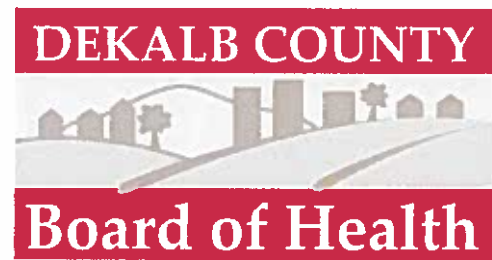


DeKalb County Board of Health
&
Waldorf School of Atlanta

Infectious Disease Response Protocol
(Final March 2016)



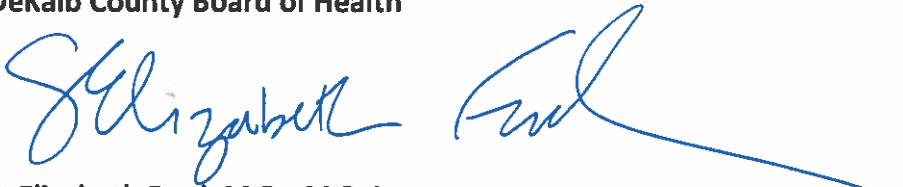
**DEKALB COUNTY BOARD OF HEALTH
WALDORF SCHOOL OF ATLANTA**

This protocol for managing infectious diseases within the Waldorf School of Atlanta has been written as a collaborative effort of the DeKalb County Board of Health and the Waldorf School of Atlanta. The procedures and guidelines have been developed specifically for The Leadership Team and delegated faculty members to assist in controlling infectious diseases and illness clusters in the Waldorf School of Atlanta. The Waldorf School of Atlanta and the DeKalb County Board of Health endeavors to create a safe environment for students, faculty, family and visitors. This protocol is an outgrowth of that core value. However, this protocol neither creates a legal contract nor heightens either entities legal duties.

The staff member who provides service utilizing this protocol has had training in the use of this protocol and is deemed competent to function within this protocol.

Signed this 27th Day of April, 2016

DeKalb County Board of Health



**S. Elizabeth Ford, M.D., M.B.A.
District Health Director
DeKalb County Board of Health**

Waldorf School of Atlanta

May 25, 2016


**Sara Walsh
Administrator
Waldorf School of Atlanta**

**DEKALB COUNTY BOARD OF HEALTH
WALDORF SCHOOL OF ATLANTA**

Infectious Disease Investigation and Response Protocol

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1) Waldorf School of Atlanta Responsibilities

a) Notification of DCBOH regarding suspected cases of notifiable disease or clusters of illness

i) School Responsibilities

- (1) School health personnel or Class Teacher or other designee completes The "Report of Communicable Disease(s)" form to report individual cases of disease or clusters of illness.
- (2) Refer to the booklet "*Common Communicable Diseases of Children*" for guidance on specific infectious diseases.
- (3) Notify the School Administrator of the situation and deliver the form within 24 hours.

ii) School Administrator responsibilities

- (1) Review the communicable disease report form; check for incomplete or missing information.
- (2) Refer to the booklet "*Common Communicable Diseases of Children*" for guidance on specific infectious diseases.
- (3) Ensure school is following booklet recommendations to eliminate further exposure.
- (4) Fax completed appropriate communicable disease form to DCBOH Office of Epidemiology & Statistics (OES) at (404) 508-7813.
- (5) Contact DCBOH OES by telephone at (404) 508-7851 or (404) 294-3854 for questions or if additional items need to be discussed.
- (6) Assist DCBOH OES in identifying possible staff or student exposure (after disease verification).
- (7) Act as a liaison between DCBOH OES and the Waldorf School.
- (8) Assist with educating school faculty and staff regarding the disease or illness cluster.

b) Coordination of outbreak investigation activities with DCBOH

i) School Responsibilities

- (1) Assist DCBOH OES in collection of outbreak data. Information needed by OES will vary by disease or situation. Examples of pertinent data include: lists of all ill students and staff, dates of symptom onset, any recorded symptoms, attendance records, class schedules, seating charts, parent/guardian contact information, and vaccination records.
- (2) Following approval from School Administrator or other pertinent Leadership Team member, allow school grounds to be made accessible to DCBOH staff for the purposes of conducting environmental assessment, if necessary.

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- ii) School Administrator
 - (1) Assist DCBOH OES in identifying possible staff or student exposure.
 - (2) Coordinate and communicate response activities.

- c) **Adherence to infection control measures, especially in outbreak settings**
 - i) School Responsibilities
 - (1) Separate from the general population any student who presents with suspected or confirmed fever or diarrhea, until such time that the child can be taken home.
 - (2) Exclude from school those students diagnosed with certain infectious diseases* for the proper period of time (during period of communicability). If exclusion from school is necessary, the child should be cleared by appropriate medical personnel or by public health before he or she may be allowed to return to school. Any staff member diagnosed with an infectious disease will be addressed on a case-by-case basis in collaboration with DCBOH OES, depending upon the severity of illness and infectiousness of the disease.

