Pertussis Toolkit:
Disease Management for Daycare/Preschools and Schools

Los Angeles County Department of Public Health
Vaccine Preventable Disease Control Program
ACKNOWLEDGEMENT

This toolkit would not have been possible without the support and expertise from our community partners. Thank you to everyone that has provided his/her invaluable feedback and suggestions on the toolkit.

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Dear Early Care and Education Partners,

The Vaccine Preventable Disease Control Program is pleased to share The Pertussis Toolkit: Disease Management for Daycare/Preschools and Schools. Managing pertussis in a school setting can be challenging, and this toolkit is intended to support early recognition, quick reporting, and collaborative case management.

Pertussis can cause serious illness and be life-threatening to people of all ages but especially to infants and school-aged children. Since the 1980s, there has been an increase in the number of pertussis cases in the United States and in 2014, there were more than 10,000 cases reported in California, which included two infant deaths and hundreds of hospitalizations. Children and students who are not vaccinated for pertussis, or under-vaccinated, are at risk for being infected or infecting others.

The pertussis toolkit provides guidance, resources and outlines school/early care and public health roles. Included are checklists, fact sheets for staff and parents, template notification letters and answers to frequently asked questions.

We consider your partnership critical to the well-being of children. Together, we can protect them from vaccine preventable diseases, keep them healthy, safe and in school. For more information please contact the Vaccine Preventable Disease Control Program at (213) 351-7800 or go to our website at http://publichealth.lacounty.gov/ip/index.htm. Thank you.

Sincerely,

Michelle T. Parra, Ph.D.
Director, Vaccine Preventable Disease Control Program
Los Angeles County Department of Public Health
Letter from the Director
How Can This Toolkit Help Me?
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  - Letter to School Officials on Unvaccinated/Under-vaccinated Students

Los Angeles County Department of Public Health
http://publichealth.lacounty.gov/ip/VPD_pertussis.htm
Rev. 4/12/2018
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 do I keep track of persons exposed to pertussis?**
- Tracking List for Multiple Cases

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- 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
When there is a single case or outbreak of a vaccine preventable disease, it’s essential that schools/daycare/preschools and Public Health work together. Collaboration along with a shared understanding of roles and responsibilities will help prevent the spread of disease and keep children healthy and in school.

<table>
<thead>
<tr>
<th>DAYCARE/PRESCHOOL/SCHOOL</th>
<th>PUBLIC HEALTH</th>
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<tbody>
<tr>
<td><strong>PREVENTION</strong></td>
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<tr>
<td>✓ Maintain and update vaccine records for all students</td>
<td>✓ Conduct audits of immunization records as directed by California Department of Public Health</td>
</tr>
<tr>
<td>✓ Maintain and update vaccine records for staff and volunteers (highly encouraged)</td>
<td>✓ Provide tools and resources to track and review unvaccinated/under-vaccinated students</td>
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<tr>
<td>✓ Keep a roster for unvaccinated/under-vaccinated students (e.g. conditional entrance, medical/personal belief exemptions, special education, independent studies)</td>
<td>✓ Provide overview and FAQ regarding medical exemptions and conditional entrants</td>
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<tr>
<td>✓ Review all medical exemptions so that they meet requirements</td>
<td>✓ Respond to all concerns and questions regarding immunization record maintenance and exemptions</td>
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<tr>
<td>✓ Submit any questions or concerns about medical exemptions to Public Health</td>
<td>✓ Educate on benefits of vaccination and risks of not being vaccinated</td>
</tr>
<tr>
<td>✓ Only allow conditional entrance for students in process of getting caught up but not due for next doses</td>
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<tr>
<td>✓ Track all conditional entrants (review conditional entrant status every 30 days)</td>
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<td><strong>REPORTING</strong></td>
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<tr>
<td>✓ Per California law, report suspected cases of pertussis by phone to Public Health within 1 business day.</td>
<td>✓ Provide reporting requirements</td>
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<tr>
<td>✓ Do not wait for physician or lab confirmation to report</td>
<td>✓ Provide tools for reporting including tracking list and FAX cover sheet</td>
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<td>✓ If more than 1 case, utilize a tracking list of contacts</td>
<td>✓ Available 24/7 to receive reports of suspect cases by phone</td>
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<tr>
<td>✓ Upon request from Public Health, use Public Health form to FAX suspect pertussis case information including list of school vaccination coverage and unvaccinated/under-vaccinated rosters of students and staff</td>
<td>✓ Review and assess case report information</td>
</tr>
<tr>
<td>✓ (Obtain copy of provider's note who diagnosed)</td>
<td>✓ Contact school nurse or designee staff for vaccination records, student name(s), parents’ names, contact info and other information</td>
</tr>
<tr>
<td>✓ Include related information –(e.g., name, DOB, grade, immunization record, class roster, etc.)</td>
<td>✓ Provide next step guidance</td>
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# Daycare/Preschools/Schools and Public Health Roles and Responsibilities: Pertussis

