Employee Absence/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.

		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 yes, name illness.	Contacted Health Department? Y/N	Restricted Duties
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^{*}If vomiting and diarrhea, exclude from work until 24 hours after symptoms end. If jaundiced, contact the Health Department.

Fairfax County Health Department

Division of Environmental Health Consumer Protection Program 10777 Main Street, Suite 111, Fairfax, VA 22030 Phone: 703-246-2444 TTY: 711 Fax: 703-653-9448 www.fairfaxcounty.gov/health



^{**}If a food employee reports a diagnosis of Norovirus, E.coli O157:H7, Shigella, Hepatitis A, Salmonella Typhi or Nontyphoidal Salmonella (NTS), exclude the employee and contact the Health Department at 703-246-2444 for guidance. If undiagnosed, refer to the Employee Illness Decision guide provided to you by the Health Department.