

# School & Childcare Center Communicable Disease Reporting Handbook

## How to Report Student Illnesses



Van Buren/Cass District  
Health Department

[www.vbcassdhd.org](http://www.vbcassdhd.org)

260 South Street  
Lawrence, MI 49064  
Ph. 269-621-3143  
Fax 269-621-2725

302 S. Front St.  
Dowagiac, MI 49047  
Ph. 269-782-0064  
Fax 269-782-0121

**JULY 2022**

## What is a Communicable Disease?

A communicable disease (CD) is an infectious illness which can result from either direct contact with an infected individual, an infected individual's discharges (such as mucous, saliva, feces, or body fluids), or by indirect contact (for example, through a mosquito bite).

## Why do Schools & Childcare Centers Have to Report Communicable Diseases?

Michigan law requires that schools and childcare centers report occurrence of any communicable disease to the local health department on a weekly basis. Physicians, clinical laboratories, primary and secondary schools, childcare centers, and camps are required to report occurrence or suspected occurrence of any disease, condition or infection as identified in the Michigan Communicable Disease Rules (**Act NO. 368 of the Public Acts of 1978-Communicable Disease Reporting**).

Communicable disease reports from all of the reporting entities are reviewed by the nursing staff at the Van Buren/Cass District Health Department (VBCDHD) 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, but mostly:

- To identify outbreaks and epidemics
- To enable preventive treatment and/or education
- To ensure the safety of the educational environment in your school
- To target prevention programs, identify care needs, and allocate resources efficiently
- To facilitate research
- To assist with local, state, national, and international disease surveillance efforts

## Collecting Timely and Accurate Information

Timely and accurate disease reporting is essential to the health of all residents of Van Buren and Cass Counties. It is extremely important that all schools in Van Buren and Cass Counties 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 to the VBCDHD **every Friday (even if there are no diseases to report)**
- Notify the VBCDHD immediately when you become aware of an illness that is listed on the "List of Reportable Diseases" or if the school is closed due to illness
- Have a consistent manner of questioning parents about the child's illness
- Educate parents on the importance of reporting illness to schools.

## **Obtaining Information from Parents**

### **Answering Machine Message and Child Illness Inquiry**

In an effort to receive accurate and consistent information from each school, the VBCDHD 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 phone 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 illness and what information is needed:

**Important Notice to Parents/Guardians**  
**From the Van Buren/Cass District Health Department**  
**Regarding Student Absences**

The Van Buren-Cass District Health Department is working directly with your child's school to make Van Buren and Cass Counties a healthier place to live. Michigan law requires that schools report the occurrence of any communicable diseases to the local health department on a weekly basis. To assist your child's school in reporting communicable diseases to the health department and preventing disease 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, diarrhea, etc.)**
- 2. The type of illness if known and who identified the illness**
- 3. Your telephone number (if no phone, give address)**

Your cooperation with the school and the Van Buren/Cass District Health Department is greatly appreciated.

Go to MDHHS Document:  
[2022 REPORTABLE DISEASES IN MICHIGAN – BY CONDITION](#) for the complete list of Reportable diseases.

Click on the link above or copy and paste the following link into your web browser:

<https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/CDINFO/2022-MDHHS-Reportable-Diseases-in-Michigan-by-Condition-Color-FINAL-July-2022.pdf?rev=61677d3a34414d578052ee42cca6b271&hash=304214D5B8BDA265A9D522AE7422D3B3>

School personnel are not expected to be familiar with every disease listed. However, this list should be available for quick reference whenever there is doubt as to whether a disease should be reported.

If you have ANY questions about these diseases, you may always call the health department at:

269-621-3143 (Van Buren County).

269-782-0064 (Cass County)

Ask to speak with a communicable disease nurse.

