

Child Care Center Communicable Disease Toolkit



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An electronic version of this childcare toolkit can be found online at <https://putnamhealth.com/health/communicable-disease/cdchildcaretoolkit>

INTRODUCTION

The partnership between daycare centers and Putnam County Health Department (PCHD) is a critical piece to the health and well-being of children in Putnam County.

This toolkit was prepared to provide guidance for the prevention and control of communicable diseases, in facilities such as daycares and early childhood centers. The information contained in this toolkit emphasizes early recognition of communicable diseases, quick reporting to the local health department, and collaboration between your facility and PCHD.

You may be wondering what a communicable disease is. A communicable disease is a disease that can be spread from one person to another. Germs cause communicable diseases. Most germs are very small and can be seen only with a microscope. “Germ” is a commonly used word that refers to more specific germs such as bacteria, virus, fungus, or parasite.

Infants and toddlers are highly susceptible to communicable diseases. They have not yet been exposed to many of the most common germs. Therefore, they have not yet built-up resistance or immunity to them. Also, young children have many behaviors that promote the spread of germs, such as putting their fingers and toys in their mouths. When this occurs, germs enter and leave the body and can then infect the child or be passed on to other children.

Different measures to prevent the spread of communicable diseases may be required depending on the way that disease is spread. Once a disease has spread throughout a facility, additional measures can be taken to further limit the spread of disease.

In the following pages you will find guidance on both the local health department role and your role in the event of a communicable disease outbreak, an outbreak checklist, frequently asked questions, and various other worksheets to make sure your facility is prepared in the event of an outbreak.

Daycare centers are encouraged to document symptoms and illnesses reported by parents/guardians when they are reporting a child absent. This allows the daycare center to quickly identify trends and whether absences are due to the same common illness.

Timely and accurate disease reporting is essential to the health of Putnam County and to local disease surveillance and prevention efforts, therefore it is **extremely** important that all daycares in Putnam County comply with reporting requirements as outlined in the [Ohio Administrative Code \(OAC\) 5101:2-12-16](#) and [3701:3](#). The following recommendations should be implemented:

- Designate **one person at each facility** to collect accurate illness data daily.
- Train an **alternate person** to collect and report illness data in case the primary person is absent.
- Educate parents and staff on the importance of accurate reporting of illnesses and symptoms to the daycare by communication methods such as a newsletter, website, or social media.
- Have a detailed school message/voicemail requesting specific information about a child’s absence.
- To receive accurate and consistent information from each daycare PCHD suggests including the following directions when collecting information from parents about a child’s illness.
 - **Describe the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.) and when symptoms started.**
 - **Report the type of illness if known and who made the diagnosis (doctor, parent, etc.)**

- **Leave a phone number where the parent/guardian can be reached or home address if phone number is unknown.**

If a case of any illness in [Appendix C](#) is reported, call PCHD as soon as possible at 419-599-5545 and ask to speak to a communicable disease nurse. For all Class A reportable diseases notify PCHD staff immediately. If outside of our regular business hours, call the Putnam County Sheriff's office at 419-523-3208.

Rules [5101:2-12-10](#), [5101:2-13-10](#), [5101:2-14-03](#) of the Ohio Administrative Code (OAC) set forth requirements for Ohio Department of Job and Family Services (ODJFS) licensed childcare centers, family child programs, certified in-home aids and approved childcare day camps to complete training in the Management of Communicable Diseases. *This toolkit is not intended to, nor does it fulfill these training requirements. It is to be used as a guide for communicable disease management and communication with PCHD.*

ODJFS and Ohio Department of Health (ODH) have updated the prescribed curriculum for the Management of Communicable Disease training that meets rule requirements for all ODJFS regulated program types.

ODJFS has recorded the updated training and it is available in the [Ohio Professional Registry \(OPR\)](#). It is titled "ODJFS Management of Communicable Disease – Free Training Recorded by ODJFS" and can be completed by staff to meet rule requirements.

