The goal of this checklist is to provide you the steps to reduce the spread of disease at your daycare/preschool/school, keep the community healthy and enhance student education in a safe environment.

**When to Use Checklist**: When at least one student at your facility has possible pertussis. Work with the Los Angeles County Department of Public Health (Public Health) and your daycare/preschool/school district’s nurse or designee to take the following actions.

**Step 1. Protect students from being infected with pertussis**

- 1a. Advise parents/families of student with pertussis that the infected child cannot participate in classes and extracurricular activities.

- 1b. Refer person with possible pertussis to be evaluated by a medical provider if not evaluated yet. The individual/parent must provide a doctor’s note (with doctor’s name and phone number) to the school that they/their child was under the care of the doctor.

  ★ Note: Persons fully vaccinated or who have had pertussis illness in the past can still get pertussis. However, symptoms may appear to be more mild/atypical.

**Step 2. Report by phone possible pertussis cases within 1 business day**

**Fax Cover Sheet**

- 2a. Report to either of the following:

  - **LACDPH’s VPDC:**
    TEL: (213) 351-7800
    (Monday-Friday, 8:30AM-5:00PM)

  - **Administration Officer on Duty**
    TEL: (213) 974-1234
    (After hours or on the weekend)

  ★ Note: California law requires all providers, including daycare/preschool/school health personnel, to report suspected pertussis cases, even if not yet evaluated by a medical provider. Do not wait for lab results to report.

**Step 3. Fax requested information to Public Health at (213) 351-2782**

**Fax Cover Sheet** and **Roster for Unvaccinated/Under-vaccinated Students**

★ Note: Local health departments can obtain personal information necessary to perform investigations for public health purposes according to Title 17, California Code of Regulations (CCR), §2500.
**Checklist 1:** Managing a Single Pertussis Case at Your Daycare/Preschool/School

☐ Step 4. Notify involved individuals using Public Health template letters

☐ 4a. Notify impacted students, parents, and staff of possible pertussis exposures using the appropriate letter(s) from Public Health. [Contact Public Health for a copy of letter(s)].

<table>
<thead>
<tr>
<th>Exposure Notification to Students Exposed to Pertussis</th>
<th>Notification to All Students and Parents of Pertussis Situation</th>
<th>Exposure Notification After the End of the School Year to Students Exposed to Pertussis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who:</strong> Classmates/close contacts to student with pertussis. <strong>Don’t</strong> send to entire school. <strong>When:</strong> Once student has been identified as having pertussis in classroom and advised by Public Health. <strong>Purpose:</strong> Inform those directly exposed to pertussis of Public Health recommendations. <strong>Letterhead:</strong> School or Public Health</td>
<td><strong>Who:</strong> Entire school (students and staff) <strong>When:</strong> Once student has been identified as having pertussis in classroom and advised by Public Health. <strong>Purpose:</strong> Inform entire school of pertussis situation at school and guidance on prevention. <strong>Letterhead:</strong> School <strong>OPTIONAL LETTER</strong></td>
<td><strong>Who:</strong> Classmates/close contacts to case(s) <strong>When:</strong> Once identify student to have pertussis prior to end of school year and advised by Public Health. <strong>Purpose:</strong> Inform those directly exposed to pertussis during the school year <strong>Letterhead:</strong> School or Public Health</td>
</tr>
</tbody>
</table>

★ Note: Public Health will send a notification letter to the Director/Superintendent of daycare/preschool/school to provide guidance on pertussis investigation.

☐ Step 5. Monitor students/staff for 21 days after the last day the most recent case was at school while infectious. [Tracking List] and [Checklist 2].

☐ 5a. Notify teachers/staff to send students with pertussis-like symptoms to the health office.

☐ 5b. Refer all symptomatic individuals to their regular provider for evaluation. The individual/parent must provide a doctor’s note (with doctor’s name and phone number) to the school that they/their child was under the care of the doctor.

☐ 5c. Track exposed contacts who may develop pertussis-like symptoms.

☐ 5d. Once 2 cases are identified, refer to Checklist 2 for further guidance.

☐ Step 6. For Daycare/Preschools Only: Notify unvaccinated or under-vaccinated asymptomatic attendees to stay home until cleared by Public Health

☐ 6a. In consultation with Public Health, unvaccinated or under-vaccinated asymptomatic children may not be allowed to attend daycare/preschool for the first 5 days of antibiotic prophylaxis or longer if antibiotic prophylaxis is refused for the child by the parent/guardian (approx. ≥1 hour).

☐ Step 7. Close investigation once declared closed by Public Health

☐ 7a. Do not allow students with suspected pertussis to return to daycare/preschool/school or other extracurricular activities until either of the following:
   1. 5 days of appropriate antibiotics have been completed, even if provider cleared them to return earlier
   2. 21 days after cough onset have passed if not antibiotics completed.

☐ 7b. Notify parents when a pertussis investigation has ended using Public Health’s End of Investigation Letter. [Contact Public Health for copy of letter].