

School and Daycare Communicable Disease Reporting Handbook



BUILDING NAME: _____

DISTRICT: _____

Genesee County Health Department

Mark Valacak, MPH, Health Officer

Gary K. Johnson, MD, MPH, Medical Officer

630 S. Saginaw Street, Suite 4

Floyd J. McCree Courts & Human Services Center

Flint, MI 48502-1540



Genesee County
Health Department

Your Health. Our Work.

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What is a Communicable Disease?

A communicable disease (CD) is an illness caused by an infectious agent that is transmissible by direct contact with an infected individual, an infected individual's bodily fluids, or by indirect means (as by a vector, such as a mosquito).

Why do Schools and Daycares Have to Report Communicable Diseases?

Michigan Law requires schools and daycares to report diseases:

Act No. 368 of the Public Acts of 1978 School and Communicable Disease Reporting

Physicians, clinical laboratories, primary and secondary schools, childcare centers, and camps are required to report the occurrence or suspected occurrence of any disease, condition, or infections as identified in the Michigan Department of Health and Human Services (MDHHS) guidelines to the local health department on a weekly basis.

Communicable disease reports from health care providers, schools, and childcare centers are reviewed by the staff at the Genesee County Health Department (GCHD) to look at trends of illnesses in the county. It is important for schools to report on a weekly basis for a number of reasons, including:

- **To identify outbreaks and epidemics**
- **To enable preventative treatment and/or education**
- **To target prevention programs, identify care needs, and allocate resources efficiently**
- **To facilitate epidemiological research**
- **To assist with local, state, national, and international disease surveillance efforts***

*Source: Michigan Department of Health and Human Services (MDHHS)

Collecting and Reporting Timely and Accurate Information to the Health Department

Timely and accurate disease reporting is essential to the health of Genesee County and to local disease surveillance and prevention efforts.

It is extremely important that all schools in Genesee County comply with reporting requirements. In order to do this the following steps should be put in place:

- ✓ Designate **one person at each school** to collect accurate communicable disease data daily
- ✓ Train an alternate person to collect and report communicable disease data in case the primary person is absent
- ✓ Submit communicable disease reports online (or by fax) to the Genesee County Health Department **every Monday by 11AM (including vacation weeks), even if there are no diseases to report**
- ✓ Notify the GCHD immediately when you become aware of an illness that is required to be phoned into the health department
- ✓ Have a detailed school answering machine message requesting specific information regarding a child's absence
- ✓ Have a consistent manner of questioning parents about the child's illness
- ✓ Educate parents on the importance of reporting illnesses to schools

This handbook will provide you with the information you need to complete all of these steps.

Answering Machine Message & Child Illness Inquiry

In an effort to receive accurate and consistent information from each school, GCHD suggests that schools include the following directions in their answering machine message and when questioning a parent about a child's illness.

1. **Describe the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.)**
2. **Report the type of illness if known and who identified the illness**
3. **Leave a telephone number where the parent/guardian can be reached or an address if there is no phone**

Newsletter Information for Parents

The following is an example of what schools could include in their newsletters or other correspondence to parents to make them more aware of the importance of calling in children's illnesses and what information is needed:

Important Notice to Parents/Guardians from the Genesee County Health Department (GCHD) Regarding Student Absences

GCHD is working directly with your child's school to make Genesee County a healthier place to live. Michigan law requires that schools report the possible occurrence of any communicable disease to the local health department on a weekly basis. To assist your child's school in reporting possible communicable diseases to GCHD and prevent possible outbreaks, please be specific when reporting your child's absence.

When calling in for a child please include the following information:

1. **A description of the symptoms of the illness (vomiting, fever, rash, etc.)**
2. **The type of illness if known and who identified the illness**
3. **Your telephone number (if no phone, give address)**

Please inform the school if any suspected illness is later confirmed by a physician.

Thank you for your cooperation with the school and GCHD.
For more information please visit us at <http://www.gchd.us>

Detailed Directions for Completing the Weekly Reporting Form (Web)

The Weekly School and Daycare communicable disease reporting system is an important way for GCHD to monitor and prevent outbreaks of disease in our community. It is very important that schools complete the form accurately and submit them every week.

