

School and Daycare Communicable Disease Reporting Handbook



BUILDING NAME: _____

DISTRICT: _____

Genesee County Health Department

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GENESEE COUNTY
HEALTH DEPARTMENT

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Table of Contents

What is a Communicable Disease.....	1
Why Do Schools and Daycares Have to Report Communicable Diseases	1
Collecting and Reporting Timely and Accurate Information to the Health Department.....	2
Obtaining Information from Parents	
Answering Machine Message & Child Illness Inquiry	3
Newsletter Information for Parents	3
Detailed Directions for Completing the Weekly Reporting Form	4-5
Complete List of Reportable Diseases	6
Where to Find the Web and Fax Forms	7-9
Necessary Steps for Accurate Communicable Disease Reporting	10
Contacts at the Genesee County Health Department	10

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 (parent, doctor, etc.)**
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 (parent, doctor, etc.)**
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

https://www.geneseecountymi.gov/departments/health_department/index.php

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 online
- 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 Mikayla Benbow at mabenbow@geneseecountymi.gov

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.)
 - Example: if John is absent Mon & Tue with a sore throat that counts as 1 absence. If John is then out on Wed with a stomach illness, that now counts as 2 absences

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)
- ➔ ★ Number of cases of “COVID-19” – Enter the number of children affected by “COVID-19” 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) 257-3869** 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 whom 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) 257-3869.

- 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.

2023 REPORTABLE DISEASES IN MICHIGAN – BY CONDITION

A Guide for Physicians, Health Care Providers and Laboratories

Report the following conditions to the Michigan Disease Surveillance System (MDSS) or local health department (see reverse) within 24 hours if the agent is identified by clinical or laboratory diagnosis. See footnotes for exceptions.

Report the unusual occurrence, outbreak or epidemic of any disease or condition, including healthcare-associated infections.