## 2022 REPORTABLE DISEASES IN MICHIGAN – BY PATHOGEN

**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.

<p>Acute flaccid myelitis (1)                  Anaplasma phagocytophilum (Anaplasmosis)                  Arboviral encephalitis, neuro- and non-neuroinvasive:                      Chikungunya, <b>Eastern Equine</b>, Jamestown Canyon, La Crosse,                      Powassan, St. Louis, West Nile, Western Equine, Zika (6)                  Babesia microti (Babesiosis)  <b>Bacillus anthracis and B. cereus serovar anthracis (Anthrax)</b> (4)                  Blastomycosis dermatitidis (Blastomycosis)                  Bordetella pertussis (Pertussis)                  Borrelia burgdorferi (Lyme Disease)                  Brucella species (Brucellosis) (4)                  Burkholderia mallei (Glanders) (4)                  Burkholderia pseudomallei (Meliodiosis) (4)                  Campylobacter species (Campylobacteriosis)                  Candida auris (Candidiasis) (4)                  Carbapenemase Producing – Carbapenem Resistant                  Enterobacteriales (CP-CRE): all genera (4)                  Chlamydia trachomatis (Trachoma, genital infections, LGV) (3, 6)                  Chlamydia psittaci (Psittacosis)                  Clostridium botulinum (Botulism) (4)                  Clostridium tetani (Tetanus)                  Coxiellales immitis (Coccidioidomycosis)                  Coronaviruses, Novel; including deaths and SARS-CoV-2                      variant identification (<b>SARS</b>, MERS-CoV, SARS-CoV-2) (5)                  Corynebacterium diphtheriae (Diphtheria) (5)  <b>Carsia burrowsii (Q Fever)</b> (4)                  Cronobacter sakazakii (4, blood or CSF only, from infants &lt; 1 year of age)                  Cryptosporidium species (Cryptosporidiosis)                  Cyclospora species (Cyclosporiasis) (5)                  Dengue virus (Dengue Fever)                  Ehrlichia species (Ehrlichiosis)                  Encephalitis, viral or unspecified                  Escherichia coli, O157:H7 and all other Shiga toxin positive                      serotypes (including HUS) (5)  <b>Francisella tularensis (Tularemia)</b> (4)                  Giardia species (Giardiasis)                  Guillain-Barre Syndrome (1)                  Haemophilus ducreyi (Chancroid)                  Haemophilus influenzae, sterile sites (5, submit isolates                      for serotyping for patients &lt;15 years of age)                  Hantavirus  <b>Hemorrhagic Fever Viruses</b> (4)                  Hepatitis A virus (Anti-HAV IgM, HAV genotype)                  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)                  Hepatitis C virus (all HCV test results including positive and negative                      antibody, RNA, and genotype tests) (6)                  Histoplasma capsulatum (Histoplasmosis)                  HIV (tests including: reactive immunoassays (e.g., Ab/Ag, TD17/D2, WB,                      EIA, IA), detection tests (e.g., VL, NAAT, p24, genotypes), CD4                      counts/percent; and all tests related to perinatal exposures) (2,6)                  Influenza virus (weekly aggregate counts)                      Pediatric influenza viruses, report individual cases (5)                      Novel influenza viruses, report individual cases (5, 6)                  Kawasaki Disease (1)                  Legionella species (Legionellosis) (5)</p>	<p>Leptospira species (Leptospirosis)                  Listeria monocytogenes (Listeriosis) (5, 6)                  Measles virus (Measles/Rubella) (6)                  Meningitis: bacterial, viral, fungal, parasitic, and amebic                  Multisystem Inflammatory Syndrome in Children (MIS-C) and in                      Adults (MIS-A)                  Mumps virus                  Mycobacterium leprae (Leprosy or Hansen's Disease)                  Mycobacterium tuberculosis complex (Tuberculosis);                      report preliminary and final rapid test and culture results (4)                  Neisseria gonorrhoeae (Gonorrhea) (3, 6) (4, submit isolates from                      sterile sites only)                  Neisseria meningitidis, sterile sites (Meningococcal Disease) (5)  <b>Orthopox viruses, including: Smallpox, Monkeypox</b> (4)                  Plasmodium species (Malaria)                  Poliovirus (Polio)                  Prion disease, including CJD                  Rabies virus (4)                  Rabies: potential exposure and post exposure prophylaxis (PEP)                  Rickettsia species (Spotted Fever)                  Rubella virus (6)                  Salmonella species (Salmonellosis) (5)                  Salmonella Paratyphi (Paratyphoid Fever): serotypes Paratyphi A,                      Paratyphi B (tetraste negative), and Paratyphi C (3)                  Salmonella typhi (Typhoid Fever) (5)                  Shigella species (Shigellosis) (5)                  Staphylococcus aureus Toxic Shock Syndrome (1)                  Staphylococcus aureus, vancomycin intermediate/                      resistant (VISA (5)/VRSA (4))                  Streptococcus pneumoniae, sterile sites                  Streptococcus pyogenes, group A, sterile sites, including                      Streptococcal Toxic Shock Syndrome (STSS)                  Treponema pallidum (Syphilis) (6)                  Trichinella spiralis (Trichinellosis)                  Varicella-zoster virus (Chickenpox) (6)                  Vibrio cholera (Cholera) (4)                  Vibrio species (Vibriosis: non-cholera species) (5)                  Yellow fever virus                  Yersinia enterocolitica (Yersiniosis) (5)  <b>Yersinia pestis (Plague)</b> (6)</p>
--	--

