



BLOUNT COUNTY
PUBLIC LIBRARY
Bound Together

Approved Date: 1/13/2026

Date of Adoption: 08/20/2013

Signed: _____

Hugh B. Baker III

The Bookmark Café Employee Health Policy

APPLICABLE TO: All Blount County Public Library (BCPL) The Bookmark Café employees.

DEFINITIONS:

- **Communicable Diseases:** An illness that can be transmitted directly or indirectly from one person to another.
- **Foodborne Illness:** Any illness caused by consuming contaminated food or beverages, often resulting from improper handling or preparation by infected individuals.

PURPOSE: To remain in compliance with TN State Law and to protect the health and safety of employees, patrons, and customers, to prevent the spread of foodborne illnesses and communicable diseases.

POLICY STATEMENT: The Bookmark Café Employee Health Policy is intended to ensure that all café employees notify the person in charge and/or the Hospitality Services Manager when any of the following conditions are experienced, so that appropriate steps are taken to prevent the transmission of foodborne illness or communicable diseases:

- Vomiting*
- Diarrhea*
- Jaundice
- Sore throat with fever
- Infected cuts or burns on hands and wrists

Employees must also report the following diagnosed illnesses to the person in charge and/or the Hospitality Services Manager:

- Salmonella Typhi (typhoid-like fever)
- Nontyphoidal Salmonella
- Shigella spp. (causes shigellosis)
- E-coli 0157-H7
- Hepatitis A virus
- Norovirus

**NOTE: Employees may not work in the cafe until they have been asymptomatic for at least 24 hours.*

The Bookmark Café is committed to ensuring the health, safety, and well-being of our Blount County Public Library (BCPL) employees, patrons, and customers by complying with all health department regulations. All cafe employees shall report to their supervisor and/or the Hospitality Services Manager if they are feeling ill and are symptomatic and cannot work in the cafe. All persons in charge shall ensure that the staff experiencing illness do not work in the cafe.

BCPL reserves the right to request a doctor's statement before allowing the employee to return to work.

Café employees must also notify the Hospitality Services Manager and/or BCPL Director whenever diagnosed by a healthcare provider with any disease that can be transmitted through food or by casual person-to-person contact.

POLICY REVIEW: To be reviewed every two years.

POINT OF CONTACT: The Board of Trustees Secretary is the point of contact for this policy.

Blount County does not discriminate based on race, color, or national origin in federal or state-sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).