Acute flaccid myelitis (1)	Listeriosis (<i>Listeria monocytogenes</i>) (5,6)
Anaplasmosis (<i>Anaplasma phagocytophilum</i>)	Lyme Disease (<i>Borrelia burgdorferi</i>)
Anthrax (<i>Bacillus anthracis</i> and <i>B. cereus</i> serovar anthracis) (4)	Malaria (<i>Plasmodium</i> species)
Arboviral encephalitides, neuro- and non-neuroinvasive: Chikungunya, Eastern Equine, Jamestown Canyon, La Crosse, Powassan, St. Louis, West Nile, Western Equine, Zika (6)	Measles (<i>Measles/Rubeola virus</i>) (6)
Babesiosis (<i>Babesia microti</i>)	Melioidosis (<i>Burkholderia pseudomallei</i>) (4)
Blastomycosis (<i>Blastomyces dermatitidis</i>)	Meningitis: bacterial, viral, fungal, parasitic and amebic
Botulism (<i>Clostridium botulinum</i>) (4)	Meningococcal Disease, sterile sites (<i>Neisseria meningitidis</i>) (5)
Brucellosis (<i>Brucella</i> species) (4)	Multisystem Inflammatory Syndrome in Children (MIS-C) and in Adults (MIS-A)
Campylobacteriosis (<i>Campylobacter</i> species)	Mumps (<i>Mumps virus</i>)
Candidiasis (<i>Candida auris</i>) (4)	Orthopox viruses, including: Smallpox, Mpox (4)
Carbapenemase Producing – Carbapenem Resistant Enterobacteriales (CP-CRE): all genera (4)	Pertussis (<i>Bordetella pertussis</i>)
Chancroid (<i>Haemophilus ducreyi</i>)	Plague (<i>Yersinia pestis</i>) (4)
Chickenpox / Varicella (<i>Varicella-zoster virus</i>) (6)	Polio (Poliovirus)
Chlamydial infections (including trachoma, genital infections, Lymphogranuloma venereum (LGV)) (<i>Chlamydia trachomatis</i>) (3,6)	Prion disease, including CJD
Cholera (<i>Vibrio cholera</i>) (4)	Psittacosis (<i>Chlamydia philipii</i>) (4)
Coccidioidomycosis (<i>Coccidioides immitis</i>)	Q Fever (<i>Coxiella burnetii</i>) (4)
Cryptosporidiosis (<i>Cryptosporidium</i> species)	Rabies (<i>Rabies virus</i>) (4)
Coronaviruses, Novel; including deaths and SARS-CoV-2 variant Identification (SARS, MERS-CoV, COVID-19) (5)	Rabies: potential exposure and post exposure prophylaxis (PEP)
Cronobacter sakazakii (4, blood or CSF only, from infants < 1 year of age)	Rubella (<i>Rubella virus</i>) (6)
Cyclosporiasis (<i>Cyclospora</i> species) (5)	Salmonellosis (<i>Salmonella</i> species) (5)
Dengue Fever (<i>Dengue virus</i>)	Shigellosis (<i>Shigella</i> species) (5)
Diphtheria (<i>Corynebacterium diphtheriae</i>) (5)	Spotted Fever (<i>Rickettsia</i> species)
Ehrlichiosis (<i>Ehrlichia</i> species)	<i>Staphylococcus aureus</i> , vancomycin intermediate/ resistant (VISA [5])/VISA (4))
Encephalitis, viral or unspecified	Streptococcus pneumoniae, sterile sites
<i>Escherichia coli</i> , O157:H7 and all other Shiga toxin positive serotypes (5)	Streptococcus pyogenes, group A, sterile sites, including Streptococcal Toxic Shock Syndrome (STSS)
Giardiasis (<i>Giardia</i> species)	Syphilis (<i>Treponema pallidum</i>) (6)
Glanders (<i>Burkholderia mallei</i>) (4)	Tetanus (<i>Clostridium tetani</i>)
Gonorrhea (<i>Neisseria gonorrhoeae</i>) (3,6) (4, submit isolates from sterile sites only)	Toxic Shock Syndrome (non-streptococcal) (1)
Guillain-Barre Syndrome (1)	Trichinellosis (<i>Trichinella spiralis</i>)
Haemophilus influenzae, sterile sites (5, submit isolates for serotyping for patients < 15 years of age)	Tuberculosis (<i>Mycobacterium tuberculosis</i> complex); report preliminary and final rapid test and culture results (4)
Hantavirus	Tularemia (<i>Francisella tularensis</i>) (4)
Hemolytic Uremic Syndrome (HUS)	Typhoid Fever (<i>Salmonella typhi</i>) and Paratyphoid Fever (serotypes Paratyphi A, Paratyphi B (tartrate negative), and Paratyphi C) (5)
Hemorrhagic Fever Viruses (4)	Vibriosis (Non-cholera vibrio species) (5)
Hepatitis A virus (Anti-HAV IgM, HAV genotype)	Yellow Fever (<i>Yellow Fever virus</i>)
Hepatitis B virus (HBsAg, HBeAg, anti-HBc IgM, HBV NAAT, HBV genotype; report all HBsAg and anti-HBs (positive, negative, indeterminate) for children ≤ 5 years of age) (6)	Yersiniosis (<i>Yersinia enterocolitica</i>) (5)
Hepatitis C virus (all HCV test results including positive and negative antibody, RNA, and genotype tests) (6)	
Histoplasmosis (<i>Histoplasma capsulatum</i>)	
HIV tests including: reactive immunoassays including all analytes (e.g., Ab/Ag, TD1/TD2, WB, EIA, IA), detection tests (e.g., VL, NAAT, p24, genotypes), CD4 counts/percents, and all tests related to perinatal exposures) (2,6)	
Influenza virus (weekly aggregate counts)	
Pediatric influenza mortality, report individual cases (5)	
Novel influenza viruses, report individual cases (5,6)	
Kawasaki Disease (1)	
Legionellosis (<i>Legionella</i> species) (5)	
Leprosy or Hansen's Disease (<i>Mycobacterium leprae</i>)	
Leptospirosis (<i>Leptospira</i> species)	

