

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 local health department or MDH 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)

The City of Minneapolis Sick and Safe Time ordinance went into effect on July 1, 2017. Businesses with six or more employees must provide paid sick and safety time. Employers with fewer than six employees must provide sick and safe time, but they may choose to provide it unpaid. Find Employer Resources to make sure your business is meeting Sick and Safe Time ordinance requirements. <http://sicktimeinfo.minneapolismn.gov/employer-resources.html>

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
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
www.mda.state.mn.us

JANUARY 2019

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