

School & Childcare Center Communicable Disease Reporting Handbook

How to Report Student Illnesses



Van Buren/Cass District
Health Department

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 2025

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

Voicemail 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 voicemail 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:
**2025 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/Folder2/Folder97/Folder1/Folder197/Reportable_Diseases_Michigan_by_Condition.pdf?rev=2675c95cf938417ebad8a6398b681a8a&hash=557E19C1446E33311EA417B48995BB54

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)

Press “0” and ask to speak with a communicable disease nurse.

2025

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)
Anaplasmosis (*Anaplasma phagocytophilum*)
Anthrax (*Bacillus anthracis* and other anthrax toxin-producing *Bacillus* species) (4)
Arboviral encephalitis, neuro- and non-neuroinvasive:
Chikungunya, Eastern Equine, Jamestown Canyon, La Crosse, Powassan,
St. Louis, West Nile, Western Equine, Zika (6)
Babesiosis (*Babesia microti*)
Blastomycosis (*Blastomyces dermatitidis*)
Botulism (*Clostridium botulinum*) (4)
Brucellosis (*Brucella abortus*, *melitensis*, *suis*, and *canis*) (4)
Campylobacteriosis (*Campylobacter* species)
Candidiasis (*Candida auris*) (4)
Carbapenemase-Producing Organisms (CPO) (4)
Chancroid (*Haemophilus ducreyi*)
Chickenpox / Varicella (Varicella-zoster virus) (6)
Chlamydial infections (all sites - genital, rectal, and pharyngeal, Trachoma,
Lymphogranuloma venereum (LGV)) (*Chlamydia trachomatis*) (3, 6)
Cholera (*Vibrio cholerae*) (4)
Coccidioidomycosis (*Coccidioides* species)
Coronaviruses, Novel (**SARS, MERS-CoV**) (5)
COVID-19, including SARS-CoV-2 variant identification
Craniofacial *Candida* (*Candida* species) (4, blood or CSF only)
Cryptosporidiosis (*Cryptosporidium* species)
Cyclosporiasis (*Cyclospora* species) (5)
Dengue Fever (Dengue virus)
Diphtheria (*Corynebacterium diphtheriae*) (5)
Ehrlichiosis (*Ehrlichia* species)
Encephalitis, viral or unspecified
Escherichia coli, O157:H7 and all other Shiga toxin positive serotypes (5)
Giardiasis (*Giardia* species)
Glanders (*Burkholderia mallei*) (4)
Gonorrhea (*Neisseria gonorrhoeae*) (3, 4 – isolates from sterile sites only, 6)
Guillain-Barre Syndrome (1)
Haemophilus influenzae, sterile sites (5, submit isolates for serotyping for
patients <15 years of age)
Hantavirus
Hemolytic Uremic Syndrome (HUS)
Hemorrhagic Fever Viruses (4)
Hepatitis A virus (IgM anti-HAV, HAV genotype)
Hepatitis B virus (HBsAg, HBeAg, IgM anti-HBc, total anti-HBc, 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)
Histoplasmosis (*Histoplasma capsulatum*)
HIV tests including: reactive immunoassays including all analytes (e.g., Ab/Ag,
TDI/TDI, WB, EIA, IA, Rapid), 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)
Influenza pediatric mortality (< 18 years of age), report individual cases (5)
Novel influenza viruses, report individual cases (5, 6)
Kawasaki Disease (1)
Legionellosis (*Legionella* species) (5)
Leprosy or Hansen's Disease (*Mycobacterium leprae*)
Leptospirosis (*Leptospira* species)
Listeriosis (*Listeria monocytogenes*) (5, 6)
Lyme Disease (*Borrelia burgdorferi*)

Malaria (*Plasmodium* species)
Measles (Measles/Rubella virus) (6)
Melioidosis (*Burkholderia pseudomallei*) (4)
Meningitis: bacterial, viral, fungal, parasitic and amebic
Meningococcal Disease, sterile sites (*Neisseria meningitidis*) (4)
Multisystem Inflammatory Syndrome in Children (MIS-C) and in Adults
(MIS-A)
Mumps (Mumps virus)
Orthopox viruses, including: Smallpox, Mpox (4)
Pertussis (*Bordetella pertussis*)
Plague (*Yersinia pestis*) (4)
Polio (Poliovirus)
Prion disease, including Creutzfeldt-Jakob Disease (CJD)
Psittacosis (*Chlamydia psittaci*)
Q Fever (*Coxiella burnetii*) (4)
Rabies (Rabies virus) (4)
Rabies: potential exposure and post exposure prophylaxis (PEP)
Respiratory syncytial virus (RSV) pediatric mortality (< 5 years of age)
Rubella (Rubella virus) (6)
Salmonellosis (*Salmonella* species) (5)
Shigellosis (*Shigella* species) (5)
Spotted Fever (*Rickettsia* species)
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)
Syphilis (*Treponema pallidum*) (for any reactive result, report all
associated syphilis tests, including negative results) (6)
Tetanus (*Clostridium tetani*)
Toxic Shock Syndrome (non-streptococcal) (1)
Trichinellosis/Trichinosis (*Trichinella spiralis*)
Tuberculosis (*Mycobacterium tuberculosis* complex);
report preliminary and final rapid test and culture results (4)
Tularemia (*Francisella tularensis*) (4)
Typhoid Fever (*Salmonella* serotype Typhi) and Paratyphoid Fever
(*Salmonella* serotypes Paratyphi A, Paratyphi B (tartrate negative),
and Paratyphi C) (5)
Vibriosis (*Vibrio* species other than cholerae) (5)
Yellow Fever (Yellow Fever virus)
Yersiniosis (*Yersinia non-pestis* species) (5)