This toolkit was created by the Henry County Health Department and distributed to local health departments in Northwest Ohio to be modified for use in their jurisdictions.

Daycare Center and Public Health Communicable Disease Management Roles and Responsibilities

	Daycare	PCHD
Prevention	<ul style="list-style-type: none"> ➤ Review and update immunization records for every child that attends daycare on an annual basis ➤ Review and update immunization records for staff and volunteers on an annual basis (highly encouraged) ➤ Create and maintain an updated line list of unvaccinated/under-vaccinated children and staff ➤ Review and maintain a list of children and staff with vaccine exemptions ➤ Submit any questions or concerns about vaccine exemptions to PCHD 	<ul style="list-style-type: none"> ➤ Provide tools and resources for daycare centers to monitor and review unvaccinated/under-vaccinated children ➤ Provide overview and FAQ regarding vaccine exemptions ➤ Respond to all concerns and questions regarding immunization record maintenance and exemptions ➤ Educate on benefits of vaccination and risks of not being vaccinated ➤ Provide a review of all daycare children's immunization records (Fee required)
Reporting	<ul style="list-style-type: none"> ➤ Per Ohio law¹, report suspected cases of all reportable illnesses to PCHD as soon as notification is received. (Appendix C) ➤ Do not wait for physician or lab confirmation to report ➤ If more than one case is suspected, utilize Appendix A to track all contacts with the suspected cases ➤ Upon request from PCHD, fax or email the following information: <ul style="list-style-type: none"> ○ Positive child or staff demographics: Full name, date of birth, parent/guardian phone number and address ○ Line list of exposed individuals including both children and staff (Appendix A) 	<ul style="list-style-type: none"> ➤ Provide reporting requirements ➤ Provide tools for disease reporting ➤ Available 24/7 to receive reports of suspect cases by phone ➤ Review and assess case report information ➤ Contact daycare center for children name(s) ➤ Provide Appendix C

Daycare Center and Public Health Communicable Disease Management Roles and Responsibilities

	Daycare	PCHD
Investigation	<ul style="list-style-type: none"> ➤ Refer all symptomatic individuals to their physician ➤ Monitor children and close contacts for disease symptoms ➤ Assist PCHD with identifying linkages between cases ➤ Encourage parents and staff to work with health department staff if they receive a phone call from PCHD 	<ul style="list-style-type: none"> ➤ Confirm case diagnosis ➤ Identify high risk contacts and conduct contact tracing ➤ Conduct daycare site visit if necessary ➤ Interview parents and contacts as necessary ➤ Request name of health care providers as necessary from parents ➤ Provide necessary information and recommendations including vaccination and prophylaxis to parents ➤ Provide ongoing disease specific guidance to daycares
Notification and Management of Cases and Contacts	<ul style="list-style-type: none"> ➤ Have all children and staff with the disease excluded from daycare for duration recommended by Centers for Disease Control and Prevention (CDC hereafter) ➤ Notify parents that the infected child needs to remain out of daycare and should not attend extracurricular activities to limit the spread of disease and protect other children ➤ Use template letters from PCHD to notify and inform parents of potential disease exposure and guidance on expectations moving forward ➤ Implement disease protection measures recommended by PCHD 	<ul style="list-style-type: none"> ➤ Provide ongoing guidance and support to implement disease protection measures ➤ Provide case specific notification template letters to daycare ➤ Maintain ongoing communication with daycare ➤ Provide public health alerts, advisories and updates to the community, physicians and media as needed
End of the Outbreak	<ul style="list-style-type: none"> ➤ Notify parents when the outbreak has concluded 	<ul style="list-style-type: none"> ➤ Notify daycare of end of case investigation ➤ Provide notification template information for daycare and parents when outbreak has concluded