LEGEND

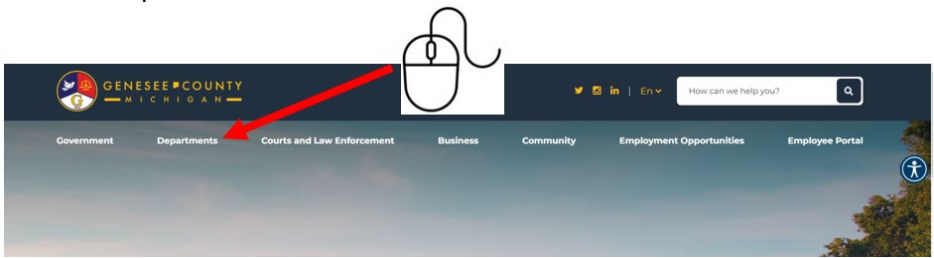
- Reporting within 3 days is required.
 - Report HIV labs electronically/by arrangement & case reports by MDHHS Form 1355. Report HIV genome sequence data only as Sanger sequences, or as consensus sequences for next generation sequencing.
 - Sexually transmitted infection for which expedited partner therapy is authorized. See www.michigan.gov/hivsti for details.
 - A laboratory shall immediately submit **suspect or confirmed** isolates, subcultures, or specimens from the patient being tested to the MDHHS Lansing Laboratory.
 - Isolate requested. Enteric: If an isolate is not available from non-culture based testing, the positive broth and/or stool in transport medium must be submitted to the MDHHS Lansing Laboratory. Respiratory: Submit specimens, if available.
 - Report pregnancy status, if available.
- Blue Bold Text** = Category A Bioterrorism or Select Agent must be notified immediately to the MDHHS Laboratory (517-335-8063)

This reporting is expressly allowed under HIPAA and required by Michigan Public Act 368 of 1978, 333.5111

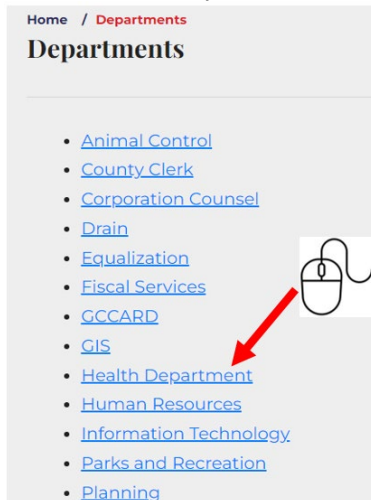
MDHHS maintains, reviews, and revises this list at least annually, for the most recent version please refer to: www.michigan.gov/cdinfo REV. 12/2022
Michigan Department of Health and Human Services • Bureau of Laboratories • Bureau of Infectious Disease Prevention

Where to Find the Form

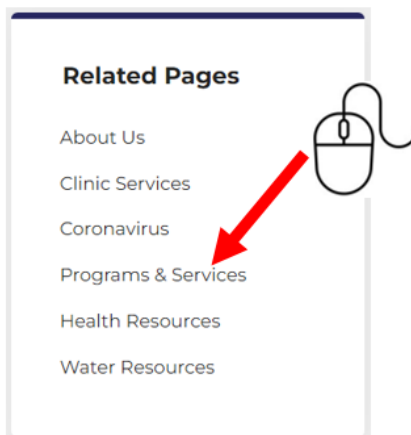
1. Go to <https://www.geneseecountymi.gov/> , hover over “departments”