* For guidance on disease prevention measures and/or recommended school attendance restrictions, refer to the (1) DeKalb County Board of Health "*Common Communicable Diseases of Children*" booklet, or (2) "*Common Childhood Illnesses*" poster, published by Children's Healthcare of Atlanta.

 - ii) School Administrator Responsibilities
 - (1) Refer to booklet "*Common Communicable Diseases of Children*" for guidance on disease prevention measures and/or recommended school attendance restrictions

- d) **Coordination of letters to be sent home to parents**
 - i) During an investigation, the decision to write and disseminate any communication such as letters, e-mail or recorded messages to students, staff and/or parents should be the result of a consensus among the Waldorf School and DCBOH.
 - ii) DCBOH OES will provide a letter template regarding infectious disease or illness in question.
 - iii) The letter will be printed on school letterhead and signed by the School Administrator or his or her designee.

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- iv) Once an infectious disease investigation has been initiated, the Waldorf School of Atlanta should make available to DCBOH all communications to parents and staff regarding the situation.
- v) If applicable, fact sheets pertaining to the disease or illness in question will be provided by DCBOH OES for dissemination along with each letter.
- vi) It is the responsibility of each agency to notify its respective Public Relations office of situation.
- vii) DCBOH should not be named on any correspondence if consensus is not reached between WSA and DCBOH regarding content, audience, and approved public health message.

e) Media/public inquiries

- i) The Waldorf School of Atlanta will refer all media inquiries to DCBOH for infectious disease investigations that affect students or staff of The Waldorf School of Atlanta.
- ii) The Waldorf School of Atlanta media representative will coordinate all press releases, talking points and press conferences (if needed) with DCBOH's Public Information Officer.
- iii) The Waldorf School of Atlanta will respond to calls from parents regarding the school system's response to infectious disease investigations.

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2) DeKalb County Board of Health (DCBOH) and Office of Epidemiology & Statistics (OES) responsibilities:

a) Verification and notification of diagnosis for certain cases* of infectious disease

- i) DCBOH OES will contact case's physician or hospital to confirm diagnosis.
- ii) Verification of diagnosis must be made prior to any letter being sent home to parents.
- iii) DCBOH OES will contact WSA regarding identification of cases of selected infectious diseases (i.e., those diseases requiring public health follow-up), relating any pertinent treatment/prophylaxis information.
- iv) DCBOH OES will notify DCBOH staff regarding infectious disease cases in the schools.

* DCBOH OES must verify all cases of infectious disease if: (1) the illness in question is part of an outbreak, (2) there is concern regarding disease transmission in the school setting, or (3) the School Administrator or his or her designee is planning to send a letter home to parents. DCBOH OES maintains all disease reports received from The Waldorf School of Atlanta and monitors these for trends and clustering.

b) Coordination of outbreak investigation activities

- i) DCBOH OES will lead outbreak investigations that take place in the schools.
- ii) DCBOH OES staff may request assistance from The Waldorf School of Atlanta in obtaining parent/guardian contact information for students who have been exposed to certain infectious diseases.
- iii) DCBOH OES staff will collect and maintain outbreak data.
- iv) DCBOH OES will coordinate testing of ill persons with the affected school(s), if applicable.
- v) DCBOH OES will collaborate with The Waldorf School of Atlanta to identify infection source and/or control measures.
- vi) DCBOH OES will coordinate with DCBOH Division of Environmental Health to perform environmental assessment, if appropriate.

c) Infection control measures

- i) DCBOH OES will provide schools with educational materials or other resources, such as hand washing or respiratory etiquette posters, or disease-specific fact sheets.

d) Consultation for letter writing

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- i) DCBOH OES will provide school with disease-specific templates for letters to parents/guardians.
 - ii) DCBOH District Health Director and OES will approve final draft of any communication such as letters, e-mail or recorded messages before the information is sent to students, staff and parents (unless a consensus on the need for communication has not been reached, and the school wishes to disseminate information without DCBOH approval). Refer to Section 1D of this protocol for further details.
- e) Media/public inquiries**
- i) DCBOH's Public Information Officer will manage media relations for all infectious disease investigations affecting students or staff of The Waldorf School of Atlanta.
 - ii) DCBOH OES staff will answer inquiries from the public regarding disease issues.



Georgia Department of Public Health

All Georgia physicians, laboratories, and other health care providers are required by law to report patients with the following conditions. Both lab-confirmed and clinical diagnoses are reportable within the time interval specified below.

