepared by a person with <i>E. coli</i> ("STEC"), <i>Shigella</i>, <i>Salmonella</i> Typhi, hepatitis A, jaundice, or norovirus</li> <li>Other:</li> </ul>
<input type="checkbox"/>	<b>Potential Foodborne Illness Incidents</b> <ul style="list-style-type: none"> <li>Any complaint of illness potentially linked to food must be reported to Person in Charge</li> <li>Other:</li> </ul>
<b>Section 3: Person in Charge Must Report to Health Authority</b>	
<input checked="" type="checkbox"/>	<b>Person in Charge must immediately notify the local health department (and regulatory authority if not the same agency) of the following:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Food worker with jaundice</li> <li>Food worker with diagnosed illness (see above), even if the worker has no symptoms</li> <li>Report of potential foodborne illness incident, such as a customer complaint of illness</li> <li>Other:</li> </ul>



## Toolkit: Employee Health

### Section 4: Exclusion and Restriction

<input checked="" type="checkbox"/>	<b>Food worker must not work if sick.</b>
<input type="checkbox"/>	<p><b>Exclusion: Food workers must not work in the food establishment until approved to return if they have:</b></p> <ul style="list-style-type: none"> <li>• <b>Diarrhea or vomiting.</b> Food workers may not return until at least 24 hours after symptoms have gone away.</li> <li>• <b>Jaundice.</b> Food worker may not return until approved by health department.</li> <li>• <b>Diagnosed foodborne illness.</b> Food worker may not return until approved by the health department.</li> <li>• <b>Sore throat with fever (if working in a HSP facility).</b> Food worker may return when symptoms have gone away.</li> <li>• <b>A previous infection with Typhoid Fever (<i>Salmonella Typhi</i>) within the past 3 months.</b> Food worker may not return until approved by health department.</li> <li>• Other:</li> </ul>
<input type="checkbox"/>	<p><b>Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils.</b></p> <ul style="list-style-type: none"> <li>• <b>Sore throat with fever.</b> Food worker may return when symptoms have gone away. <b>Note:</b> Food worker must be excluded if working in an HSP facility.</li> <li>• <b>Exposure to foodborne pathogens (if working in an HSP facility).</b> Food worker may not return until approved by health department.</li> <li>• <b>Inflamed or pus-filled wound on the hand or wrist.</b> Food worker may work unrestricted if wound can be covered – including a single-use glove if the wound is on the hand or wrist.</li> <li>• <b>Persistent sneezing, coughing, or runny nose.</b></li> </ul>

### Section 5: Employee Training

**Employee Training:** Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff or posting the training materials in staff areas.

<input type="checkbox"/>	In addition to the reporting requirements in this document, employees must be trained on: (Check all that apply.) <input type="checkbox"/> Handwashing <input type="checkbox"/> Preventing Bare Hand Contact <input type="checkbox"/> Other:
<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Signs <input type="checkbox"/> Video <input type="checkbox"/> Read & Sign Document <input type="checkbox"/> Other:
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> Once <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other:
<b>Worker Assignments:</b> All food workers must be trained on employee health requirements.	
<input type="checkbox"/>	Who is supposed to train staff on employee health? (Check all that apply.) <input type="checkbox"/> Owner <input type="checkbox"/> Certified Food Protection Manager <input type="checkbox"/> Person in Charge <input type="checkbox"/> Other:

### Section 6: Additional Facility-Specific Information

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### Section 7: Plan Maintenance

<input type="checkbox"/>	How often is the plan reviewed and updated? <input type="checkbox"/> Annually <input type="checkbox"/> Other:
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### Section 8: Signature

Plan prepared by:			
Signature	Date	Printed Name	Phone

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# Toolkit: Food Employee Illness Log



Food workers must report to the person in charge if they have foodborne illness symptoms, diagnosis, or exposure. A written log is a recommended tool for most food establishments but is required for food establishments with an approved plan for bare hand contact with ready-to-eat foods [WAC 246-215-03300(5)(c)(i)]. If required, the log must be maintained for at least 90 days.