2. From the list, click on “Health Department”



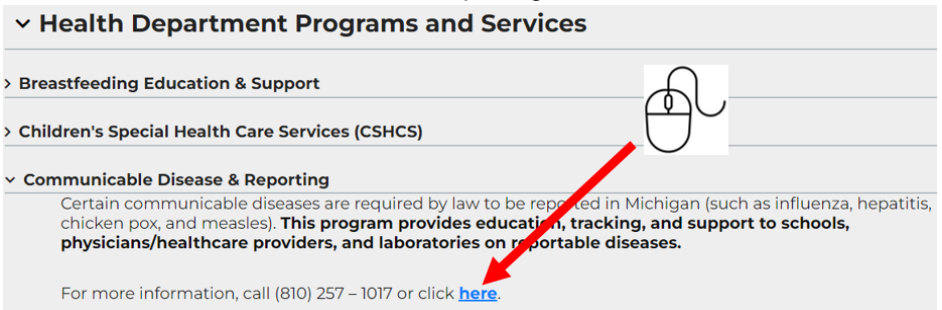
3. On the left hand side of the page, under the **Related Pages** section, click on “Programs & Services”



4. From the list of **Health Department Programs and Services** click “Communicable Disease & Reporting”, then click “here”

Health Department Programs and Services

- Breastfeeding Education & Support
- Children's Special Health Care Services (CSHCS)
- Communicable Disease & Reporting**
Certain communicable diseases are required by law to be reported in Michigan (such as influenza, hepatitis, chicken pox, and measles). **This program provides education, tracking, and support to schools, physicians/healthcare providers, and laboratories on reportable diseases.**
For more information, call (810) 257 - 1017 or click [here](#).



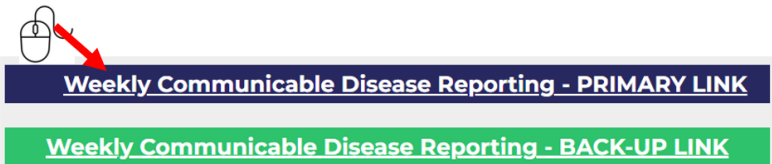
5. From the list of Communicable Disease Resources, click on “Information for Schools & Reporting”, then click “here”.

Communicable Disease Resources

- General Information & Fact sheets
- Information for Schools & Reporting**
Information on required school disease reporting (communicable disease handbook), school specific resources, and reporting forms.
Access these resources [here](#).



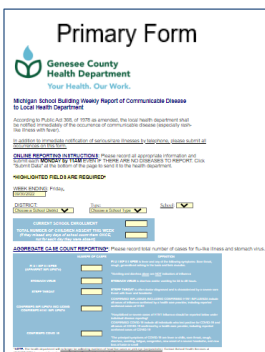
6. Lastly, click on the blue box labeled “Weekly Communicable Disease Reporting-Primary Link” to be taken to the form. Please try to use the primary link first. If it is unavailable, please use the back-up link.



[Weekly Communicable Disease Reporting - PRIMARY LINK](#)

[Weekly Communicable Disease Reporting - BACK-UP LINK](#)

7. You are now on the reporting form and can submit your data.



Primary Form

Genesee County Health Department
Your Health. Our Work.

Michigan School Daycare Weekly Report of Communicable Disease to Local Health Department

Reporting to Public Act 306, of 1976 as amended, the local health department must file within 10 working days of the occurrence of a communicable disease identified within the local health district.

For information on reporting requirements for communicable diseases, please contact the local health department.

ONLY BE REPORTED TO THE COUNTY: Please report all reportable communicable and infectious diseases to the county health department. For more information on reporting, click "Report Communicable Disease" at the top of the page to learn how to report to the health department.

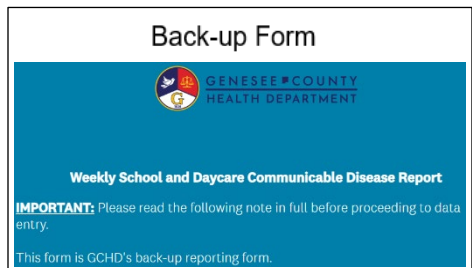
HOW TO REPORT TO THE COUNTY:

REPORTING TO THE COUNTY:

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Back-up Form

GENESEE COUNTY HEALTH DEPARTMENT

Weekly School and Daycare Communicable Disease Report

IMPORTANT: Please read the following note in full before proceeding to data entry.

This form is GCHD's back-up reporting form.

◆.....◆

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 MDHHS. 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) 257-3869

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

School Phone: (810) _____ - _____