Employee Illness Log

Instructions: This log should be used to track employee absences due to illness.

- Employees are required to notify the Person in Charge (PIC) of any of the following:
  - Symptoms of vomiting, diarrhea, jaundice, sore throat with fever, and/or infected wounds
  - Diagnosis from a health practitioner of norovirus, hepatitis A, *Shigella, Salmonella* Typhi, nontyphoidal *Salmonella*, or Shiga toxin-producing *E. coli.* The PIC is required to record all reports of symptoms and diagnoses and to notify the Regulatory Authority of any of the diagnoses.

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, 1-800-472-2927 or local health agency contacted?
02/20/2020	*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 resolve.**

SAMPLE