- **Employees must notify the person in charge (PIC) of any foodborne illness symptoms, illness, or exposure.**
  - **Symptoms:** Diarrhea, vomiting, sore throat with fever, jaundice, or inflamed lesion
  - **Diagnosed Illness:** Salmonella, Shigella, Shiga toxin-producing E. coli, hepatitis A virus, norovirus
  - **Exposure:** Workers serving a highly susceptible population and exposed to a foodborne illness or outbreak.
- **Employees with a diagnosed illness or jaundice MAY NOT WORK until approved by the health department.** Workers serving a highly susceptible population must also be approved to return after exposure to foodborne illness.
- **Employees with diarrhea or vomiting MAY NOT WORK until at LEAST 24 HOURS after symptoms stop.**
  - Workers with sore throat with fever or an uncovered, inflamed lesion may not handle clean dishes or unwrapped food.
  - Workers serving a highly susceptible population may not work with a sore throat with fever and may not handle clean dishes or unwrapped food if exposed to an outbreak or a person with a diagnosed foodborne illness.
- **The PIC is required to notify the health department if an employee has:**  
Salmonella • Shigella • Shiga toxin-producing E. coli • hepatitis A virus • norovirus • jaundice
- **The PIC is required to notify the health department if a customer reports potential illness.**

### Health Department Contact Information:

Report Date	Employee Name <small>or unique identifier to maintain privacy</small>	Symptoms Reported to Person in Charge				Date & Time		Report to Health <small>Notify health department of jaundice, diagnosis, customer illness** or to return after exposure***</small>	Comments
		Vomiting*	Diarrhea*	Fever	Other	Left Work	Returned		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

\* Workers with active vomiting and diarrhea may not return to work for at least 24 hours after symptoms go away.

\*\* Notify the health department if an employee has jaundice, a diagnosed foodborne illness, or if a customer reports illness.

\*\*\* Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.



Sick food workers cause about one in five bacterial and viral foodborne outbreaks in the United States. To reduce risk, food workers must work only when healthy, wash hands at key times, and not touch foods with bare hands. Food establishments interested in having workers prepare food with bare hands must create and follow an **approved written plan** that increases employee health and handwashing safety controls. The written plan must include strict monitoring of employee health, training, and handwashing.

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](#) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)		City	ZIP
Contact Name		Title / Position	
Section 2: Bare Hand Contact in Selected Areas (check all that apply)			
<input type="checkbox"/>	Bar area with beverage preparation only. (Floorplan not required if handwashing sink in area.)	<input type="checkbox"/>	Kitchen food preparation
<input type="checkbox"/>	Catered meals/offsite service	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Waitstaff (front of house or expo) area	<input type="checkbox"/>	Other:
Section 3: Application Submission Checklist			
<input checked="" type="checkbox"/>	The following must be included in your application. See WAC 246-215-03300(5) for more information.		
<input type="checkbox"/>	<b>Establishment Layout/Floorplan:</b> <input type="checkbox"/> All available handwashing sinks identified <input type="checkbox"/> Areas where employees may have bare hand contact with ready-to-eat foods highlighted <b>Note:</b> Bare hand contact will not be approved in areas without easily accessible, unobstructed handwashing sinks or in areas with direct hand contact with raw meat. Bare hand contact is also not approved for facilities serving a highly susceptible population.		
<input type="checkbox"/>	<b>Employee Health Policy:</b> A written employee health, hygiene, and illness policy that details: <input type="checkbox"/> Employee training on the foodborne illnesses linked to handling foods with bare hands <input type="checkbox"/> The symptoms and illnesses that must be reported to the person in charge <input type="checkbox"/> Proper handwashing times and procedures <input type="checkbox"/> Control measures in addition to routine handwashing and illness/symptom reporting <input type="checkbox"/> Documentation that employees and persons in charge know the requirements for reporting illness information <input type="checkbox"/> Documentation maintained for training and corrective actions taken		
<input type="checkbox"/>	<b>Employee Training:</b> Employees must be trained before beginning bare hand contact with ready-to-eat food and repeat training annually. Submit materials or procedures used to train employees on the following: <input type="checkbox"/> <b>Employee health:</b> Employees must be trained on the symptoms and illnesses to report to the person in charge. <input type="checkbox"/> <b>The risk of touching food with bare hands:</b> Employees must be trained on the risk of germs that can spread to food with bare hands and the importance of handwashing and reporting illness or symptoms. <input type="checkbox"/> <b>Proper handwashing and good hygienic practices:</b> Employees must be trained on handwashing procedures and control measures required for bare hand contact. <input type="checkbox"/> <b>Proper fingernail maintenance and prohibition of jewelry:</b> Employees must keep fingernails unpolished and cut short. No jewelry, including rings (other than a single, plain band), may be worn on the hands or wrist.		
<input type="checkbox"/>	<b>Additional Control Measures:</b> Food establishments must use two or more additional control measures. Required control: <ul style="list-style-type: none"> <li>Written employee illness log (indicating all reported vomiting, diarrhea, jaundice, diagnosed foodborne illness or exposure incidents with corrective actions recorded) maintained for 90 days</li> </ul> Select at least one additional control that will be used in the establishment: <ul style="list-style-type: none"> <li><input type="checkbox"/> Double handwashing</li> <li><input type="checkbox"/> Nail brushes</li> <li><input type="checkbox"/> Hand antiseptic after handwashing</li> <li><input type="checkbox"/> Other:</li> </ul>		