Daycare Center Outbreak Checklist

✓	Tasks	Reference
	Detect the potential presence of diseases using Appendix B to track illnesses. <ul style="list-style-type: none"> If you see two or more cases of similar illness with a common exposure, please call us. This pertains to any illness whether it is reportable or not.(ex: Multiple students with Scabies, RSV, etc.) 	<ul style="list-style-type: none"> Appendix C: List of Reportable Diseases Appendix D: Outbreak Detection
	Notify <ul style="list-style-type: none"> Notify PCHD of suspected cases when they are reported to you Upon notification PCHD will determine if an outbreak is present 	
	Track <ul style="list-style-type: none"> Using Appendix A, start a line list including information on all disease cases as well as children and staff members who were in contact with any of these cases <u>no matter the length of their contact</u> <ul style="list-style-type: none"> Be sure to include all potential contacts even if you aren't 100% certain if they have been around the infected person or not 	<ul style="list-style-type: none"> Appendix A: Outbreak Line List Appendix B: Absences Reported during Outbreak
	Educate <ul style="list-style-type: none"> Distribute outbreak notification letter to parents/guardians of children that were exposed Distribute educational materials to all staff and parents to ensure all are aware of the outbreak, what symptoms to look for and how to keep the disease from spreading 	<ul style="list-style-type: none"> Ohio Daycare Reportable Disease FAQs (page 8)
	Control Measures <ul style="list-style-type: none"> Implement disease specific control measures as recommended by PCHD Have bathrooms and frequently touched surfaces disinfected daily. Enforce strict hand washing (supervised hand washing for younger kids) and ensure everyone in the building has access to alcohol-based hand sanitizer and sinks with soap Verify vaccination status of all children and staff in the facility <ul style="list-style-type: none"> This will guide who will need to be excluded from the facility as those who are unvaccinated are at higher risk of infection 	<ul style="list-style-type: none"> ODJFS Cleaning Schedule, Disinfection and Sanitization Posters, US EPA Registered Sanitizer and Disinfectant Search Handwashing Posters Appendix E: Vaccine Worksheets
	Ending an Outbreak <ul style="list-style-type: none"> Work with PCHD regarding any new cases and their corresponding investigations PCHD will determine the end of the outbreak based on guidance from the ODH and CDC 	
	Next Steps <ul style="list-style-type: none"> Outbreaks are an excellent time to promote vaccination, educate children on germs, handwashing, cough etiquette, etc. 	<ul style="list-style-type: none"> Appendix E: Vaccine Worksheets Handwash and Cough Etiquette Posters

Ohio Daycare Reportable Disease FAQs

- **Are daycares legally mandated to report to the local health department?**
 - Yes. It is the duty of anyone in charge of any daycare facility in the state of Ohio to notify the local health department of the presence or suspected presence of any of the reportable diseases as listed in [Appendix C](#)¹. It is also a requirement for facility licensing through the Ohio Department of Job and Family Services (ODJFS)² that if a disease is required to be reported to PCHD, the daycare center is to report the disease to ODJFS by the end of the next business day.

- **Am I breaching a child's confidentiality by sharing their personal information with the local health department?**
 - No. In the case of reporting a person suspected to have a reportable illness, Ohio Administrative Code¹ allows the release of personal information to the local public health authority (PCHD) for any person with a suspect reportable disease. In the case of an outbreak or a highly infectious disease, the Family Educational Rights and Privacy Act (FERPA) contains limited exceptions to its prior consent rule to disclose identifiable information from the education record. One of these exceptions allows disclosure of personally identifiable information to appropriate officials in connection with a health or safety emergency. All PCHD staff are continuously trained in HIPAA compliance and all activities in this document are HIPAA compliant.

- **Can children/staff remain out of daycare if they are exposed to a reportable disease?**
 - Yes. PCHD will make the determination whether children and staff who are unvaccinated **and** were exposed a vaccine preventable disease (VPD) should not attend daycare. PCHD will determine when it is safe and provide the date for unvaccinated and exposed children and staff to return to school³.

- **What is the purpose of keeping unvaccinated and exposed persons out of daycare?**
 - The purpose of keeping unvaccinated and exposed children and staff out of daycare is to protect the children, daycare community, and general community from the disease, which may be spread at the daycare before the exposed individual develops symptoms of infection. Children and staff who are exposed to a VPD and are unvaccinated and not immune to the VPD can lead to the ongoing spread of disease in addition to acquiring serious illness themselves.