## Investigation
- Refer all symptomatic individuals to their physician
- Monitor students and contacts for pertussis-like symptoms
- Assist public health with identifying linkages between cases
- Support public health contact tracing and interviews

## Notification and Management of Cases and Contacts
- Implement disease protection measures recommended by Public Health (unvaccinated students and students diagnosed)
- Notify parents infected child needs to remain out of school and to not attend extracurricular activities to limit the spread of disease and protect other students (until 5 days of treatment with antibiotics has been completed or until 21 days after cough onset).
- Notify parents of asymptomatic daycare contact that refuses prophylaxis that he/she cannot attend daycare (see previous bullet)
- Use template letters from Public Health to provide exposure and disease protection notifications to parents, families, and staff

## Closure
- Process and control Public Health clearances
- Students can only return when 5 days of treatment with antibiotics has been completed or until 21 days after cough onset
- Per guidance from Public Health, notify parents when a pertussis investigation or outbreak has concluded

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## Public Health
- Confirm case diagnosis
- Identify high risk contacts and conduct contact tracing
- Conduct daycare/preschool/school site visit if necessary
- Interview parents and contacts as necessary
  - Request name of health care providers as necessary
  - Provide necessary information and recommendations including vaccination and prophylaxis
- Provide ongoing guidance to school districts specific to that disease

- Provide ongoing guidance and support to implement disease protection measures (vaccination and remaining out of daycare/preschool/school)
- Provide case specific notification template letters and phone scripts to daycare/preschools/schools
- Maintain ongoing communication with daycare/preschools/schools
- Provide public health alerts, advisories and updates to the community, physicians and media as needed

- Provide clearance information for students to return to school
- Notify school of end of case investigation
- Provide notification template information for daycare/preschools/schools and parents when a pertussis investigation or outbreak has concluded.
Checklist 1:
Managing a Single Pertussis Case 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 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.

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. 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).

| Exposure Notification to Students Exposed to Pertussis |
| Who: Classmates/close contacts to student with pertussis. Don’t 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 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: 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.

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

☐ 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

☐ 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.)
Information for Daycare/Preschool/School Health Personnel

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

☐ 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.

☐ 7a. Identify last day of incubation period for daycare/preschool/school. **INCUBATION PERIOD 21 days after the last day the most recent case was infectious**

☐ 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.**

Los Angeles County Department of Public Health
www.publichealth.lacounty.gov/ip/VPD_pertussis.htm
Rev. 6/27/2018
Frequently Asked Questions for School Health Personnel

1. **How can I protect myself and my community from pertussis?**
   
The best way to prevent pertussis is by being up-to-date with vaccines. However, booster doses are needed throughout one’s lifetime. Protection against pertussis after vaccination or after having disease goes away with time.

   Persons with suspected pertussis cannot go to school or work for the first 5 days of antibiotics. This is because the disease can still spread. Persons with pertussis can return to school or work on the 6th day after starting treatment.

   You can also slow the spread of pertussis by covering your cough and sneeze, washing your hands often, and staying home when sick. Wearing a mask is not an effective way to prevent spread of pertussis.

2. **Given the routine risk of exposure to students with pertussis, should I be getting Tdap boosters more frequently?**
   
   There is not enough evidence to make an official recommendation for Tdap revaccination. However, individuals may choose to consult with their healthcare provider to get revaccinated with Tdap, per California Department of Public Health recommendations. All pregnant women and individuals in contact with infants too young to receive DTaP should receive a Tdap in every pregnancy.

3. **What do I tell a parent who has notified us that his/her child has pertussis?**
   
   You should inform the parent of the following information once notified that his/her child has suspected pertussis:
   
   - The child must stay out of daycare/school.
   - The child can return once he/she is no longer infectious with pertussis (this is determined by Public Health)
   - A medical note from the provider with the provider’s name and contact information should be shared with the school.
   - Public Health will be in contact with the family to verify information of pertussis.

