

**When there is a single case or outbreak of a vaccine preventable disease, it's essential that schools/daycare/preschools and Public Health work together. Collaboration along with a shared understanding of roles and responsibilities will help prevent the spread of disease and keep children healthy and in school.**



## DAYCARE/PRESCHOOL/SCHOOL

## PUBLIC HEALTH

### PREVENTION

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| <ul style="list-style-type: none"> <li>➤ Maintain and update vaccine records for all students</li> <li>➤ Maintain and update vaccine records for staff and volunteers (highly encouraged)</li> <li>➤ Keep a roster for unvaccinated/under-vaccinated students (e.g. conditional entrance, medical/personal belief exemptions, special education, independent studies)</li> <li>➤ Review all medical exemptions so that they meet requirements</li> <li>➤ Submit any questions or concerns about medical exemptions to Public Health</li> <li>➤ Only allow conditional entrance for students in process of getting caught up but not due for next doses</li> <li>➤ Track all conditional entrants (review conditional entrant status every 30 days)</li> </ul> | <ul style="list-style-type: none"> <li>➤ Conduct audits of immunization records as directed by California Department of Public Health</li> <li>➤ Provide tools and resources to track and review unvaccinated/under-vaccinated students</li> <li>➤ Provide overview and FAQ regarding medical exemptions and conditional entrants</li> <li>➤ Respond to all concerns and questions regarding immunization record maintenance and exemptions</li> <li>➤ Educate on benefits of vaccination and risks of not being vaccinated</li> </ul> |
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### REPORTING

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| <ul style="list-style-type: none"> <li>➤ Per California law, report suspected cases of pertussis by phone to Public Health within 1 business day.</li> <li>➤ Do not wait for physician or lab confirmation to report</li> <li>➤ If more than 1 case, utilize a tracking list of contacts</li> <li>➤ Upon request from Public Health, use Public Health form to FAX suspect pertussis case information including list of school vaccination coverage and unvaccinated/under-vaccinated rosters of students and staff             <ul style="list-style-type: none"> <li>➤ (Obtain copy of provider's note who diagnosed)</li> <li>➤ Include related information –(e.g., name, DOB, grade, immunization record, class roster, etc.)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ Provide reporting requirements</li> <li>➤ Provide tools for reporting including tracking list and FAX cover sheet</li> <li>➤ Available 24/7 to receive reports of suspect cases by phone</li> <li>➤ Review and assess case report information</li> <li>➤ Contact school nurse or designee staff for vaccination records, student name(s), parents' names, contact info and other information</li> <li>➤ Provide next step guidance</li> </ul> |
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## DAYCARE/PRESCHOOL/SCHOOL

## PUBLIC HEALTH

### INVESTIGATION

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| <ul style="list-style-type: none"> <li>➤ Refer all symptomatic individuals to their physician</li> <li>➤ Monitor students and contacts for pertussis-like symptoms</li> <li>➤ Assist public health with identifying linkages between cases</li> <li>➤ Support public health contact tracing and interviews</li> </ul> | <ul style="list-style-type: none"> <li>➤ Confirm case diagnosis</li> <li>➤ Identify high risk contacts and conduct contact tracing</li> <li>➤ Conduct daycare/preschool/school site visit if necessary</li> <li>➤ Interview parents and contacts as necessary                             <ul style="list-style-type: none"> <li>➤ Request name of health care providers as necessary</li> <li>➤ Provide necessary information and recommendations including vaccination and prophylaxis</li> </ul> </li> <li>➤ Provide ongoing guidance to school districts specific to that disease</li> </ul> |
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### NOTIFICATION AND MANAGEMENT OF CASES AND CONTACTS

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| <ul style="list-style-type: none"> <li>➤ Implement disease protection measures recommended by Public Health (unvaccinated students and students diagnosed)</li> <li>➤ Notify parents infected child needs to remain out of school and to not attend extracurricular activities to limit the spread of disease and protect other students (until 5 days of treatment with antibiotics has been completed or until 21 days after cough onset).</li> <li>➤ Notify parents of asymptomatic daycare contact that refuses prophylaxis that he/she cannot attend daycare (see previous bullet)</li> <li>➤ Use template letters from Public Health to provide exposure and disease protection notifications to parents, families, and staff</li> </ul> | <ul style="list-style-type: none"> <li>➤ Provide ongoing guidance and support to implement disease protection measures (vaccination and remaining out of daycare/preschool/school)</li> <li>➤ Provide case specific notification template letters and phone scripts to daycare/preschools/schools</li> <li>➤ Maintain ongoing communication with daycare/preschools/schools</li> <li>➤ Provide public health alerts, advisories and updates to the community, physicians and media as needed</li> </ul> |
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### CLOSURE

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| <ul style="list-style-type: none"> <li>➤ Process and control Public Health clearances</li> <li>➤ Students can only return when 5 days of treatment with antibiotics has been completed or until 21 days after cough onset)</li> <li>➤ Per guidance from Public Health, notify parents when a pertussis investigation or outbreak has concluded</li> </ul> | <ul style="list-style-type: none"> <li>➤ Provide clearance information for students to return to school</li> <li>➤ Notify school of end of case investigation</li> <li>➤ Provide notification template information for daycare/preschools/schools and parents when a pertussis investigation or outbreak has concluded.</li> </ul> |
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