



Employee Training Manual

Employee Illness & Communicable Diseases

Employee Illness & Communicable Diseases

- ▶ The purpose of this training is to help educate employees about the dangers of transmittable illnesses and diseases.
- ▶ Employees are responsible for notifying HR, QA and their department head if they have contracted or may have contracted a communicable disease or have acquired an illness while traveling abroad, even if symptoms have subsided. This employee must obtain written documentation from a physician before returning to work. Documentation shall include diagnosis of illness and confirmation that the employee poses no risk of infecting products or other employees.

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- ▶ Examples of illnesses/diseases that may be transmitted into products from contact with an infected person:
 - Hepatitis A
 - Norwalk Virus
 - Salmonella
 - Staphylococcus
 - Streptococcus

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- ▶ The ability for an employee to work who has an illness that can be transmitted from person to person but not through food will be decided on a case by case basis by Management, HR and QA.
- ▶ Department Heads who suspect that an employee is suffering from a transmittable illness or disease, based on the employee symptoms shall prevent that infected person from coming into contact with the product. Preventative measures may include sending the infected person home or removing them from product contact functions.