4. **Why is it important to diagnose and report pertussis cases to Public Health promptly?**
   
   Diseases in schools can easily spread to the general community. Other students, school staff, and siblings, including infants, can get pertussis. One or two cases in a school can lead to an outbreak that can last several months. Untreated students can spread the disease for up to 21 days after the cough begins. Students must complete 5 days of an appropriate antibiotic to no longer spread the disease. Health care providers, laboratories and schools are legally mandated to report suspected pertussis cases to the local health department. Pertussis cases must be reported to Public Health as quickly as possible. Delayed reporting allows persons with pertussis to spread the disease for longer periods of time. It is important students with suspected pertussis to be kept out of school and evaluated by a medical provider right away to reduce spread of disease.
1. What is Pertussis?

Pertussis is a very contagious disease. It can spread when a person with pertussis coughs or sneezes. Anyone can get pertussis, even if he/she has had pertussis in the past. A person with pertussis can spread the disease for several weeks unless treated.

2. What are the symptoms?

Sometimes, it starts with mild cold-like symptoms:

- Runny or stuffy nose
- Watery eyes
- Sneezing
- Dry cough

Then, after a week or two, symptoms start getting worse:

- Sudden, uncontrollable coughing attacks
- Problems breathing
- Feeling very tired

Your infant/child may have the following symptoms:

- Trouble drinking liquids
- A pause in breathing (apnea)
- Bluish skin
- Whooping sound after cough
- Frequent vomiting
- Only runny nose

3. How serious is pertussis?

Pertussis can cause serious illnesses, leading to hospital stays and even death. Babies are at the most risk. Babies can have pneumonia, dehydration, seizures, and brain damage. Adults can also experience broken or damaged ribs, hernias, and pneumonia.

4. How do you prevent it?

The best way to prevent pertussis is to be up-to-date with vaccines. Protection from the vaccine does go away with time. You can also slow the spread of pertussis by covering your cough and sneeze, washing your hands often, and staying home if you are sick. If you think you or your loved one may have it, contact your doctor right away to help prevent others from getting sick.

5. What is the treatment?

A doctor may give certain antibiotics to treat pertussis. It is important to not go to school or work for the first 5 days of treatment since the person with pertussis can still spread the disease.

In summary, pertussis is still a threat today to everyone. The best way to protect you and your community is by getting the vaccines. Talk to your doctor or Public Health right away if you are concerned about pertussis.
Proteja a su familia de la tos ferina

1. ¿Qué es la Tos Ferina?
Es una enfermedad muy contagiosa. Se puede propagar cuando una persona con tos ferina tose o estornuda. Cualquiera puede tener tos ferina, incluso si ha tenido tos ferina en el pasado. Una persona con tos ferina puede propagar la enfermedad por varias semanas a menos que sea tratada.

2. ¿Cuáles son los síntomas?
A veces, comienza con síntomas leves como un catarro:
- Secreción nasal o nariz congestionada
- Ojos llorosos

Después de una semana o dos, los síntomas empiezan a empeorar:
- Ataques de tos repentinos e incontrolables
- Vómitos después de toser

Su bebé/niño puede tener los siguientes síntomas:
- Dificultad al beber líquidos
- Pausar al respirar (apnea)
- Coloración azulada de la piel

3. ¿Qué tan grave es la tos ferina?
La tos ferina puede causar enfermedades graves, lo que conduce a hospitalización e incluso la muerte. Los bebés corren el mayor riesgo. Los bebés pueden sufrir de neumonía, deshidratación, convulsiones y daño cerebral. Los adultos también pueden experimentar costillas rotas o dañadas, hernias y neumonía.

4. ¿Cómo la previene?
La mejor manera de prevenir la tos ferina es estar al día con las vacunas. La protección de la vacuna desaparece con el tiempo. También se puede retrasar la propagación de la tos ferina cubriéndose la boca y nariz al toser y estornudar, lavándose las manos con frecuencia y quedándose en casa si está enfermo. Si piensa que usted o su ser querido pueda haber contraído la tos ferina, comuníquese con su médico de inmediato para ayudar a prevenir que otros se enfermen.

5. ¿Cuál es el tratamiento?
Un médico puede dar ciertos antibióticos para tratar la tos ferina. Es importante no ir a la escuela o trabajar durante los primeros 5 días de tratamiento ya que la persona con tos ferina todavía puede propagar la enfermedad durante ese periodo de tiempo.