NOTIFIABLE DISEASE / CONDITION REPORTING

Reporting enables appropriate public health follow-up for your patients, helps identify outbreaks, and provides a better understanding of disease trends in Georgia. For the latest information from the DPH, Department of Public Health, visit their web site at dph.georgia.gov/

REPORT IMMEDIATELY

To Report Immediately

Call: District Health Office or
1-866-PUB-HLTH (1-866-782-4584)

- any cluster of illnesses
- animal bites
- ▶ anthrax
- all acute arboviral infections:
 - Eastern Equine Encephalitis (EEE)
 - LaCrosse Encephalitis (LAC)
 - St. Louis Encephalitis (SLE)
 - West Nile Virus (WNV)
- ▶ botulism
- ▶ brucellosis
- cholera
- diphtheria
- E. coli* O157
- Haemophilus influenzae* (invasive)*
- hantavirus pulmonary syndrome
- hemolytic uremic syndrome (HUS)
- hepatitis A (acute)
- measles (rubeola)
- meningitis (specify agent)
- meningococcal disease
- novel influenza A virus infections
- pertussis
- ▶ plague
- poliomyelitis
- ▶ Q fever
- rabies (human & animal)
- severe acute respiratory syndrome (SARS)
- shiga toxin positive tests
- S. aureus* with vancomycin MIC $\geq 4\mu\text{g/ml}$
- ▶ smallpox
- syphilis (congenital & adult)
- tuberculosis
- latent TB infection in children <5 years old
- ▶ tularemia
- ▶ viral hemorrhagic fevers

▶ Potential agent of bioterrorism.

* Invasive – isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid.

REPORT WITHIN 7 DAYS

To Report Within 7 Days

Report cases electronically through the State Electronic Notifiable Disease Surveillance System at <http://sendss.state.ga.us> (SEE REPORTING FOOTNOTES BELOW)

AIDS*

- aseptic meningitis
- blood lead level (all)
- campylobacteriosis
- chancroid
- Chlamydia trachomatis* (genital infection)
- Creutzfeldt Jakob Disease (CJD), suspected cases, under age 55
- cryptosporidiosis
- cyclosporiasis
- ehrlichiosis
- giardiasis
- gonorrhea
- HIV infection and Perinatal HIV exposure***
- hearing impairment† (permanent, under age 5)
- hepatitis B
 - acute hepatitis B
 - newly identified HBsAg+ carriers**
 - HBsAg+ pregnant women
- hepatitis C virus infection (past or present)
- influenza-associated death (all ages)
- legionellosis
- leptospirosis
- listeriosis***

- leprosy or Hansen's disease (*Mycobacterium leprae*)
- Lyme disease
- lymphogranuloma venereum
- malaria
- maternal deaths** (during pregnancy or within 1 year of end of pregnancy)**
- mumps
- Neonatal Abstinence Syndrome
- psittacosis
- Rocky Mountain spotted fever
- rubella (including congenital)
- salmonellosis
- shigellosis
- streptococcal disease, Group A or B (invasive)*
- Streptococcus pneumoniae* (invasive)*
- report with antibiotic resistance information
- tetanus
- toxic shock syndrome
- toxoplasmosis
- typhoid
- Varicella (Chickenpox)
- Vibrio infections
- yersiniosis

* Invasive – isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid.

** HBsAg+ – hepatitis B surface antigen positive.

*** *L. monocytogenes* isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid, or other normally sterile site; or from placenta or products of conception in conjunction with fetal death or illness. Infant mortality is reportable to Vital Records.

REPORTING HIV/AIDS

* Report forms and reporting information for HIV/AIDS available by telephone (1-800-827-9769) OR at <http://dph.georgia.gov/georgias-hiv-aids-epidemiology-surveillance-section>. For making HIV/AIDS reports, please use double envelopes marked "confidential", addressed to Georgia Department of Public Health Epidemiology Section, P.O. Box 2107, Atlanta, GA 30301

** Report forms and reporting information for maternal deaths are available at <http://dph.georgia.gov/documents/forms-surveys-and-documents>

† Report forms and reporting information for hearing impairment available at <http://dph.georgia.gov/documents/forms-surveys-and-documents>

REPORT WITHIN 1 MONTH

birth defects (under age 6)

Report forms and reporting information for birth defects available at <http://dph.georgia.gov/documents/forms-surveys-and-documents>

Healthcare-associated Infections (HAIs)

For facilities required to report HAI data to CMS via NHSN. Report in accordance with the NHSN protocol. Reporting requirements and information available at <http://dph.georgia.gov/notifiable-hai-reporting>.

REPORT WITHIN 6 MONTHS

benign brain and central nervous system tumors
cancer

Report forms and reporting information for tumors and cancer found at <http://dph.georgia.gov/georgia-comprehensive-cancer-registry>

(Rev 2-1-16)