- **What can staff do to prevent VPDs in their daycare?**
 - Daycares are legally responsible for managing records of immunizations on a routine basis which must be resubmitted to the facility every 13 months⁴. It is recommended that day care facilities maintain these records to identify children and staff in the facility who may be at risk for disease in the event of an outbreak. The facility can also educate staff on good handwashing practices, proper disinfection of the facility, cough etiquette, etc. PCHD staff are available to provide staff training as well as education for children on any of the principles mentioned. If interested, please call us at (419) 599-5545 to schedule.

- **Will children be forced to get vaccinated in the event of an outbreak?**
 - No. To protect all children and staff and to prevent the spread of disease, it may be recommended by PCHD that a child be excluded from attendance if there is an outbreak at their daycare for a specific disease that they are not vaccinated against. In the state of Ohio, the following vaccine exemptions are acceptable⁵:
 - It is not medically contraindicated.
 - The child’s parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.
 - It is not medically appropriate for the child’s age.

- **Does a daycare have the authority to exclude unvaccinated children during an outbreak, even if they have an exemption on file?**
 - Yes, in certain disease outbreaks, it may be necessary that the children who are most at risk of acquiring the disease and developing more severe outcomes be excluded from attendance. These children can be those who are immunocompromised, infants, and those who are unvaccinated/under-vaccinated. The exclusion of these students is to control the transmission of the disease as well as protecting the children who are most at risk of severe outcomes due to the disease.

- **What if a parent tells me something different than the HD? Or they change their story?**
 - If a parent has shared inconsistent information with the daycare facility, it is the responsibility of the health department to verify the accuracy of information through medical records and interviews. The health department will share all pertinent information with the facility to make sure proper exclusions and isolation takes place before the child can return to the facility. The health department will not share any private health information unrelated to the disease in question to remain compliant with HIPAA.

- **Am I required to notify all parents of children who were exposed each time a new case occurs?**
 - It is an essential step in the process of a communicable disease outbreak that parents are notified “when their child has been exposed to a communicable disease listed on the [ODJFS Communicable Disease Chart]” no later than the end of the next business day⁶. It is important to note that as an outbreak progresses, more children may become exposed, and more notification letters will need to be sent out. These letters serve multiple purposes as they are notifying the parents of their child’s exposure to the disease, informing them on signs and symptoms of the disease, as well as recommending getting their child vaccinated if it is indicated.

- **At what point do I need to notify all parents of children who attend daycare, even if they were not exposed to one of the cases in the facility?**
 - It is not required that parents of children who haven’t been exposed to one of the cases in the facility to be notified. However, it is important that these parents monitor their children for signs and symptoms of the disease to exclude their child from attendance if it becomes necessary. In the event of an outbreak that has not been isolated or contained it may become required that all the parents of children in the facility be notified as it is unknown who all in the facility have been exposed.

Vaccine Worksheet Directions

- Provided in the handouts packet of this toolkit are blank copies of vaccine worksheets for daycare facilities to use as a tool for monitoring vaccination status of each child. There are 7 worksheets, one for each age that children routinely receive vaccines.
- Using the “Required Immunizations for Child Care: Vaccine Doses Guide” (page 12), document the vaccination status of each child attending daycare on the corresponding vaccine worksheet.
- Each child attending daycare should be documented on a worksheet and indicate their vaccination status by vaccine. Two examples have been provided for you to reference to ([Appendix E](#)).
- If a child has received all the required vaccine doses for their age group, place a checkmark in the column (example: Children Ages 2-3 months should have two doses of Hepatitis B so if a child received two doses, there should be two checkmarks in that column. However, if they only received one dose, place only one checkmark in that column).
- If a child has an exemption on file, document “ME” (for medical exemption) or “NME” (non-medical exemption) in the column.
- If a child does not have an exemption on file *and* does not have proof of receiving a vaccine, document the number “0” (zero) in the column.
- A child who is exempt must have a statement on file in accordance with Ohio Rev. Code § 5104.014. This exemption is to be resubmitted to the facility every 13 months in accordance with this section of the Ohio Revised Code.