En resumen, la tos ferina sigue siendo una amenaza hoy para todos. La mejor manera de protegerle a usted y a su comunidad es vacunarse. Hable con su médico o con Salud Pública inmediatamente si le preocupa la tos ferina.

Recomendaciones sobre vacunas:
Los doctores recomiendan que su hijo reciba la vacuna DTaP para obtener la mejor protección.
- 2 meses
- 4 meses
- 6 meses
- De 15 a 18 meses
- De 4 a 6 años

Los pre-adolescentes y adultos, incluyendo mujeres embarazadas, debe recibir la vacuna de refuerzo de Tdap.
- 11-12 años de edad
- Mujeres embarazadas durante su 3er trimestre
- Las personas que cuidan a bebés

Para mas información:
¿No tiene seguro médico o un médico de cabecera?
Marque el 2-1-1 para obtener una lista de clínicas de vacunas de bajo costo o sin costo alguno

¿Desea más información sobre los requisitos de vacunas o vacunas en general para matriculación escolar? Visite la pagina web: http://www.shotsforschool.org/

¿Desea más información?
Llame al Programa de Control de Enfermedades Prevenibles por Vacunas del Departamento de Salud Pública del Condado de Los Ángeles al (213) 351-7800 de lunes a viernes 8:30 AM-5:00 PM
Federal and California Reportable Disease Legislation Fact Sheet

Understanding federal and California laws related to vaccine-preventable diseases (VPDs) can help prevent the spread of disease in your daycare or school. This fact sheet aims to provide you with the information needed to educate students, families, staff and the general community about legally-mandated VPD prevention and control activities undertaken by the Los Angeles County Department of Public Health (Public Health).

Are daycare/schools legally mandated to report to the Public Health?

Yes. It is the duty of anyone in charge of a public or private school, kindergarten, boarding school, or day nursery to report within one business day to the local health officer the presence or suspected presence of any of the reportable communicable diseases (Title 17, California Code of Regulations (CCR) §2508). Laboratory confirmation is not needed to report a suspect case.

Schools should provide the following information when reporting a suspect case to Public Health: (Title 17, California Code of Regulations (CCR) §2500 (d)).

- Name of the disease reported
- Date of onset
- Date of diagnosis
- Immunization status
- Name, address, telephone number, Social Security Number, occupation, race/ethnic group, sex, age, and date of birth of case
- Name, address and telephone number of reporting facility

Note: Not all information may be requested by Public Health

Am I breaching a student’s confidentiality by sharing their personal information with Public Health?

No. In the case of reporting a person suspected to have a vaccine preventable disease, California Code of Regulations 2500 allows the release of personal information to the local Public Health authority for any person with a suspect reportable disease. In the case of an outbreak or a highly infectious disease, the Family Educational Rights and Privacy Act (FERPA) contains limited exceptions to its prior consent rule to disclose identifiable information from the education record. One of these exceptions allows disclosure of personally identifiable information to appropriate officials in connection with a health or safety emergency.

In the case of sharing immunization records of all students, Health and Safety Codes 120325 (d) and 120375 (c) allow health departments to obtain immunization records to determine immunization deficiencies.

Can students/staff remain out of daycare/school if exposed to a VPD?

Yes. Public Health will make the determination whether students and staff who are unvaccinated and were exposed to certain vaccine preventable diseases should not attend school/daycare and extracurricular activities. Public Health will determine when it is safe for unvaccinated and exposed children and staff to return to school (California Health and Safety Code, Division 105. Part 2. Immunizations 120335 (b)). During the investigation of a reported case, an unusual disease, or an outbreak situation, a Public Health health officer shall take whatever steps deemed necessary for the vaccine preventable disease investigation, including taking appropriate steps to prevent or control the spread of the diseases (Title 17, California Code of Regulations (CCR) § 2501; 45 CFR 164.512(b)).

Los Angeles County Department of Public Health
http://publichealth.lacounty.gov/ip/VPD_pertussis.htm
Rev. 5/9/2018
What is the purpose of keeping unvaccinated and exposed persons out of daycare/preschool/school?
The purpose of keeping unvaccinated and exposed students and staff out of school is to protect the students, school community and general community from VPDs, which may be spread at school before the exposed individual develops symptoms of infection. Students and staff who are exposed to a VPD and are unvaccinated and not immune to the VPD have led to the ongoing spread of disease in addition to acquiring serious illness themselves.