LEGEND

(1) Reporting within 3 days is required.  
 (2) Report HIV labs electronically/by arrangement & case reports by MDHHS Form 1305. Report HIV genome sequence data only as Singer sequences, or as consensus sequences for next generation sequencing.  
 (3) Sexually transmitted infection for which expedited partner therapy is authorized. See www.michigan.gov/hivstz for details.  
 (4) A laboratory shall immediately submit **suspect or confirmed** isolates, subcultures, or specimens from the patient being tested to the MDHHS Lansing laboratory.  
 (5) 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.  
**Enteric only:** Submit specimens, if available.  
 (6) Report pregnancy status, if available.  
**Blue Bold Text:** Category A Bioterrorism or Select Agent must be notified immediately to the MDHHS Laboratory (517-335-4083)

This reporting is expressly allowed under NIPAA and required by Michigan Public Act 368 of 2022, 333-2122  
 MDHHS maintains, reviews, and revises this list at least annually, for the most recent version please refer to: www.michigan.gov/cdinfo  
 Michigan Department of Health and Human Services • Bureau of Laboratories • Bureau of Infectious Disease Prevention REV. 7/2022

## In the Event of an Actual or Potential Outbreak Situation

The Van Buren/Vass District Health Department collects communicable disease reports from health care providers, schools, and childcare centers. The VBCDHD reviews the reports to identify disease trends, illnesses and outbreaks in the county.

In the event of an actual or potential outbreak of a serious communicable disease, your district may be contacted to provide information to assist us in the investigation of the disease, and ultimately in the protection of the school community. Your assistance during the beginning critical phases of an investigation is important to its success.

\*The Michigan Public Health Code (MCL 333.5111) and administrative rules give local and state health departments the authority and responsibility to investigate cases of disease and suspected transmission. Any information provided by the school is covered under the Michigan Public Health Code in accordance with state law and will not violate FERPA standards. It is extremely important schools maintain confidentiality regarding information shared during a communicable disease investigation.

The Privacy Rule in the Health Insurance Portability and Accountability Act of 1996 (HIPPA) allows for the disclosure of protected health information, without individual client/patient authorization, to public health authorities, who are legally authorized to receive such reports for the purpose of preventing or controlling disease.

