

### Purpose

These guidelines are intended to help school personnel with the identification, reporting, control, and prevention of suspected influenza and/or influenza-like illness (ILI) outbreaks.

### Criteria for Reporting Suspected Influenza/ILI Outbreaks

Monitoring for absenteeism, parent reports of influenza, or ILI in students and staff can help in identifying potential outbreaks. ILI is defined as a fever ( $\geq 100^{\circ}\text{F}$  [ $37.8^{\circ}\text{C}$ ], oral or equivalent) AND cough and/or sore throat (without a known cause other than influenza). Immediately notify the regional health department when:

1. 10% or more of the total student enrollment is absent or sent home on a given day for reasons not otherwise specified (e.g., a school with 250 students would contact DHEC when at least 25 students are absent for reasons not attributed to vacation, sporting events, inclement weather, etc).

**OR**

2. 20% or more of students are absent or sent home on a given day in a group/cohort (i.e., a classroom, sports teams, or other epidemiologically-linked group) attributed to influenza and/or ILI (e.g., a group with 20 students would contact DHEC when at least four students were absent or sent home with influenza and/or ILI).

**Please note: Initial reporting of the outbreak is all that is required; reporting on subsequent days of the same outbreak is not required. However, during an outbreak, if an unusual or atypical situation arises (e.g., severe morbidity, multiple hospitalizations), please contact the regional health department. Outbreaks should be considered over when influenza/ILI absenteeism numbers within the school decrease to a percentage below the criteria listed above for five consecutive school days. Report a new outbreak if your school meets the above listed criteria again during the influenza season and a minimum of five days has passed.**

### What to Report

Report as much of the following information, as available, when notifying the regional health department (use the reporting worksheet listed below as a guide):

- School Name
- Number of students/staff absent or sent home with ILI
- Number of students/staff who tested positive for influenza
- Baseline/typical absenteeism per day
- Earliest illness onset date and latest illness onset date
- Total school enrollment (students and staff)
- Total number in group/cohort, if applicable

### How to Report

Fax the Reporting Worksheet for Suspected Influenza Outbreaks in Schools to your regional health department.

Contact information can be found at: [www.scdhec.gov/sites/default/files/Library/CR-009025.pdf](http://www.scdhec.gov/sites/default/files/Library/CR-009025.pdf)

### Special Circumstances

In the event of the following, schools may be required to report absenteeism rates and/or complete a line list:

- Reports of significant morbidity and mortality (e.g., hospitalizations and death)
- Emergence of a novel influenza strain

Completed	Recommendations for Prevention and Control	Resources
<b>Vaccination</b>		
<input checked="" type="checkbox"/>	Encourage the annual influenza vaccine to all students and staff, unless they cannot receive it for medical reasons.	<a href="http://cdc.gov/flu/protect/children.htm">cdc.gov/flu/protect/children.htm</a>
<b>Good Hygiene Etiquette</b>		
<input type="checkbox"/>	<p>Reinforce opportunities for students and staff to engage in hand hygiene, respiratory hygiene, and cough etiquette.</p> <ul style="list-style-type: none"> <li>• Handwashing should occur upon reentering the building from recess, after handling trash, before eating, after coughing and sneezing, and after using the bathroom.</li> <li>• Students and staff should cover their nose and mouth with a tissue or their upper sleeve when coughing or sneezing. Place tissue in a trash bin after use and wash hands.</li> <li>• Provide adequate supplies for hand washing and hygiene.</li> </ul>	<p><a href="http://cdc.gov/handwashing/">cdc.gov/handwashing/</a></p> <p><a href="http://www.youtube.com/watch?v=8iFEvkbaFh4">www.youtube.com/watch?v=8iFEvkbaFh4</a></p> <p><a href="http://cdc.gov/flu/protect/covercough.htm">cdc.gov/flu/protect/covercough.htm</a></p>
<b>Limit Contact with Others When Sick</b>		
<input type="checkbox"/>	Avoid close contact (i.e., within six feet) with ill persons.	
<input type="checkbox"/>	Stay home when experiencing influenza or ILI until free from fever for 24 hours without the use of fever-reducing medicine.	
<input type="checkbox"/>	Ensure staff and students with influenza or ILI are appropriately excluded from school. Follow the guidance outlined in the School and Childcare Exclusion List.	<a href="http://scdhec.gov/health/child-teen-health/school-exclusion">scdhec.gov/health/child-teen-health/school-exclusion</a>
<input type="checkbox"/>	Ensure procedures are in place to monitor reports of illness in students and staff.	
<b>Clean and Disinfect Surfaces</b>		
<input type="checkbox"/>	Follow your facility's policies for cleaning and disinfecting. In particular, ensure that frequently touched surfaces such as door knobs, tables, desks, computer keyboards, handrails, etc., are routinely cleaned.	<p><a href="http://cdc.gov/flu/school/cleaning.htm">cdc.gov/flu/school/cleaning.htm</a></p> <p><a href="http://cdc.gov/flu/school/">cdc.gov/flu/school/</a></p>