



Let's start an Employee Health Policy!

To start an Employee Health Policy (EHP), you must have a training meeting with your employees, one at a time or as a group, and review some very specific information.

There are three forms which are used to explain the Employee Health Policy (EHP). Two of the forms are for employees **and** managers and the third form is for **managers only**.

Form #1 is titled "**What is foodborne illness?**"

Form #2 is called the **Employee Illness Reporting Agreement**.

Form #3 is called the **Manager's Decision Guide**.

You will use Forms #1 and #2 when training your employees. Make enough copies for each employee to have his/her own to review.

Form #1 - What is foodborne illness?: You must make the following important points:

- 1) Foodborne illness can make customers sick and that can have an effect on the restaurant's business.
- 2) The "BIG FIVE" cause the greatest amount of foodborne illness in the United States.
- 3) It is important for employees and managers to recognize the symptoms of the "BIG FIVE" foodborne illnesses.

Form #2 - Employee Agreement: you must make the following important points: **The employee agrees to report** to a manager if:

- a. the employee experiences symptoms of a foodborne illness;
- b. a doctor tells the employee he/she is sick with a foodborne illness;
- c. the employee is exposed to a foodborne illness through contact with other people.

Make the Employee Health Policy part of the training for all new employees. During inspections, the Health Inspector will ask for evidence that you are doing the training.

There are two ways to show that employees have received the Employee Health Policy information:

- 1) employee signature on the Employee Agreement, or;
- 2) a sign-in sheet from a group training meeting.

If you have any questions about the Employee Health Policy, you may contact the **Health Inspection Program** or get more information from our website, www.maine.gov/healthinspection.

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



Revised 6-18-21