

Checklist 2: Managing Multiple Pertussis Cases at Your Daycare/Preschool/School

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 2 students 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.

For any questions, please call VPDC at:
Monday to Friday, 8:00AM to 5:00PM: (213) 351-7800
After Business Hours or on Weekends: (213) 974-1234

- Step 1. Complete steps 1-6 in Checklist 1 [Checklist 1](#)
- Step 2. Report to Public Health any additional pertussis case(s)
 - 2a. Report within 1 business day to Public Health any new suspected pertussis cases from parents, staff and/or medical providers.
- Step 3. Heighten surveillance system
 - 3a. At a minimum, provide Public Health with weekly updates on the pertussis tracking line list, any new suspect cases/contacts, etc.
 - 3b. Educate all teachers/staff on pertussis-like symptoms.
 - 3c. Inform teachers/staff to immediately send all students with cough or pertussis-like symptoms to the health office for evaluation and remain there until the parent can pick up their child.
 - 3d. Refer all symptomatic individuals to their regular provider for evaluation.

★ *Note: Regardless of vaccination status, students should be monitored for symptoms. Symptomatic students should not return to their class or resume their normal school schedule until cleared by Public Health.*

- Step 4. Manage Multiple Cases Tracking List of pertussis cases who attend the daycare/preschool/school [Multiple Cases Tracking List](#)

- 4a. Obtain information provided in the Multiple Cases Tracking List.
- 4b. Share new information with Public Health during investigation.
- 4c. Consult with Public Health for any guidance, as needed.

- Step 5. Identify linkages in daycare/preschool/school

- 5a. Identify any known linkages between cases through shared classrooms, school activities, and outside school activities (i.e. extracurricular activities, clubs, sports, carpools, etc.)

LINKAGES

Identifying linkages among students and staff suspected to have pertussis is important to prevent further spread of pertussis.



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Step 6. Communicate with daycare/preschool/school community by sending appropriate template letters **Do not send letters until advised by Public Health**

Exposure Notification to Students Exposed to Pertussis
Who: Classmates/close contacts to student with pertussis. **Do not send to entire school.**
When: Once student has been identified as having pertussis in classroom and advised by Public Health.
Purpose: Inform those directly exposed to pertussis of Public Health recommendations.
Letterhead: School or Public Health

Notification to All Students and Parents of Pertussis Situation
Who: Entire school (students and staff)
When: Once student has been identified as having pertussis in classroom and advised by Public Health.
Purpose: Inform entire school of pertussis situation at school and guidance on prevention.
Letterhead: School
OPTIONAL LETTER

Pertussis Outbreak Notification to All Students and Parents at School
Who: Entire school (students and staff)
When: Multiple cases have been identified as having pertussis at school and advised by Public Health
Purpose: Inform school of multiple cases of pertussis at school.
Letterhead: School or Public Health

Exposure Notification After the End of the School Year to Students Exposed to Pertussis.
Who: Classmates/close contacts to case(s)
When: Once identify student to have pertussis prior to end of school year and advised by Public Health. Send during school breaks.
Purpose: Inform those directly exposed to pertussis during the school year
Letterhead: School or Public Health

★ *Note: Upon the confirmation of at least 2 cases of pertussis in a school, Public Health will provide a letter to school administrators/superintendents detailing the roles and responsibilities required to control the spread of pertussis in the school.*

Step 7. Monitor students/staff for 21 days after the last day the most recent case was at school while infectious.

INCUBATION PERIOD
21 days after the last day the most recent case was infectious

7a. Identify last day of incubation period for daycare/preschool/school.

Step 8. For Daycare/Preschools Only: Notify unvaccinated or under-vaccinated asymptomatic children to stay home until cleared by Public Health

6a. Do not allow unvaccinated or under-vaccinated asymptomatic children to attend daycare/preschool for the first 5 days of antibiotics or longer if no antibiotics taken (approx. 21 days).

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.**

