



## **Food Service Employee and Person in Charge Illness Reporting Responsibilities for COVID-19**

### ***What is the responsibility of person in charge (PIC), food employees (FE), on reporting illness?***

Section 2-201.11 of the Tri-service Food Code ([TSFC](#)) states that the PIC **will** require the FE to report to the PIC information about their health and activities as they relate to diseases that are transmissible through food. The FE **will** report health information promptly and directly to allow the PIC to reduce the risk of foodborne disease transmission. This health information includes providing necessary additional information, such as the date of onset of symptoms and an illness, or of a diagnosis without symptoms, if the FE has reportable symptoms, such as any of the following:

- (a) Vomiting
- (b) Diarrhea
- (c) Jaundice
- (d) Sore throat with fever

The following link will provide a decision tree on employee illness.

[Exclusion Restriction Decision Tree](#)



200311-N-Z1768-1116 FORT LEE, Va. (March 11, 2020) Culinary Specialist Seaman Nikka Lane, left, a Sailor assigned to the Nimitz-class aircraft carrier USS George Washington (CVN 73) and a member of the Navy culinary arts team,

### ***If an employee is returning from a high-risk area with COVID-19, and is not sick, can they return to work?***

Prior to returning to work in a foodservice facility, the employee returning from a high-risk area, CONUS or OCONUS, should discuss when and where they traveled with the PIC. The PIC should notify the local preventive medicine department for advice and consultation. If they have travelled to high-risk areas, they may require quarantine based on current CDC guidelines. Check the CDC's Traveler's Health Notices [CDC TRAVEL COVID-19](#) for the latest guidance and recommendations. Advise employees to be aware of acute respiratory illness symptoms. If they believe symptoms are being exhibited, they should notify their supervisor and stay home if they are sick. [COVID-19 SYMPTOMS](#) Ensure employees who become sick that they should notify their supervisor and should promptly call a healthcare provider for advice if needed. Sick employees should follow their company's policy for obtaining medical care or contact a healthcare provider finding an appropriate healthcare provider in that country.

### ***When should the PIC notify the regulatory authority (Installation medical, preventive medicine authority)?***

The PIC shall immediately notify the regulatory authority (installation preventive medicine) when a FE is: (1) Jaundiced, or (2) Diagnosed with an illness due to a pathogen as specified under Subparagraphs (A)(2)(a)-(f) of section 2-201.11

### ***If an employee tells me they were diagnosed with COVID-19 what should the food facility do?***

If an employee believes they have contracted COVID-19 or has any other flu-like symptoms they should immediately be excluded from the food service facility. The PIC should take all proper and current recommendation of notification to their leadership and other employee. They should follow all guidelines from their employer, federal, and local authority as related to notification and workplace exclusion. The employee should not return to work until they have been medically cleared.



## **Food Service Employee and Person in Charge Illness Reporting Responsibilities for COVID-19 - (CONT)**

### ***A worker in my food establishment said they tested positive for COVID-19. What steps do I need to take to ensure that the foods I produce are safe?***

Coronaviruses are generally thought to be spread from person-to-person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 by food. Unlike foodborne gastrointestinal (GI) viruses like norovirus and hepatitis A that often make people ill through contaminated food, SARS-CoV-2, which causes COVID-19, is a virus that causes respiratory illness. Foodborne exposure to this virus is not known to be a route of transmission. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Sick employees should follow the CDC's [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#). Employers should consult with the local medical treatment facility for additional guidance.

### ***If a worker in my food establishment has tested positive for COVID-19, Should I close the facility? If so, for how long?***

Yes. Food establishments need to follow protocols set by local policy, and NEXCOM, which may vary depending on the amount of community spread of COVID-19 in a given area. These decisions will be based on public health risk of person-to-person transmission – not based on food safety.

### ***Do I need to ask other workers who may have been exposed to COVID-19 to self-quarantine for 14 days?***

Yes. Employers need to follow guidelines set by DOD, federal, state, and local authority. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Sick employees should follow the CDC's [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#).

### ***Should we be using DD 2971, CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE REPORTING AGREEMENT, to ensure our foodservice employees know when to tell the PIC about an illness or potential illness?***

DD Form 2971, Conditional Employee or Food Employee Reporting Agreement, is highly recommended for use by the food establishment manager during initial training with new food employees to document acknowledgement of medical reporting responsibilities as stated in ¶ 2-103.11(N) of the TSFC. The reporting agreement is designed to assist those responsible for managing employees in order to prevent foodborne disease. The document specifies that the PIC is responsible for requiring conditional employees or food employees to report certain symptoms, diagnoses, and past illnesses as they relate to diseases transmitted through food by infected workers. The conditional employee or food employee is personally responsible for reporting this information to the PIC: [DD 2971 FORM](#)

***For up to date information please always refer to the CDC Coronavirus Disease 2019 website at:***

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

**Please contact your local Navy Environmental Preventive Medicine Unit for further guidance.**