General Instructions

- Reports can be submitted on-line
- Reports must be submitted to GCHD every Monday by 11AM ***even if there are no diseases to report***
- If your school is not listed on the on-line reporting system, please contact Danielle Steplowski at dsteplowski@gchd.us

Please complete all necessary sections- Required Fields are marked “★”

General School Information:

- ➔ ★ “Week ending” – This will always be the Friday date of the school week, even if school week ends on a different date (due to holidays, conferences, etc.)
- ➔ ★ “District” – Click appropriate dropdown option
- ➔ ★ “School Name” – Click appropriate dropdown option
 - Choose the “Type”: childcare/preschool, public, charter, private, etc.
- ➔ ★ “Current School Enrollment” – This number should reflect the total number of students currently enrolled in your school as of that week
- ➔ ★ “Total Number of Children Absent this Week” – This is the total number of children who were absent for that week (do not count the same child more than once unless s/he presented with different illnesses that week)

Aggregate Case Count Reporting:

Do not count the same child twice if s/he is absent for more than one day with the same illness. Enter “0” if there are no cases of the illnesses to report, otherwise:

- ➔ ★ Number of cases of “Flu-Like Illness” – Enter the number of children affected by “Flu-Like Illness” according to the definition given on the form (do not count the same child more than once)
- ➔ ★ Number of cases of “Stomach Virus” – Enter the number of children affected by “Stomach Virus” according to the definition on the form (do not count the same child more than once)

- ➡ ★ Number of cases of “Strep Throat” – Enter the number of children affected by “Strep Throat” according to the definition on the form (do not count the same child more than once)

NOTE: No need to report *head lice* or *pink eye* (conjunctivitis) cases.

Individual Disease Reporting:

The accuracy and completion of information in this section is very important. Please enter information carefully. In some cases it may be necessary for the health Department to follow up on reported illnesses.

- ➡ Enter the reportable “Disease”. On the web form, if the disease is not listed in the drop down menu, choose an appropriate “other” category from the menu and enter additional information in the comments box. (A complete list of reportable diseases may be found on pages 6)

In addition to reporting on the form, call the Health Department **IMMEDIATELY at (810) 257-1017 or (810) 257-3815** to report any of the following serious/rare illnesses:

Measles, Mumps, Rubella, Pertussis (Whooping Cough), Haemophilus influenzae Type B, Meningitis (Bacterial and Viral), Encephalitis, Hepatitis, Tuberculosis, Chickenpox (Varicella), Rash Illnesses, or any other serious communicable disease occurrence.

- ➡ Enter the “Date 1st Absent” (MM/DD/YYYY). This date should reflect the first day of absence even if the student is absent for more than one day. A student needs to be entered only once for the duration of his/her illness unless the student presents with a new illness
- ➡ Enter the “Student’s Information” including: first and last names, date of birth, grade, street address along with zip code, and phone number(s)
- ➡ Enter who the “Illness was identified by” (physician, parent/caregiver). Please fill in this information accurately. Often parents will report illnesses as suspected without actual medical diagnosis

If your school has been closed due to illness, please check the box for “School Closed Due to Disease” **and** call the Epidemiologist at (810) 257-3815.

- If there are no diseases to report in this section check the box for “No Diseases to Report this Week”

Complete the form by entering:

- ★ The name of the person filling out the report on the “Submitted By” line
- ★ The appropriate school contact number in case the health department has questions
- ★ The date the form is submitted to the Health Department

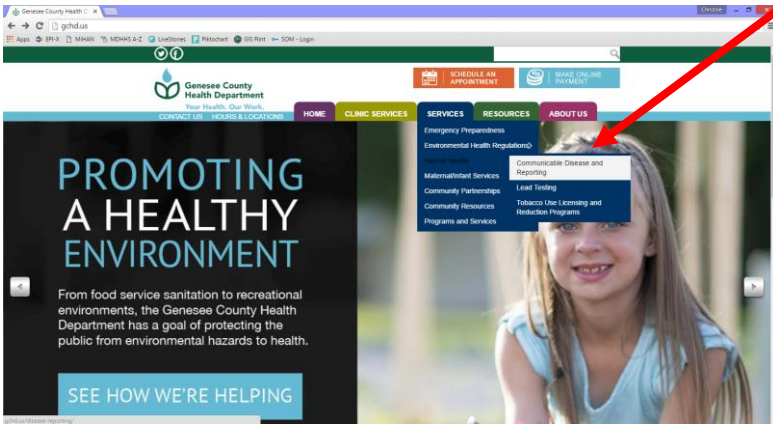
Complete List of Reportable Diseases in Michigan

The following is a list of conditions required to be reported by schools, child-care centers, and camps to the local health department. School personnel are not expected to be familiar with every disease listed below; however, this list should be available for quick reference whenever there is doubt as to whether a disease should be reported.