References

Ohio Code Citations:

1. [OAC 3701-3-03 \(C\)](#): Any individual having knowledge of a person suffering from a disease suspected of being communicable is authorized to report to public health authorities all known facts relating to the case or incident.
2. [OAC §5101:2-12-16\(D\)\(2\)\(b\)](#): If the communicable disease is required to be reported to the local health department, the center is to report the communicable disease to ODJFS in accordance with paragraph (G) of this rule by the end of the next business day.
3. [OAC §3701-3-13](#): A person infected with one of the following specified diseases or conditions shall be isolated as set forth in this rule: *(The rest of this section contains disease specific isolation requirements)*
4. [ORC §5104.014 \(B\)](#) Except as provided in division (C) of this section, not later than thirty days after enrollment in a child day-care center, type A family day-care home, or licensed type B family day-care home and every thirteen months thereafter while enrolled in the center or home and not later than thirty days after beginning to receive child care from a certified in-home aide and every thirteen months thereafter while continuing to receive child care from the aide, each child's caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases: Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella, Tetanus.
5. [ORC §5104.014 \(C\)](#): A child is not required to be immunized against a disease specified in division (B) of this section if any of the following is the case:
 - a. Immunization against the disease is medically contraindicated for the child
 - b. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions
 - c. Immunization against the disease is not medically appropriate for the child's age.
6. [OAC §5101:2-12-16 \(D\)\(3\)](#): No later than the end of the next business day, the center shall notify parents when their child has been exposed to a communicable disease listed on the JFS 08087.
7. County of Los Angeles Public Health Pertussis (Whooping Cough) Toolkit for Daycares/Preschools and Schools
8. Oregon Health Authority Influenza (Flu) Outbreak Detection and Management: Guidelines for Schools and Day Care Centers
9. Georgia Department of Public Health Infectious Disease Outbreak Newsletter Volume 04

Required Immunizations for Child Care: Vaccine Doses Guide

- Use this chart and the vaccine worksheets to help determine immunization status for each child.
- The number of check marks under each vaccine indicates the total number of doses needed to be considered "up to date".
- This table only includes the vaccines and doses required to enroll in child care; it does not include the complete childhood immunization schedule. The complete immunization schedule is updated annually and can be found on the Centers for Disease Control and Prevention website.

Required Doses by age

	Hepatitis B	DTaP	Hib	Pneumococcal (PCV)	Polio (IPV)	Rotavirus	MMR	Varicella	Hepatitis A
2 months	✓								
2-3 months	✓✓	✓	✓	✓	✓	✓			
4-5 months	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓			
6-11 months	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓			
12-14 months	✓✓✓	✓✓✓	✓✓✓✓	✓✓✓✓	✓✓✓	✓✓✓	✓	✓	✓
15-17 months	✓✓✓	✓✓✓✓	✓✓✓✓	✓✓✓✓	✓✓✓	✓✓✓	✓	✓	✓
18 months To Day 1 of K	✓✓✓	✓✓✓✓	✓✓✓✓	✓✓✓✓	✓✓✓	✓✓✓	✓	✓	✓✓

Resources for Daycare Center and Parents

[ODJFS Communicable Disease Rules](#)

[ODJFS Communicable Disease Fact Sheets for Child Care Providers](#)

[Ohio Department of Health Infectious Disease Control Manual](#)

[Henry County Health Department Website](#)

[CDC Immunization Schedule](#)

[US EPA Registered Sanitizer and Disinfectant Search](#)

Links available in Spanish:

[Calendario de vacunación de niños 0-6 | CDC](#)

[Calendario de vacunación de niños 7+ | CDC](#)

[How to Read a Cleaning Label - Spanish \(cdc.gov\)](#)

[Find TB Resources - TB Education & Training - Intermediate Search \(cdc.gov\)](#)