LEGEND

(1) Reporting within 3 days is required.
(2) 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.
(3) Sexually transmitted infection for which expedited partner
therapy is authorized. See www.michigan.gov/hivst for details.
(4) A laboratory shall immediately submit suspect or confirmed
isolates, subcultures, or specimens from the patient being tested
to the MDHHS Laboratory.
(5) Specimen and/or 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 Laboratory. Respiratory: Submit specimens, if available.
(6) Report pregnancy status.
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 1976, 333.5111.
MDHHS maintains, reviews, and revises this list at least annually, for the most recent version please refer to: www.michigan.gov/condis REV. 12/2024
Michigan Department of Health and Human Services • Bureau of Laboratories • Bureau of Infectious Disease Prevention • Bureau of HIV & STI Programs

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., Press “0” and ask to 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 at www.vbcassdhd.org On the home page, choose: **Health Data**, dropdown to **School & Childcare Reporting** scroll to **Reporting Made Easy**



Choose your 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

Enter Aggregate #'s of COVID-19 Do not count the same individual more than once

- Complete each field, 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

MICHIGAN
Department of
Education

MDHHS
Michigan Department of Health & Human Services

Version 8.0 (September 2024)

Go to MDHHS Document: [Managing Communicable Diseases in Schools](https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder2/Folder88/Folder1/Folder188/Managing_CD_in_Schools_FINAL.pdf?rev=6152be2af6ea4dfbb4ebfe9110900b8d) 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.

https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder2/Folder88/Folder1/Folder188/Managing_CD_in_Schools_FINAL.pdf?rev=6152be2af6ea4dfbb4ebfe9110900b8d

**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](https://www.michigan.gov/mileap/-/media/Project/Websites/mileap/Documents/Early-Childhood-Education/CCLB/lara_BCAL-PUB-0111_0715.pdf?rev=ece5a41d8c344cc09257505ed290ca4f&hash=94533830BE4C644D34B7A813CA65D340) 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:

https://www.michigan.gov/mileap/-/media/Project/Websites/mileap/Documents/Early-Childhood-Education/CCLB/lara_BCAL-PUB-0111_0715.pdf?rev=ece5a41d8c344cc09257505ed290ca4f&hash=94533830BE4C644D34B7A813CA65D340

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

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

For Immunization information visit: www.mcir.org

MCIR: Reporting 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: <https://www.michigan.gov/mdhhs/keep-mi-healthy/communicablediseases/recentupdates/diseaselisting>

MDHHS: Head Lice Manual: https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Folder2/Folder41/Folder1/Folder141/MI_HL_Manual_Final_2013.pdf?rev=0d98bd1c91e149d2b727edb96b95cf84&hash=312BC846BFB2985CC713526A85BC853C

MCIR.org MDHHS: Influenza information

- Schools: https://mcir.org/wp-content/uploads/2019/08/2023Flu_Guide_School_final_SDR.pdf
- Child Care: https://mcir.org/wp-content/uploads/3-2022Flu_Guide_Child-Care.pdf

MDHHS: MRSA What You Should Know Brochure: https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Folder3/Folder36/Folder2/Folder136/Folder1/Folder236/MRSA_Brochure_New_FINAL.PDF?rev=9a49f570a8e14121b66ee0b2c7d62978&hash=92C7E2A4A60EFD41E3F5EA24DD36E0AC

MDHHS: Scabies Prevention and Control Manual: https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Doing-Business-with-MDHHS/Forms-and-Applications/scabies_manual_130866_7.pdf?rev=3b85c14d09c942c1b5fc408cf0168330&hash=C4657E3ED68B4FB5924B0C94471ED89D

MDHHS: Bedbugs: What Schools Need to Know
http://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf

Mpox (Monkeypox): www.michigan.gov/mpox

Coronavirus (COVID-19): www.michigan.gov/coronavirus

CDC: Respiratory Virus Guidance: [Respiratory Virus Guidance | Respiratory Illnesses | CDC](https://www.cdc.gov/respiratory-virus-guidance/)

www.cdc.gov