



Sick Employee Reporting Form

The purpose of this form is to inform food service employees of their responsibility to report symptoms or conditions that may result in the spread of foodborne illness to a manager.

I agree to report to the person in charge:

Any onset of the following symptoms, either while at work or outside of work, including the date of onset:

- Diarrhea
- Vomiting
- Jaundice
- Sore Throat with Fever
- Infected cuts, wounds or lesions containing pus on the hand, wrist, an exposed body part or other body part and the cuts wounds or lesions are not properly covered (such as boils and infected wounds, however small)

YES NO

Future Medical Diagnosis

I understand that if I am diagnosed as being ill with *Norovirus*, *typhoid fever (Salmonella typhi)*, *shigellosis (Shigella spp. Infection)*, *Eschericia coli O157:H7* or other *STEC* infection, *nontyphoidal Salmonella* OR *Hepatitis A*, I must inform my supervisor.

YES NO

Future Exposure to Foodborne Pathogens

I understand that I must report the following to my manager:

- Exposure to any confirmed outbreak of *Norovirus*, *typhoid fever*, *shigellosis*, *E.coli O157:H7* or other *STEC* infection, OR *Hepatitis A*
- A household member diagnosed with *Norovirus*, *typhoid fever*, *shigellosis*, *illness due to STEC*, OR *Hepatitis A*
- A household member attending or working in a setting where confirmed cases of *Norovirus*, *typhoid fever*, *shigellosis*, *illness due to STEC*, OR *Hepatitis A* are present.

I understand my responsibilities to report to my manager conditions and symptoms that may lead to the spread of foodborne illness. I agree to comply with the reporting requirements listed above, work restrictions or exclusions imposed upon me, and good hygienic practices.

YES NO

Employee Name	
Employee Signature	Date:
Manager Name	
Manager Signature	Date:

Note: This form is intended as an example template. If your establishment already has reporting protocols for sick employees, it is not necessary to change existing protocols or forms. If you would like guidance in developing a sick employee policy, contact the Health Officer.