Absence and Illness Log

This form is designed to keep track of staff absences due to illness. Keep in a place where information is kept confidential.

Date	Name	Duties/Position	Symptoms (e.g., diarrhea, vomiting, fever + sore throat, jaundice)	Symptom Onset Date	Date returned to work

Tracking absences due to illness is important in controlling the spread of disease. If 3 ***or more staff*** *who are in close contact with each other display similar symptoms within a* ***48 hour*** *time period, we recommend you call LLCHD Food Safety (402-441-8024) for guidance on how to control the spread of disease and whether the situation constitutes an outbreak.*

LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT

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