Employee Absence or Illness Record

Instructions: Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of foodborne illnesses. Please review and refer to your establishment's Employee Health Policy. If undiagnosed, refer to the Foodborne Illness and Exclusion Guidelines.

		Symptoms Reported to Manager by Employee		Manager / Employee Response:					
Date Reported	Employee Name	Vomiting (V), diarrhea (D), jaundice (J), sore throat with fever (ST), infected wounds (IW)?	Other Symptoms	Date Excluded or Restricted from work?*	Date Returned to Normal Work Duties?	Consulted with Doctor? Y/N	Diagnosed?** Y/N - if Y, name of illness	Contacted Health Dept? Y/N	Restricted Duties
		_V _D _J _ST _IW							
		_V _D _J _ST _IW							
		_V _D _J _ST _IW							
		_V _D _J _ST _IW							
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		_V _D _J _ST _IW							
		_V _D _J _ST _IW							

NORTHERN NEVADA Public Health

*If symptoms of vomiting and diarrhea, exclude food employee from work until 24 hours after symptoms end.

**If a food employee is diagnosed with Norovirus, E. coli O157:H7, Shigella spp., Hepatitis A, Salmonella typhi, AND/OR if jaundiced, then exclude and contact the Washoe County Health District at 775-328-2434, option 8.