

Food Borne Illness Reporting Guidelines for Restaurants

All reports of food borne illness should be considered legitimate. Employees should direct all such calls to the manager or person in charge immediately.

1. Write Down

- Date and time of call
 - Name, address and phone number of person calling
 - Name of each person that became ill and symptoms
 - What foods and/or drinks each person consumed
 - What time of day the meal was eaten
 - Other information that seems important
2. **Notify the Public Health** of any reports of food borne illness immediately. Call Logan County Health District at 937.592.9040.
3. **Preserve suspect leftover food.** Label container with contents and date. Store the samples in a refrigerator.
4. **Look at your food flow carefully.** Put any needed corrective measures in place.

Prevent foodborne illness:

- Exclude ill employees from food preparation and service activities.
- Practice good personal hygiene including proper hand washing and minimizing hand to food contact with ready to eat foods.
- Keep potentially hazardous foods out of the temperature danger zone (41°F- 135°F).
- Take precautions against cross-contamination.