

Record it... Report it...

**All illnesses MUST  
be recorded then reported!**

*(It's the law!)*

\* **Customer reports of possible Foodborne Illness** \*

- **Record on Customer Complaint Log**
- **Report *Immediately* (24/7) to: 507-934-7096**  
(Leave your establishment name and number)

\* **Employees that are ill** \*

- **Record illness on Employee Illness Log**
- **Exclude the employee from work if necessary**  
(see guidelines)
- **Report within 24 hours to: 507-934-7096**  
(Leave your establishment name and number)