

Adopted October 8, 2018

Pre-K Staff Illness and Food Handling

General Staff Exclusion Requirements

In addition to children, staff should also be excluded from the child care facility under certain circumstances, including if they are unable to participate or perform the functions required for their position or if they are suffering from certain infectious diseases. A staff member or staff means any person working or volunteering to perform duties in a child care facility, including caregivers.

Directors/supervisors are responsible for observing the staff for signs of illness throughout the day. Staff members have the responsibility of reporting, to the director or person in charge, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff member is sent home, it is important to know when that person will be able to return to work. **Exhibit 1** identifies the conditions that require exclusion of staff and provides guidance on when they should return to work.

Food Handling Staff Exclusion Requirements

Special attention must be given to staff members that handle food because many illnesses can be spread through food from an infected person. Additionally, children under the age of five years old and those with weakened immune systems are at increased risk for foodborne illness. Food handling activities include preparation of any food (i.e. washing, cutting, cooking, and portioning). Food handling staff must notify the director or person in charge if they exhibit any of the following symptoms:

1. Vomiting;
2. Diarrhea;
3. Jaundice;
4. Sore throat with fever; or
5. Any open or draining wound that is not covered with a water proof bandage and is:
 - a. On the hands or wrists*;
 - b. On any exposed portions of the arms; or
 - c. On other parts of the body.

* In addition to water proof bandages covering wounds on hands and wrists, single service gloves must be worn at all times when handling food.

Exhibit 2 is a flowchart that identifies the conditions that require restriction or exclusion of food handling staff and provides guidance on when they should return to work. If a food handling staff member is diagnosed with another infection that affects the

gastrointestinal system and is not showing symptoms, contact your local health department to determine the need for exclusion or restriction.