## Toolkit: Bare Hand Contact with Ready-to-Eat Foods

- Corrective Actions:** Food establishments must maintain a log of corrective actions taken when the food establishment's written bare hand contact policy is not properly followed.  
Examples of situations to record include:
- Improper handwashing procedure observed
  - Bare hand contact in non-approved area
  - Handwashing sinks blocked, not stocked, or otherwise unusable
  - Employee unaware of proper illness reporting
  - Ill worker prepared food
  - Other: \_\_\_\_\_
- PIC Acknowledgement:** Each person in charge must acknowledge they will follow the following basic requirements.
- Immediately report diagnosed foodborne illnesses and jaundice to the health department
  - Exclude employees with active vomiting, diarrhea, jaundice or diagnosed foodborne illnesses
  - Reinstate workers excluded due to diagnosed illness or jaundice only after approval from health department
  - Immediately report potential foodborne illness reports from customers or incidents to the health department
- Examples of Records/Charts:** Provide any additional examples of records / logs that will be used to document food employees are following proper procedures to reduce employee-linked foodborne illness to customers.

### Section 4: Employee Training

**Employee Training:** Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff and posting the training materials in staff areas.

- How are employees trained?
- Signs       Video       Read & Sign Document       Other: \_\_\_\_\_
- How often are employees trained?
- Once       Quarterly       Annually       Other: \_\_\_\_\_

**Worker Assignments:** All food workers must be trained on employee health requirements.

- Who is supposed to train staff on employee health? (Check all that apply.)
- Owner       Certified Food Protection Manager       Person in Charge       Other: \_\_\_\_\_

### Section 5: Additional Facility-Specific Information

Submit additional materials as needed.

### Section 6: Plan Maintenance

- Where is the plan kept in the food establishment? \_\_\_\_\_
- How often is the plan reviewed and updated?  Annually  Other: \_\_\_\_\_

### Section 7: Signature

I understand there is an increased public health hazard with food workers handling ready-to-eat food with bare hands due to the potential transfer of viral, bacterial, and parasitic pathogens from hands.

I understand that failure to comply with this plan, having a foodborne illness outbreak linked to bare hand contact with ready-to-eat food, and/or falsification of monitoring records is a violation of the Washington State Retail Food Code and may result in removal of the approval to have bare hand contact with ready-to-eat foods or other enforcement action.

Plan prepared by:

Signature	Date	Printed Name	Phone
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## IN SUMMARY

- **Ill food workers are a leading cause of foodborne illness**
  - **Excluding infectious workers** helps, but we share germs even when we feel fine
  - **Handwashing reduces risk**, but is *not* 100% effective
  - Using a **barrier like tongs or gloves** adds another hurdle to germs from workers
- **Everyone** must be aware of **reporting requirements**
- **Washington prohibits bare hand contact with ready to eat foods**, but an **APPROVABLE PLAN** is an option



## Employee Health & Bare Hand Contact

### Key Points

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### Employee health and hygiene are key

- ✓ It's a tough conversation – start early
- ✓ Everyone must be trained, and training should include refresher **updates**