<p>Animal Bites Anaplasmosis Anthrax Arboviral Diseases: Chikungunya, Eastern or Western Equine Encephalitis, Jamestown Cnyon, La Crosse, Powassan, St. Louis Encephalitis, West Nile, Zika Babesiosis Blastomycosis Botulism Brucellosis Campylobacteriosis Chancroid Chickenpox/ Varicella Chlamydial disease Cholera Coronavirus infection (SARS, MERS-COV) Cryptosporidiosis Cyclosporiasis Dengue Fever Diphtheria Ehrlichiosis Encephalitis, viral or unspecified Giardiasis Glanders Gonorrhea Guillain-Barre Syndrome Haemophilus influenzae "Hib" disease Hantavirus, pulmonary syndrome Hemolytic Uremic Syndrome (HUS) Hemorrhagic Fever Viruses Hepatitis A Hepatitis B, Acute or Chronic Hepatitis C, Acute or Chronic Hepatitis D Hepatitis E Histoplasmosis Human Immunodeficiency Virus (HIV) Influenza, weekly aggregate count, Pediatric mortality and novel virus cases individually Kawasaki disease Legionellosis</p>	<p>Leprosy (Hansen's Disease) Leptospirosis Listeriosis Lyme disease Malaria Measles Melioidosis Meningitis: bacterial, viral, fungal, parasitic and amebic Meningococcal Disease Mumps Orthopox viruses, including: Smallpox, Monkeypox Pertussis Plague Polio Prion disease including: Creutzfeldt-Jakob disease (CJD) Psittacosis Q Fever Rabies Rheumatic Fever Rubella Salmonellosis Shigellosis Spotted Fever Staphylococcus aureus, methicillin resistant (MRSA) outbreaks only Staphylococcus aureus, vancomycin intermediate/resistant (VISA/VRSA) Streptococcal disease, invasive group A, includes Streptococcal Toxic Shock Syndrome (STSS) Streptococcus pneumoniae Syphilis Tetanus Toxic Shock Syndrome, non-streptococcal Trichinellosis Tularemia Typhoid Fever Vibriosis Yellow Fever Yersiniosis</p>
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Where to Find the Web and Fax Forms

1. Go to <http://www.gchd.us> and click on “Services,” then Human Health” and finally “Communicable Disease and Reporting”



2. Then click on “Communicable Disease Reporting for Schools”



3. Then click on “CLICK HERE”



Communicable Disease Reporting

- 2015 [Communicable Disease Reporting Handbook](#)
- [CLICK HERE](#) for the form for school communicable disease reporting. (if the above link doesn't work, please [click here for our backup link.](#))



4. The page that appears has the links to the web form and printable fax form (download located at bottom of form).

Note: You will need Adobe Acrobat™ reader to view the fax form



Genesee County
Health Department

Michigan School Building Weekly Report of Communicable Diseases to Local Health Department

According to Public Act 365, of 1978 as amended, the local health department shall be notified immediately of the occurrence of communicable disease (especially rash-like illness with fever).

In addition to immediate notification of serious/rare illnesses by telephone, please submit all occurrences on this form.

ONLINE REPORTING INSTRUCTIONS: Please record all appropriate information and submit each **MONDAY BY 11AM** EVEN IF THERE ARE NO DISEASES TO REPORT. Click "Submit Data" at the bottom of the page to send it to the health department.

HIGHLIGHTED FIELDS ARE REQUIRED

WEEK ENDING: Friday,
10/23/2015

DISTRICT: Type: School:

CURRENT SCHOOL ENROLLMENT	<input type="text" value=""/>
TOTAL NUMBER OF CHILDREN ABSENT THIS WEEK	<input type="text" value=""/>

AGGREGATE CASE COUNT REPORTING: Please record total number of cases for flu-like illness and stomach virus.

