This toolkit aims to provide daycare/preschools and schools the resources needed to help prevent the spread of pertussis, keep students and the community healthy, and enhance students' opportunities to learn in a safe environment. Here are the resources in this toolkit that can help you when you are faced with the following questions.

**How Can This Toolkit Help Me?**

**How do I keep track of persons exposed to pertussis?**
- **Tracking List for Multiple Cases**

**I have multiple persons with pertussis at the daycare/preschool/school, what do I do?**
- **Checklist 1: Single Case Investigations**
- **Check list 2: Outbreak Management**
- **FAQ for Daycare/School Staff**
- **FAQ for Families**
- **Template Letters:**
  - Letters available upon request!
  - Exposure Notification to Students Exposed to Pertussis in Grades K to 12
  - Exposure Notification to Students Exposed to Pertussis in Daycare/Preschools
  - Notification to All Students and Parents of a Pertussis Situation
  - Notification to All Students and Parents of the End of Pertussis Situation
  - Exposure Notification After the End of the School Year to Students Exposed to Pertussis

**How do I report a person with suspect pertussis to Public Health?**
- **Roles and Responsibilities**
- **Federal and California Reportable Disease Legislation Fact Sheet**
- **Fax Cover Sheet for Reporting to Public Health**

**How do I send requested information to Public Health?**
- **Fax Cover Sheet for Reporting to Public Health**
- **Roster for Unvaccinated/Under-vaccinated Students** *Do at beginning of the school year and maintain regularly*

**How do I notify impacted parties?**
- Exposure Notification to Students Exposed to Pertussis in Grades K to 12
- Exposure Notification to Students Exposed to Pertussis in Daycare/Preschools
- Notification to All Students and Parents of a Pertussis Situation
- Notification to All Students and Parents of the End of Pertussis Situation
- Exposure Notification After the End of the School Year to Students Exposed to Pertussis
- Pertussis Outbreak Notification to All Students and Parents at School
- **Letter to School Officials on Unvaccinated/Under-vaccinated Students** *Letters available upon request!*

**I have additional questions. Who do I call?**
- Call the Los Angeles County Department of Public Health Vaccine-Preventable Disease Control Program at **(213) 351-7800**
- Have a case of pertussis at your school? Ask to speak to the **Epidemiology Unit**
- Have questions on vaccine requirements? Ask to speak to the **School Support Services Unit**