Can a student enter daycare/preschool/school with a schedule that deviates from the required vaccine schedule?
Students must follow the required Centers for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP) vaccine schedule by age and grade before school entry. Any schedule that deviates from this schedule or "alternative schedules" are prohibited for school entry (Title 17, California Code of Regulations (CCR) § 6020).

What can staff do to prevent VPDs in their preschool/school communities?
Daycares/schools are legally responsible for managing records of immunizations on a routine basis (California Health and Safety Code, Division 105. Part 2. Immunizations 120325 (d)). Public Health has full access to the immunization status of each student in schools to determine immunization deficiencies (California Health and Safety Code, Division 105. Part 2. Immunizations 120375 (c)).

What if a child has a medical exemption?
A child with a medical exemption who is unvaccinated may be asked to stay home for disease protection purposes.
For a valid medical exemption, a parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which provides the following information:

- A statement that the physical condition or medical circumstances of the child are such that the required immunization(s) is contraindicated.
- A statement regarding which vaccines are being exempted
- A statement whether the medical exemption is permanent or temporary
- An indication of the expiration date, if the exemption is temporary

Are “homeopathic" vaccines or "nosodes" acceptable to meet a student’s immunization requirements for entry into school?
No. "Homeopathic" vaccines or “nosodes” do not meet the immunization requirements detailed in the California Code of Regulations, Title 17, section 6020. The United States childhood immunization schedule is based upon scientifically validated recommendations made by a non-governmental-led board of individuals, the Advisory Committee on Immunization Practices (ACIP). Only vaccines licensed by the FDA are recommended by the ACIP and subsequently adopted by the Centers for Disease Control and Prevention (CDC) along with their state and local entities to meet daycare and school immunization requirements. Homeopathic vaccines or "nosodes" do not meet the immunization requirements for school entry.
Referenced Legislation Statutes in Fact Sheet

This document provides the language of laws referenced in the “Federal and California Reportable Disease Legislation Fact Sheet.”

Title 17, California Code of Regulations (CCR) §2500, §2593, §2641.5-2643.20, and §2800-2812

Reportable Diseases and Conditions

§2500. (a) (15) ‘Health care provider’ means a physician and surgeon, a veterinarian, a podiatrist, a nurse practitioner, a physician assistant, a registered nurse, a nurse midwife, a school nurse, an infection control practitioner, a medical examiner, a coroner, or a dentist.

§2500. (b) It shall be the duty of every health care provider, knowing of or in attendance on a case or suspected case of any of the diseases or conditions listed in subsection(j) of this section, to report to the local health officer for the jurisdiction where the patient resides. Where no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the diseases or conditions listed may make such a report to the local health officer for the jurisdiction where the patient resides.

§2500. (c) The administrator of each health facility, clinic or other setting where more than one health care provider may know of a case, a suspected case or an outbreak of disease within the facility shall establish and be responsible for administrative procedures to assure that reports are made to the local health officer.

§2500. (d) Each report made pursuant to subsection (b) shall include all of the following information if known: (1) name of the disease or condition being reported; the date of onset; the date of diagnosis; the name, address, telephone number, occupation, race/ethnic group, Social Security number, sex, age, and date of birth for the case or suspected case; the date of death if death has occurred; and the name, address and telephone number of the person making the report.

§2501. Investigation of a Reported Case, Unusual Disease, or Outbreak of Disease. (a) Upon receiving a report made pursuant to Section 2500 or 2505, the local health officer shall take whatever steps deemed necessary for the investigation and control of the disease, condition or outbreak reported. If the health officer finds that the nature of the disease and the circumstances of the case, unusual disease, or outbreak warrant such action, the health officer shall make or cause to be made an examination of any person who or animal which has been reported pursuant to Sections 2500 or 2505 in order to verify the diagnosis, or the existence of an unusual disease, or outbreak, make an investigation to determine the source of infection, and take appropriate steps to prevent or control the spread of the disease.

