



# Toolkit: Food Employee Illness Log

Food workers must report to the person in charge if they have foodborne illness symptoms, diagnosis, or exposure. A written log is a recommended tool for most food establishments but is required for food establishments with an approved plan for bare hand contact with ready-to-eat foods [WAC 246-215-03300(5)(c)(i)]. If required, the log must be maintained for at least 90 days.

- **Employees must notify the person in charge (PIC) of any foodborne illness symptoms, illness, or exposure.**
  - **Symptoms:** Diarrhea, vomiting, sore throat with fever, jaundice, or inflamed lesion
  - **Diagnosed Illness:** Salmonella, Shigella, Shiga toxin-producing *E. coli*, hepatitis A virus, norovirus
  - **Exposure:** Workers serving a highly susceptible population and exposed to a foodborne illness or outbreak.
- **Employees with a diagnosed illness or jaundice MAY NOT WORK until approved by the health department.**  
 Workers serving a highly susceptible population must also be approved to return after exposure to foodborne illness.
- **Employees with diarrhea or vomiting MAY NOT WORK until at LEAST 24 HOURS after symptoms stop.**
  - Workers with sore throat with fever or an uncovered, inflamed lesion may not handle clean dishes or unwrapped food.
  - Workers serving a highly susceptible population may not work with a sore throat with fever and may not handle clean dishes or unwrapped food if exposed to an outbreak or a person with a diagnosed foodborne illness.
- **The PIC is required to notify the health department if an employee has:**

*Salmonella • Shigella • Shiga toxin-producing E. coli • hepatitis A virus • norovirus • jaundice*
- **The PIC is required to notify the health department if a customer reports potential illness.**

**Health Department Contact Information:**

Report Date	Employee Name <small>or unique identifier to maintain privacy</small>	Symptoms Reported to Person in Charge				Date & Time		Report to Health <small>Notify health department of jaundice, diagnosis, customer illness** or to return after exposure***</small>	Comments
		Vomiting*	Diarrhea*	Fever	Other	Left Work	Returned		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

\* Workers with active vomiting and diarrhea may not return to work for at least 24 hours after symptoms go away.

\*\* Notify the health department if an employee has jaundice, a diagnosed foodborne illness, or if a customer reports illness.

\*\*\* Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.

