



Reporting worksheet for Suspected Influenza Outbreaks in Schools

Based on the reporting criteria~ listed below, use this worksheet to report a suspected influenza/ILI* outbreak in a school by completing as much information as possible for the day the outbreak reporting criteria are met. Fax the completed worksheet to the health department in the region where the school is located. Fax numbers and other contact information for epidemiology staff in regional health departments can be found at: www.scdhec.gov/sites/default/files/Library/CR-009025.pdf.

Report to the regional health department where the school is located when one or both of the following situations are occurring in a school.

- 10% or more of the total student enrollment is absent or sent home on a given day for reasons not otherwise specified.
- OR**
- 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.

*ILI = influenza-like illness (fever $\geq 100^{\circ}\text{F}$ and cough and/or sore throat)

School Name: _____
 School District: _____
 County of School: _____
 Total School Enrollment: _____ Total # Students: _____ Total # Staff: _____
 School's Baseline Absenteeism per student Day: _____

Reason for Reporting (more than one box can be selected; mark n/a if the information is not known):

<input type="checkbox"/> $\geq 10\%$ absent in total school # Staff Absent: _____ # Students Absent/Sent Home: _____	<input type="checkbox"/> $\geq 20\%$ absent in group/cohort Specify Classroom: _____ Specify Grade: _____ Specify Sports Team: _____ Specify Other group: _____ Total # in group/cohort: _____ # Absent Staff with ILI/Positive Influenza Test: _____ # Total Students Absent/Sent Home with ILI / Positive Influenza Test _____
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Onset Dates (if known):

Earliest Onset: ___ / ___ / ___ (MM/DD/YY) Latest Onset: ___ / ___ / ___ (MM/DD/YY)

Influenza Testing Information (if known):

Of individuals positive for influenza, how many tested positive for the following influenza types:

Type A: _____ Type B: _____ Type A & B: _____ Type Unknown: _____

Other Information : _____

Form Submitted by: _____

Contact#: _____ Email : _____ Fax #: _____

Date Form Sent: ___ / ___ / ___ (MM/DD/YY)

Would you like to speak with someone from DHEC? Yes No

Instructions for Completing the Reporting worksheet for Suspected Influenza Outbreaks in Schools

Purpose: This worksheet should be used to report suspected influenza outbreaks in schools to DHEC.

Party responsible for completing worksheet: Designated school representative.

When to report: Designated school representative should fax the reporting worksheet to their respective regional health department where the school is located when one or both of the specified conditions are met. See reporting worksheet and outbreak guidance for details.

How to report: Fax the reporting worksheet to the regional health department where the school is located. Contact information is listed below and also found at www.scdhec.gov/sites/default/files/Library/CR-009025.pdf. *Please note the worksheet is a fillable PDF document. Download document then open in document in Adobe. Document can also be printed and completed by hand.*

Regional Health Department Contact Information:

Lowcountry

4050 Bridge View Drive, Suite 600
N. Charleston, SC 29405
Fax: (843) 953-0051

Midlands

2000 Hampton Street
Columbia, SC 29204
Fax: (803) 576-2993

Pee Dee

145 E. Cheves Street
Florence, SC 29506
Fax: (843) 915-6502

Upstate

200 University Ridge
Greenville, SC 29602
Fax: (864) 282-4373

Reporting Variables

School Name: Provide the school name where the suspected outbreak is occurring.

School District: Provide the school's district name.

County of School: Indicate the county in which the school is located.

Total School Enrollment: Indicate the total number of students enrolled and staff employed at the school.

Total Students: Indicate the total number of students enrolled.

Total Staff: Indicate the total number of staff employed at the school.

School Baseline Absenteeism per student per day: Provide the typical number of students who are absent per day for all reasons.

Reason for Reporting: Select one or both situations which has prompted reporting.

≥10% Absent in Total School: If reason for reporting is the school has '10% or more of students absent or sent home on a given day in a group/cohort attributed to ILI and/or influenza'.

- Provide the total number of staff who are absent on a given day for reasons unknown.
- Provide the total number of students who are absent or sent Home on a given day, for reasons not otherwise specified.

≥20% Absent in Group/Cohort: If reason for reporting is the school has '20% or more of students absent or sent home on a given day in a group/cohort attributed to ILI and/or influenza'.

- Then specify the group/cohort that is affected from the following choices: classroom, grade, sports team, or other group affected.
- Provide the total number in the entire group/cohort (i.e. both ill and not ill) that is affected.
- Provide the number of staff who are absent because of ILI//Positive Influenza Test.
- Provide the total number of students who are absent with ILI//Positive Influenza Test.

Onset Dates: Indicate the earliest, known onset date of illness and also the latest, known onset date of illness.

Influenza Testing Information: Select the flu type as reported for individuals with positive flu tests. If this information is not known, select 'Unknown'.

Other Information: Elaborate on any other pertinent details that are not obtained from the reporting worksheet.

Form Submitted by: Provide the name of the school representative who is submitting the worksheet to report a suspected influenza outbreak.

Contact #: Indicate the phone number for the reporting school representative.

Email: Provide the email address and fax number of the reporting school representative.

Fax #: Provide the email address and fax number of the reporting school representative.

Date Form Sent: Indicate the date the form was sent to DHEC.

Would you like to speak with someone from DHEC? The school representative submitting the worksheet should select 'yes' or 'no' to indicate if he/she would like a DHEC epidemiology staff member to contact them regarding their report.