§2508 Reporting by Schools. It shall be the duty of anyone in charge of a public or private school, kindergarten, boarding school, or day nursery to report at once to the local health officer the presence or suspected presence of any of the communicable diseases.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   a. School officials with legitimate educational interest
   b. Other schools to which a student is transferring
   c. Specified officials for audit or evaluation purposes
   d. Appropriate parties in connection with financial aid to a student
4. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Health and Safety Code, DIVISION 105. PART 1. ADMINISTRATION OF COMMUNICABLE DISEASE PREVENTION AND CONTROL [120100 - 120305]

120230. No instructor, teacher, pupil, or child who resides where any contagious, infectious, or communicable disease exists or has recently existed, that is subject to strict isolation or quarantine of contacts, shall be permitted by any superintendent, principal, or teacher of any college, seminary, or public or private school to attend the college, seminary, or school, except by the written permission of the health officer.


120325. (d) For the keeping of adequate records of immunization so that health departments, schools, and other institutions, parents or guardians, and the persons immunized will be able to ascertain that a child is fully or only partially immunized, and so that appropriate public agencies will be able to ascertain the immunization needs of groups of children in schools or other institutions.

120335. (a) As used in this chapter, “governing authority” means the governing board of each school district or the authority of each other private or public institution responsible for the operation and control of the institution or the principal or administrator of each school or institution.

120335. (e) The department may specify the immunizing agents that may be utilized and the manner in which immunizations are administered.

120370. (a) If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the requirements of Chapter 1 (commencing with Section 120325, but excluding Section 120380) and Sections 120400, 120405, 120410, and 120415 to the extent indicated by the physician’s statement.

120370. (b) If there is good cause to believe that a child has been exposed to a disease listed in subdivision (b) of Section 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily excluded from the school or institution until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

120375. (c) The governing authority shall file a written report on the immunization status of new entrants to the school or institution under their jurisdiction with the department and the local health department at times and on forms prescribed by the department. As provided in paragraph (4) of subdivision (a) of Section 49076 of the Education Code, the local health department shall have access to the complete health information as it relates to immunization of each student in the schools or other institutions listed in Section 120335 to determine immunization deficiencies.
You can play an important role in protecting yourself and others from vaccine preventable diseases (VPDs). Follow the steps below to prevent VPDs year-round.

1. Be up-to-date with vaccines
   ➢ The best way to prevent VPDs is being up-to-date with vaccines
   ➢ Know benefits of vaccination and risks of having unvaccinated students at daycare/school
   ➢ Refer students to a vaccination provider if they do not have access to a regular provider. For more information, please visit www.publichealth.lacounty.gov/chs/ or call the Los Angeles County Information Line at 211.

2. Understand vaccine requirements for daycare/preschool/school entry
   ➢ Refer to shotsforschools.org for vaccine requirements
   ➢ Make sure vaccine records are maintained and updated regularly
   ➢ Remind parents of students admitted conditionally when the next vaccine dose is due
   ➢ Do not accept antibody test results (or titers) as evidence of immunity in lieu of vaccine records

3. When sick, seek medical attention and stay home
   ➢ Get evaluated by a medical provider
   ➢ Prevent further transmission of the disease by isolating sick students or staff
   ➢ Do not return to daycare/preschool/school until cleared by your provider and/or Public Health (if a legally reportable disease)

4. Practice good hygiene
   ➢ Cover your mouth with your elbow or arm whenever you cough or sneeze
   ➢ Always wash your hands thoroughly with soap and water

5. Ask questions
   ➢ For any questions, call the Los Angeles County Department of Public Health Vaccine-Preventable Disease Control (VPDC) Program for more information at (213) 351-7800

In collaboration with Los Angeles County Department of Public Health, you can also protect yourself and others from VPDs by advocating for vaccinations. Help educate others to understand the benefits of vaccination and the risk of being unvaccinated. For questions or support, call the Los Angeles County Department of Public Health Vaccine Preventable Disease Control Program.
An accurate record of students who are unvaccinated or under-vaccinated is important because in the event of a communicable disease exposure at the school, students not up-to-date with vaccines are at a higher risk of contracting the disease and possibly developing serious illnesses, including hospitalizations or death, and may be asked to stay home.

The California Code of Regulations requires that all students upon first entrance in a daycare/preschool/school have all required immunizations. However, students may enter daycare/preschool/school unvaccinated or under-vaccinated only under the following criteria:

- **Valid Personal Belief Exemption**
  - Must have been filed before January 1, 2016 and is only valid until entry to transitional kindergarten/Kindergarten.

- **Temporary or Permanent Medical exemption**
  - Child submits a licensed physician’s written statement of a medical exemption for missing vaccine(s) and immunization records with dates for all required vaccines not exempted.

