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.

Toolkit: Food Employee Illness Log

* **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:**

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| **Report  Date** | **Employee Name** or unique identifier to maintain privacy | **Symptoms Reported to Person in Charge** | | | | | | | **Report to Health** | **Comments** |
| Vomiting\* | Diarrhea\* | Fever | Other | | **Date & Time** | | Notify health department of jaundice, diagnosis, customer illness\*\*  or to return after exposure\*\*\* |
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| \* 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. |

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.

**Toolkit: Employee Illness Log**

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| **Report  Date** | **Employee Name** or unique identifier to maintain privacy | **Symptoms Reported to Person in Charge** | | | | | | | **Report to Health** | **Comments** |
| Vomiting\* | Diarrhea\* | Fever | Other | | **Date & Time** | | Notify health department of jaundice, diagnosis, customer illness\*\*  or to return after exposure\*\*\* |
| Left Work | Returned |
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or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).