



FREE RESOURCE · WORKSHEET

Guest Illness Response Worksheet

For Caribbean hospitality environmental health

Create a factual operational record, protect privacy, escalate appropriately and preserve information for public-health follow-up.

WHAT'S INSIDE

A practical working resource · Clear ownership and evidence fields · Follow-up and verification

How to use this resource

1 Confirm what applies

Use current requirements and technical limits from the competent authority, licence, approved procedure or qualified specialist.

2 Set the operating rhythm

Define where the check happens, how often it is needed and who owns it.

3 Record exceptions clearly

A failed or unusual result should trigger a visible action rather than disappear inside a log.

4 Keep the evidence

Link supporting reports, photographs, contractor records, rechecks or authority correspondence.

5 Verify closure

Do not treat an issue as complete until the control has been restored or the next step has been formally accepted.

IMPORTANT

Environmental-health requirements, thresholds and reporting duties vary by jurisdiction.
Follow current instructions from the competent authority and qualified professionals.

Guest Illness Response Worksheet

Create a factual operational record, protect privacy, escalate appropriately and preserve information for public-health follow-up.

Date / time reported

Guest / room identifier per privacy policy

Symptoms described by guest - factual only

Reported onset

Places / meals reported by guest

Others reportedly unwell

Immediate guest support offered

Manager / designated lead notified

Food / water / environmental concern identified

Records / samples / evidence preserved where appropriate

Public-health reporting route checked

Cleaning / control action

Privacy / access restriction applied

Follow-up / closure

A completed form is not the control. The follow-through is.

CaribSafe helps hospitality teams connect routine checks, exceptions, corrective actions and evidence so environmental-health work stays visible between inspections and incidents.

[Book a 20-minute walkthrough](#)