- **Conditional Entrance**
  - Child is missing a dose(s) in a series but no immunizations are currently due. Students must provide documentation of having received vaccines no later than 10 school days after he/she or the parent/guardian is notified.

- **Overdue**
  - Child is missing a dose(s) in a series and deadline has passed.

- **Special Education or Independent Studies**
  - Child may access special education or related services required by his or her Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

For more information, see [www.shotsforschool.org](http://www.shotsforschool.org).

**This roster can assist you in complying with the California laws in the following ways:**

- Tracking students' immunizations on the California School Immunization Records
- Tracking students who are unvaccinated or under-vaccinated
- In the event of an exposure to a communicable disease, identifying students that might require remaining out of daycare/preschool/school until the completion of the incubation period and the period of communicability of the disease

**Click here for Roster of Unvaccinated/Under-vaccinated Students**

For any questions on how to use this roster, please call the Vaccine Preventable Disease Control Program at (213) 351-7800 and ask to speak to the School Support Service Unit.
Pertussis is a very contagious disease. It can spread when a person coughs or sneezes. Given the close proximity and long duration of students in daycare/preschool/school, pertussis transmission is very high in a daycare/preschool/school setting. Pertussis in a daycare/school can easily spread to the general community. Vulnerable populations, such as pregnant women and infants, are at an especially high risk of transmitting disease and developing serious illness, including hospitalizations and death. Therefore, it is important to control and monitor disease transmission to protect the health and well-being of students, staff, and the general community.

Daycare/preschools/schools are at the front-line in controlling and managing communicable diseases. Daycare/preschools and schools can uniquely provide critical information of students' social patterns, shared classrooms, extracurricular activities in and out of school, etc. Therefore, daycare/preschools/schools are the most appropriate facilities to monitor students and staff with diseases.

This tracking list can assist you in preventing transmission of pertussis in your daycare/school in the following ways:

- Tracking all persons with pertussis
- Tracking all persons who have been exposed to persons with pertussis (these persons are at risk for developing pertussis)
- Identifying when cases can return to daycare/preschool/school (end of incubation period)
- Identifying when the daycare/school is no longer susceptible for further disease transmission (end of incubation period)
- Identifying whether two or more persons with pertussis are possibly linked
- Tracking high risk persons in daycare/school who might have been exposed (e.g., pregnant women, infants, etc.)

In the event of a pertussis outbreak, the Vaccine Preventable Disease Control Program has created this tracking list to assist daycares/schools in controlling and managing disease transmission.

For any questions on how to use this tracking list, please call the Vaccine Preventable Disease Control Program at (213) 351-7800 at ask to speak to the Epidemiology Unit.
Resources

Los Angeles County Department of Public Health, Vaccine Preventable Disease Control Program
- www.publichealth.lacounty.gov/ip

Pertussis Disease and Pertussis Vaccination Information
- Los Angeles County Department of Public Health: Pertussis and Vaccination Information: www.publichealth.lacounty.gov/ip/VPD_pertussis.htm
- California Department of Public Health: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/pertussis.aspx
- Centers for Disease Control and Prevention: www.cdc.gov/pertussis/index.html

Information regarding School Immunization Requirements
- Childhood, Adolescent, and Adult Immunization Schedules: www.publichealth.lacounty.gov/ip/syndication/vaccineschedule.htm
- Information and Tools for Schools: www.shotsforschool.org
- FAQs regarding Conditional Entrance: www.shotsforschool.org/laws/conditional-admission/
- Information regarding Exemptions to School Immunization Requirements: www.shotsforschool.org/laws/exemptions/
- Kindergarten and 7th Grade Immunization Rates by School: https://archive.cdph.ca.gov/programs/immunize/Pages/ImmunizationLevels.aspx
- EZIZ: http://eziz.org/

Federal and California Legislation Resources:
- Shots for Schools: http://www.shotsforschool.org/
- California Legislative Information: https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml

Community Clinics that Provide No and Low Cost Vaccines to children 18 years and younger.
- http://publichealth.lacounty.gov/ip/clinics.htm
- Referrals to no and low cost immunization providers: Dial 2-1-1 (Los Angeles County Information Line)

Downloadable Immunization Educational Materials
- Pertussis Educational Materials: www.eziz.org/resources/pertussis-promo-materials/
- Protect Your Family From Pertussis Flyer: www.publichealth.lacounty.gov/hea/library/topics/whoopingcough/

