

# Employee Illness Log

- Employees are required to notify the person in charge (PIC) of their symptoms and pathogens that could cause foodborne illness.
- The PIC is required to record all reports of diarrhea or vomiting made by employees, and report the illness upon request.
- The PIC is required to notify the regulatory authority if any employees are known to be infected with **Salmonella, Shigella, Shiga toxin-producing E. coli, hepatitis A virus, norovirus, or another bacterial, viral or parasitic pathogen.**
- Minnesota Foodborne Illness Hotline: 1-877-Food-ILL (1-877-366-3455)

Report date	Employee name	Vomiting*	Diarrhea*	Jaundice	Fever	Respiratory (cough, sore throat, runny nose)	Comments or additional symptoms	Date returned to work	Diagnosed with a pathogen? (see list above)	If diagnosed, 1-877-FOOD-ILL or local health agency contacted?
6/12/2019	John Doe	X	X				Sent home	6/15/2019	Yes – norovirus	Yes

\*Employees with diarrhea or vomiting CANNOT RETURN TO WORK for at LEAST 24 HOURS after symptoms end.

## EMPLOYEE ILLNESS LOG

### Resources

[Minnesota Department of Health Food Business Safety \(www.health.state.mn.us/foodbizsafety\)](http://www.health.state.mn.us/foodbizsafety)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500  
[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027  
[MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
[www.mda.state.mn.us](http://www.mda.state.mn.us)

MARCH 2019

*To obtain this information in a different format, call: 651-201-4500 or 651-201-6000. Printed on recycled paper.*