An investigator who presents official identification of a local health department or the Michigan Department of Community Health shall be provided with medical and epidemiological information pertaining to any of the following persons on request:

- Individuals who have any condition required to be reported or other condition of public health significance
- Individuals, whether ill or well, who are part of a group in which an unusual occurrence, outbreak, or epidemic has occurred
- Individuals who are not known to have a condition, but whose medical or epidemiological information is needed for investigation into the cause of a condition of public health importance
- Individuals potentially exposed to a designated condition

Information which may be requested includes, but is not limited to the following:

- Absence history related to current illness
- Name, date of birth, address and telephone number of the ill person
- Name of child's parent/guardian
- Name of health care provider, if known
- Current immunization information, if available
- List of classmates, teachers, or others who may have been exposed to the disease, with telephone numbers
- Bus route, with telephone numbers
- List of extra-curricular activities student/staff/faculty is active in, with potential need for list of students and staff participants and telephone numbers.

## Instructions for Reporting

- During the week, **keep track of incoming reports** as they are phoned in to your building.
- Submit communicable disease reports to the VBCDHD **every Friday (even if there are no diseases to report)**.
- If a case of **ANY** of the listed “**List of Reportable Diseases**” is reported to your school, or if the school is closed due to illness, **call the health department IMMEDIATELY** at 269-621-3143 in Van Buren Co. or 269-782-0064 in Cass Co., and speak to a communicable disease nurse.
  - If a communicable disease nurse is not available when you call, leave a message with the name of the school, name of student, the type of illness you are reporting, and contact information for the student and their doctor if available.

## **Report Online** - Web address: [www.vbcassdhd.org](http://www.vbcassdhd.org)

On the home page, from the “**Helpful Links**” section, on the right side of the page, choose:

### **School Disease Reporting**

Choose report: **Cass County Weekly Communicable Disease Report**  
or **Van Buren County Weekly Communicable Disease Report**

Enter password: \_\_\_\_\_

- Indicate week ending date\* Always a Friday even if school ends on a different day that week
- Choose School District & School/Pre-School/Daycare
- Submitted by (name of person submitting report)
- E-mail address & Telephone Number

**Serious Communicable Disease** \*Call the Health Department if **ANY** of the listed “**List of Reportable Diseases**” is reported to your school, or if the school is closed due to illness.

- If ANY suspected or confirmed serious Communicable Disease to report: check the appropriate box and CALL THE HEALTH DEPARTMENT with the requested information.
- If No serious Communicable Disease to report: check the box

### **Enter Aggregate #'s of Suspected Flu**

- Do not count the same child more than once
- Enter 0 if no cases occurred in the previous week

### **Aggregate Numbers Other**

- If No Other Disease to report: check the box
- Complete each field
  - Enter 0 if no cases occurred in the previous week

**Did School close this week due to excessive absences?** Indicate yes or no

**Submit** your response. You will receive an e-mail confirmation with your submission.

Managing Communicable Diseases  
in Schools



Prepared by  
Michigan Department of Education  
and  
Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization



Version 5.1 (March 2022)

Go to MDHHS Document: [Managing Communicable Diseases in Schools](#) for Guidelines for Readmission to Schools for Common Childhood Illnesses.

Click on the link above or copy and paste the following link in your web browser.

[http://www.michigan.gov/documents/mdch/Managing\\_CD\\_in\\_Schools\\_FINAL\\_469824\\_7.PDF](http://www.michigan.gov/documents/mdch/Managing_CD_in_Schools_FINAL_469824_7.PDF)

**MANAGING COMMUNICABLE  
DISEASES**



**IN CHILD CARE SETTINGS**

Prepared jointly by:  
Child Care Licensing Division  
Michigan Department of Licensing and Regulatory Affairs  
and  
Divisions of Communicable Disease & Immunization  
Michigan Department of Health and Human Services

Go to MDHHS/LARA Document: [Managing Communicable Diseases in Child Care Settings](#) for Guidelines for Readmission to Childcare for Common Childhood Illnesses.

Click on the link above or copy and paste the following link in your web browser.

[http://www.michigan.gov/documents/lara/lara\\_BCAL-PUB-0111\\_0715\\_494233\\_7.pdf](http://www.michigan.gov/documents/lara/lara_BCAL-PUB-0111_0715_494233_7.pdf).

As a general guideline, children with fever (temp. 100.4 F or greater), vomiting, severe diarrhea, or those too sick to have meaningful school interaction should be excluded.

