

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)

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