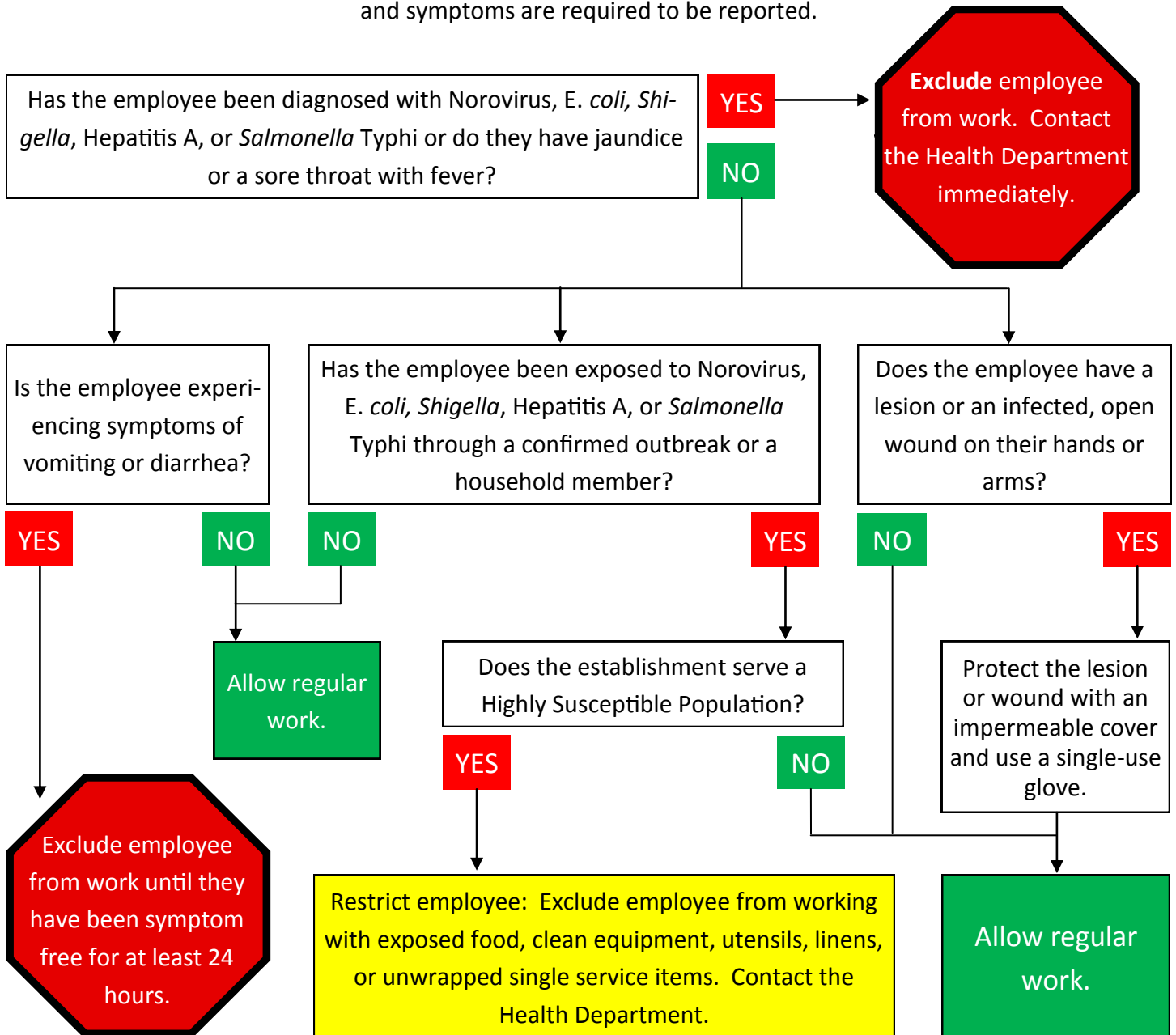




**Cheyenne-Laramie County Health Department**  
**Division of Environmental Health**  
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**Employee Health Policy Guidance:**  
**Decision Tree for Managers**

When an employee reports that they are sick or they are observed to be sick while at work, the manager should refer to this flow chart for guidance. Employees need to be reminded that certain diagnosed illnesses and symptoms are required to be reported.



Employees' health and hygiene need to be monitored daily to prevent foodborne illness. Review the employee health policy with employees at least every three (3) months. Employees should be reminded daily to exercise good hand washing practices and to avoid bare hand contact with ready-to-eat food.