Sounds of Pertussis
- Hear how whooping cough sounds in a child
- Watch a short video of a hospitalized man with whooping cough

For any questions, please the Los Angeles County Department of Public Health Vaccine Preventable Disease Control Program:
Monday to Friday, 8:30AM to 5:00PM: (213) 351-7800
Appendix:

1. Fax Cover Sheet for Reporting to Public Health

2. Template Letters: *Available Upon Request*
   a. Exposure Notification to Students Exposed to Pertussis in Grades K To 12
   b. Exposure Notification to Students Exposed to Pertussis in Daycare/Preschools
   c. Notification to All Students and Parents of a Pertussis Situation
   d. Pertussis Outbreak Notification to All Students and Parents at School
   e. Notification to all Students and Parents of the End of the Pertussis Situation
   f. Exposure Notification After the End of the School Year to Students Exposed to Pertussis
   g. Letter to School Officials on Unvaccinated/Under-Vaccinated Students

Please contact Vaccine Preventable Disease Control Program at (213) 351-7800 and ask to speak to the Epidemiology Unit for a copy of the letter(s)
To: LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

TEL: (213) 351-7800
FAX: (213) 351-2782

SUBJECT: URGENT - Reporting Vaccine Preventable Disease to Public Health

As a public health entity conducting surveillance, the Public Health is not required to secure individual patient authorization to obtain protected health information necessary to fulfill public health responsibilities. Additionally, as part of our public health surveillance mandate under Title 17 of the California Code of Regulations, Sections 2500 - 2505, Public Health is authorized by law to collect or receive information for public health activities and purposes.

I am reporting the following individual with a possible vaccine-preventable disease:

Suspected Disease: [ ] Chickenpox  [ ] Measles  [ ] Mumps  [ ] Pertussis  [ ] Other: __________

Last Name: ____________________________________________
First Name: ____________________________________________
Date of Birth: __________________________________________
Name of School: _________________________________________
Grade Level: ____________________________________________
Last date of attendance: _________________________________

This fax also includes the following information: (please check all included in this fax)
[ ] Student’s address and telephone number
[ ] Duration of cough
[ ] Medical Note or Name and Phone Number from Student’s Health Care Provider
[ ] Any information about relationships between students with suspected pertussis (e.g., shared school bus, carpool, school dance, study group)
[ ] Exemptions/ConditionalEntrants Roster or number of students by grade level who are un/under-vaccinated against pertussis (e.g. personal/medical exemptions, conditional entrants)
[ ] Number of high risk contacts (e.g. infants, pregnant women)
Dear [School Principal, Vice-Principal, School District Superintendent],

After completing the review of the vaccination records of our [school year] entering students at [school name], it has come to our attention that we have several students in school that are unvaccinated/under-vaccinated.

As of [today’s date], we have identified [number] of students that are unvaccinated/under-vaccinated. Here is the breakdown of the number of students by the reason for not being up-to-date with vaccinations:

1.) Number of students with a Personal Belief Exemption: ______________________
2.) Number of students with a Medical Exemption: ______________________
3.) Number of students classified as a Conditional Entrant not yet due for their next vaccination dose: ______________________
4.) Number of students pending submission of their immunization documentation (legally not allowed to remain in school until proof of immunization history is provided): ______________________

By not being up-to-date with the recommended vaccines, these students are at a higher risk of contracting vaccine-preventable diseases and transmitting to others in the school. In the event of an outbreak, these students will more than likely be excluded from school as long as several weeks or even months until the Los Angeles County Department of Public Health determines the students can return at the end of the outbreak.

As you know, this will be a huge burden on the child’s well-being and education. In addition, parent(s) are typically very upset in these situations because it requires them to arrange for alternative child care while the child is out of school. These absences further translate into budgetary challenges for the school with losses in Average Daily Attendance (ADA) funding.

We believe these unfortunate outcomes can be avoided with a proactive effort on the part of the school and district. Therefore, we are requesting your assistance in reducing the number of students who are un- or under-vaccinated at this school, either by asking you to speak directly to these parents about the importance of having their children up-to-date with vaccines or by employing any other strategy we choose to adopt.

Because our mission is to protect the overall health and well-being of all our students, staff, and general community, please let me know how I can help you to create an optimal learning environment for our students to learn and succeed.

Thank you,

[signature]

[Name and Title]