HACCPLAN

EMPLOYEE ILLNESS AND EXCLUSION LOG

One row per report. Record the decision you made and the basis for letting someone back.

HACCPLAN-EI-01
v1.0
haccplan.com

FACILITY NAME	PERIOD	PERSON IN CHARGE

THRESHOLD / AUTHORITY

Vomiting · diarrhoea · jaundice · sore throat with fever · infected wound — report and act · FDA Food Code §2-201.11 · The Big Six diagnoses are Norovirus, Hepatitis A, Shigella, E. coli (STEC), Salmonella Typhi and non-typhoidal Salmonella. A diagnosis means notifying the health authority.

DATE	EMPLOYEE	SYMPTOM OR DIAGNOSIS REPORTED	EXCLUDED OR RESTRICTED	HEALTH AUTHORITY TOLD?	RETURN DATE AND BASIS	PERSON IN CHARGE

WEEKLY SUPERVISOR VERIFICATION

I have reviewed this log for the period above and confirm that any out-of-range readings have a documented corrective action.

SUPERVISOR SIGNATURE	WEEK ENDING	DATE SIGNED

Records retention
The FDA Food Code sets no general retention period for this log. Keep it at least as long as your health department requires — ask them, and never keep less. Treat it as confidential: it holds health information about named people.

Source
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Free for any operator to use.

How to fill this in Excluded = not on the premises. Restricted = on site but not handling food or clean equipment.