

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.

PERTUSSIS SYMPTOMS
Coughing fits/spells, inspiratory whoop, vomiting after cough, apnea, etc.

★ *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.*



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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
OPTIONAL LETTER

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.**

CONTACTS
 Persons who share a classroom or extracurricular activity with a person with pertussis for approx. ≥1 hour.

- 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. 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.**