Medical Director: Larry Wile Jr., MD  
Van Buren/Cass District Health Department

260 South Street -Lawrence, MI 49064  
Ph. 269-621-3143  
Fax 269-621-2725

302 S. Front St. -Dowagiac, MI 49047  
Ph. 269-782-0064  
Fax 269-782-0121

[www.vbcassdhd.org](http://www.vbcassdhd.org)

### **Contact Numbers for Information & Assistance**

Van Buren County Health Department 269-621-3143 (press "0" ask for a communicable disease nurse)  
Cass County Health Department 269-782-0064 (press "0" ask for a communicable disease nurse)

- To immediately report a serious illness
- For information on disease management in schools
- For reporting guidelines
- For questions about disease surveillance and disease rates
- For questions about school reporting rates

### **Fax Numbers**

Van Buren County Health Department 269-621-2725  
Cass County Health Department 269-782-0121



VBCDHD

## **Additional Resources**

[www.vbcassdhd.org](http://www.vbcassdhd.org)

For Immunization information visit: [www.mcir.org](http://www.mcir.org)

- **MCIR: Reporting Immunization Status to the Health Department:** <https://mcir.org/school-childcare/reporting-immunization-program-status-to-the-health-department/>

For specific communicable disease information visit:

### **MDHHS: Communicable Diseases A-Z**

- Link: [http://www.michigan.gov/mdch/0,1607,7-132-2945\\_5104\\_53072\\_53073---,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2945_5104_53072_53073---,00.html)

### **MDHHS: Head Lice Manual**

- Link: [http://www.michigan.gov/documents/Final\\_Michigan\\_Head\\_Lice\\_Manual\\_106828\\_7.pdf](http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf)

### **MDHHS: Influenza information for Schools and Childcare Settings**

- Link: [http://www.michigan.gov/mdch/0,1607,7-132-2940\\_2955\\_22779\\_40563\\_48357-199676--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_22779_40563_48357-199676--,00.html)

### **MDHHS: MRSA What You Should Know Brochure**

- Link: [https://www.michigan.gov/documents/mdhhs/MRSA\\_Brochure\\_New\\_FINAL\\_615840\\_7.PDF](https://www.michigan.gov/documents/mdhhs/MRSA_Brochure_New_FINAL_615840_7.PDF)

### **MDHHS: Scabies Prevention and Control Manual**

- Link: [http://www.michigan.gov/documents/scabies\\_manual\\_130866\\_7.pdf](http://www.michigan.gov/documents/scabies_manual_130866_7.pdf)

### **MDHHS: Bedbugs: What Schools Need to Know**

- Link: [http://www.michigan.gov/documents/emergingdiseases/Bed\\_bugs\\_schools\\_293498\\_7.pdf](http://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf)

### **Monkeypox:**

- **Michigan.gov** Link [www.michigan.gov/monkeypox](http://www.michigan.gov/monkeypox)

### **Coronavirus:**

- **Michigan.gov** Link [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

### **Michigan.gov Recommendations for Safer School Operations During COVID-19** updated 4/15/2022

- Link: <https://www.michigan.gov/coronavirus/-/media/Project/Websites/coronavirus/k12-Schools/COVID-19-Guidance-for-Operating-Schools-Safely---April-2022.pdf?rev=e548b8831c6d48dcb6a3f87aa7801829>

### **LARA Guidelines for Safe Child Operations During COVID-19** dated 3/11/2022.

- Link [https://www.michigan.gov/-/media/Project/Websites/lara/Folder23/Child\\_Care\\_Guidelines\\_COVID19.pdf?rev=9cf4ce7824b04160b19deaa2ed437543](https://www.michigan.gov/-/media/Project/Websites/lara/Folder23/Child_Care_Guidelines_COVID19.pdf?rev=9cf4ce7824b04160b19deaa2ed437543)

### **CDC Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning**

- Link: [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fchild-care-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fchild-care-guidance.html)

[www.cdc.gov](http://www.cdc.gov)