



Health Services  
Park Ridge-Niles School District 64

## Communicable Disease Planning Overview 2014-15

Updated February 10, 2015

### Ongoing Procedures

Health Services works closely on a regular basis with the Superintendent and the Public Information Coordinator to organize and disseminate vital health information to staff and families on a regular, preventative basis and to address areas of concern as they may arise.

The Health Services Facilitator is in regular communication with the health assistants and other nurses, and department meetings are held once every 4-6 weeks to review health protocols and practices.

Procedures include:

- Daily absence lists are reviewed and unusual findings are reported to the District nurse.
- Secretaries and health assistants ask parents what type of symptoms their child has when they are called in sick. Although giving information of this type is voluntary, parents are generally willing to share details of illness. Parents are reminded that students will not be allowed to return to school until they have been free of fever for 24 hours without fever-reducing medication.
- Hand sanitizers (portable dispensers) are available in all lunchrooms. Students are offered/encouraged to use hand sanitizer.
- School Messenger email is used to provide general information about communicable disease/prevention to all parents. Information about measles was recently emailed to all families and staff. School Messenger email is also used to provide specific information about a particular health concern to individual schools/grades as needed.
- Monthly School Newsletters are used to provide information about avoiding communicable illness or other health and safety tips.
- Cook County Department of Public Health (CCDPH) is consulted by email and phone regarding information about communicable illness cases and about reporting procedures. District 64 Health Services forwards CCDPH communication to families when necessary/appropriate.
- The Health & Safety Tips page on the District 64 website provides updated information about communicable disease, as well as other relevant health issues. Links lead to sites such as the Centers for Disease Control, Cook County Department of Public Health, IL Department of Public Health, and American Academy of Pediatrics.
- District staff members receive similar information provided to parents regarding disease, prevention tips, etc. via email. Sometimes general health information is shared on the District's Intranet Staff Portal.

## **Suspected Outbreak Protocol**

- If attendance/absence monitoring indicates 10% absence for a single syndrome (for example, gastrointestinal illness or flu symptoms) in a school, Cook County Department of Public Health is notified and its recommendations are followed. For example, CCDPH provides a specific announcement letter with illness information and prevention tips, along with instructions on who must be informed.
- Even a single (suspected or confirmed) case of certain diseases, however, must be reported to CCDPH within a specific time period. For example, a single suspected or confirmed case of measles, mumps, or pertussis (whooping cough) must be reported within 24 hours.
- A District planning committee may be convened to deal with potential or actual outbreak. Members may include: Superintendent, Director of Innovation & Instructional Technology, Director of Special Education/Pupil Services, Chief School Business Official, Director of Facility Management, Assistant Superintendents for Student Learning and Human Resources, Public Information Coordinator, Facilitator of School Health Services, District Crisis Plan Coordinator, Principal and any other staff members as needed. Actions to be considered include:
  - Tracking attendance District-wide via attendance log, more detailed than daily absence reporting
  - Further cleaning with disinfectant materials (regulated under “green” cleaning restrictions)
  - Making hand washing, hand wipes, and hand sanitizer available for students and staff
  - Continuing frequent communication with staff and families about confirmed cases, prevention, etc. via email, School Messenger, School Newsletters, etc.
  - Need for school closures
  - Planning to provide opportunities for remote learning in case of school closure

## **Actual Outbreak Protocol**

The District is primed to work cooperatively with local agencies in support of disease prevention.

Coordination with additional outside agencies would include any/all of the following: CCDPH, IDPH, Park Ridge Fire and Police Departments, Park Ridge and Niles Public Health Departments, local hospitals, District 64 Medical Advisory Board representatives, and others as needed.