NUMBER OF CASES	DEFINITION
<input type="text" value=""/>	FLU-LIKE ILLNESS is fever and any of the following symptoms. See sheet.

GENESEE COUNTY HEALTH DEPARTMENT MICHIGAN SCHOOL BUILDING WEEKLY REPORT OF COMMUNICABLE DISEASES TO LOCAL HEALTH DEPARTMENT

According to Public Act 365, of 1978 as amended, the local health department shall be notified immediately of the occurrence of communicable disease (especially rash-like illness with fever). In addition to immediate notification of serious/rare illnesses by telephone, please submit all occurrences on this form and click on "Report & Fax Form".

WEEK ENDING: / / 200. SCHOOL NAME: PUBLIC CHARTER PRIVATE

REPORTING INSTRUCTIONS: Please record all appropriate information and submit each **MONDAY BY 11AM** EVEN IF THERE ARE NO DISEASES TO REPORT. Fax completed forms to the health department at 810-267-3242. All additional sheets as necessary. Thank you.
Reports may also be submitted online by visiting our website at genesee.org and clicking on "Reports & Forms".

CURRENT SCHOOL ENROLLMENT

TOTAL NUMBER OF CHILDREN ABSENT THIS WEEK

AGGREGATE CASE COUNT REPORTING: Record total number of cases for flu-like illness and stomach virus below.

	NUMBER OF CASES	DEFINITION
FLU LIKE ILLNESS (APPARENT OR SUSPECTED)	<input type="text"/>	FLU LIKE ILLNESS is fever and any of the following symptoms: Sore throat, cough, generalized aching in the back or limb-muscles. *Feverish and sometimes muscle aches and tenderness of joints.
STOMACH VIRUS	<input type="text"/>	STOMACH VIRUS is diarrhea and/or vomiting for 24 to 48 hours.
STREP THROAT	<input type="text"/>	STREP THROAT is generally doctor diagnosed and is characterized by a severe sore throat that is normally accompanied by fever and headache.

INDIVIDUAL DISEASE REPORTING: List complete information for ALL CONFIRMED OR SUSPECTED CASES of communicable diseases below. (Include only children)

Reportable illnesses in addition to reporting on this form, call the health department at 810-267-3242 (24 HOURS) to report measles, mumps, rubella, pertussis, meningococcal infection (Type B), meningitis, encephalitis, hepatitis, salmonellosis, or any other serious communicable disease occurrence.

DISEASE	DATE 1 st ABSENT	CHILD'S NAME FIRST LAST	BIRTHDATE MM/DD/YYYY	CHILD'S ADDRESS/CITY/ZIP	CHILD'S PHONE NUMBER(S)	DISEASE IDENTIFIED BY: (doctor/parent/other)

PLEASE CHECK IF:
 NO DISEASES TO REPORT THIS WEEK
 SCHOOL CLOSED DUE TO ILLNESSES

SUBMITTED BY: _____
 PHONE NUMBER: _____
 TODAY'S DATE: _____

Please submit the Weekly School and Daycare Communicable Disease Report to the Genesee County Health Department by 11:00AM each Monday

Your continued efforts in reporting of communicable diseases in schools and daycares are very important for the health of Genesee County.

Thank you!



Necessary Steps for Accurate Communicable Disease Reporting

1. Parent calls school to report absence and gives illness information
2. Designated school personnel enters information on weekly disease report, and, if necessary, calls the health department to report the illness.
3. Designated school personnel submits weekly data to the Genesee County Health Department by 11AM each Monday morning (for the previous school week) by fax or on-line submission.
4. The staff at the health department compiles, reviews, and relates the information from the weekly reports to MHHS. Data is analyzed by Health Department for possible outbreaks.

Contact Numbers for Information & Assistance

To immediately report a serious illness or for questions about communicable diseases call Communicable Disease Nursing at:

(810) 257-1017

For information on disease surveillance or reporting guidelines call the Epidemiologist at:

(810) 257-3815

The name(s) of the person(s) responsible for reporting for your school: _____

School Phone: (810) _____ - _____