



GOVERNMENT OF BERMUDA  
Ministry of Health

# Guidance on Infection Control, Exclusion and Reporting of Health Events in Schools, Nurseries and Other Child Care Settings

*Effective: October 2020*

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## Introduction and Contact Information

Nurseries, pre-school facilities, schools, and other childcare settings aim to provide children with a safe environment for growth, development and learning. Good infection control measures are therefore essential to protect both children and staff.

This document provides information on the prevention and control of infection in the child-care setting. While this document is unable to provide a single authoritative text on all infectious diseases due the vast array of infections that can be encountered, it provides guidance and information about the common and more important infections encountered in school and other childcare settings. Whenever there is any doubt about the management of a particular illness, advice should be sought from one of the contacts listed below:

Department of Health

Telephone: 278-4900

Child Health Clinic

(67 Victoria Street, Hamilton)

Telephone: 278-6460

Epidemiology and Surveillance Unit

Telephone: 278-6503 (Nurse Epidemiologist)

The assistance of everyone involved in the care of children is invaluable in highlighting possible problems so the spread of infection can be prevented or controlled.

## General information

**Children who are unwell should not attend school or other childcare settings.**

A child with an infectious disease may show general signs of illness. This can include fever, shivering, vomiting, diarrhoea, etc. In these circumstances, parents/guardians should be contacted so that they can collect the child. In the meantime the child should be kept comfortable away from other children. Once they are better, they should return unless they pose a risk of infection to others. They should not return to school or nursery until the risk has passed. For all fevers (temperature above 38C or 100.4 °F), regardless of cause, the child should be excluded until fever-free for 24 hours without the use of fever-reducing medications.

The following tables outline the recommendations for exclusion for specific conditions and illnesses.

### Respiratory Conditions

| Respiratory Conditions     | Recommended period to be kept away from school and other childcare settings  | Additional Information<br><i>SEE: <a href="#">Respiratory Conditions and COVID-19</a></i>  |
|----------------------------|--|--|
| Asthma                     | Exclusion not usually required unless determined to be unfit for school attendance by physician  |  |
| Common cold                | Exclusion not usually required   |  |
| COVID-19                   | Until recovered - Minimum of 14 days after onset of symptoms or laboratory confirmed diagnosis, symptom free for 3 days and at least one negative test |  |
| Flu (influenza)            | Until recovered and fever-free for 24 hours without the use of fever-reducing medications  | Immunization recommended annually for all children from 6 months of age.<br><i>SEE: <a href="#">Vulnerable Children</a></i>  |
| Seasonal allergies         | Exclusion not usually required unless determined to be unfit for school attendance by physician  |  |
| Strep Throat               | Exclude for 24 hours after commencing appropriate antibiotic treatment, provided he/she has no fever.  |  |
| Whooping cough (pertussis) | Exclude for five days after commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment                               | Preventable by immunization. After treatment, non-infectious coughing may continue for many weeks. The Epidemiology and Surveillance Unit will organise any contact tracing, if necessary. |

### Respiratory Conditions and COVID-19

In March of 2020, the World Health Organization (WHO) officially declared COVID-19, the disease caused by the novel coronavirus, a pandemic. The WHO classifies countries based on the level of transmission. The four transmission categories are no cases, sporadic cases, clusters of cases and community transmission. Bermuda's current transmission status can be found here: <https://www.gov.bm/coronavirus-covid19-update>. Bermuda's transmission status affects the recommended period to be kept away from school and other childcare settings for respiratory

conditions as symptoms for many of the conditions and COVID-19 can be similar. The tables below can be used for guidance:

| <b>Country Status</b>         | <b>Action</b>  |
|-------------------------------|--|
| <b>No Cases Reported</b>      | <i>Exclude as recommended – refer to chart below as needed</i>   |
| <b>Sporadic Cases</b>         | <i>Exclude as recommended – refer to chart below as needed</i>   |
| <b>Clusters of Cases</b>      | <i>Exclude all persons with fever and respiratory symptoms for minimum of 14 days from symptom onset, or otherwise in accordance with COVID-19 protocols</i> |
| <b>Community Transmission</b> | <i>Exclude all persons with fever and respiratory symptoms for minimum of 14 days from symptom onset, or otherwise in accordance with COVID-19 protocols</i> |

| <b>Symptoms</b>                       | <b>Coronavirus (COVID-19)</b>             | <b>Common Cold</b>                    | <b>Flu</b>                      | <b>Seasonal Allergies</b>                           | <b>Asthma</b>  |
|---------------------------------------|---|---------------------------------------|---------------------------------|---|--|
| <b>Onset of symptoms</b>              | <i>Symptoms range from mild to severe</i> | <i>Gradual onset of symptoms</i>      | <i>Abrupt onset of symptoms</i> | <i>Abrupt onset of symptoms</i>                     | <i>Gradual or abrupt onset of symptoms</i>           |
| <b>Length of symptoms</b>             | <i>7-25 days</i>                          | <i>Less than 14 days</i>              | <i>7-14 days</i>                | <i>Several weeks</i>                                | <i>Can start quickly or last for hours or longer</i> |
| <b>Cough</b>                          | <i>Common (usually dry)</i>               | <i>Common (mild)</i>                  | <i>Common (usually dry)</i>     | <i>Rare (usually dry unless it triggers asthma)</i> | <i>Common (can be dry or wet/productive)</i>         |
| <b>Wheezing</b>                       | <i>No</i>                                 | <i>No</i>                             | <i>No</i>                       | <i>No</i>   | <i>Common</i>  |
| <b>Shortness of breath</b>            | <i>Sometimes</i>                          | <i>No</i>                             | <i>No</i>                       | <i>No</i>   | <i>Common</i>  |
| <b>Chest tightness/pain</b>           | <i>Sometimes</i>                          | <i>No</i>                             | <i>No</i>                       | <i>No</i>   | <i>Common</i>  |
| <b>Rapid breathing</b>                | <i>Sometimes</i>                          | <i>No</i>                             | <i>No</i>                       | <i>No</i>   | <i>Common</i>  |
| <b>Sneezing</b>                       | <i>No</i>                                 | <i>Common</i>                         | <i>No</i>                       | <i>Common</i>                                       | <i>No</i>  |
| <b>Runny or stuffy nose</b>           | <i>Rare</i>                               | <i>Common</i>                         | <i>Sometimes</i>                | <i>Common</i>                                       | <i>No</i>  |
| <b>Sore throat</b>                    | <i>Sometimes</i>                          | <i>Common</i>                         | <i>Sometimes</i>                | <i>Sometimes (usually mild)</i>                     | <i>No</i>  |
| <b>Fever</b>                          | <i>Common</i>                             | <i>Sometimes (short fever period)</i> | <i>Common</i>                   | <i>No</i>   | <i>No</i>  |
| <b>Feeling tired and weak</b>         | <i>Sometimes</i>                          | <i>Sometimes</i>                      | <i>Common</i>                   | <i>Sometimes</i>                                    | <i>Sometimes</i>                                     |
| <b>Headaches</b>                      | <i>Sometimes</i>                          | <i>Rare</i>                           | <i>Common</i>                   | <i>Sometimes (related to sinus pain)</i>            | <i>Rare</i>  |
| <b>Body aches and pains</b>           | <i>Sometimes</i>                          | <i>Common</i>                         | <i>Common</i>                   | <i>No</i>   | <i>No</i>  |
| <b>Diarrhoea, nausea and vomiting</b> | <i>Sometimes</i>                          | <i>Rare</i>                           | <i>Sometimes</i>                | <i>No</i>   | <i>No</i>  |
| <b>Chills</b>                         | <i>Sometimes</i>                          | <i>No</i>                             | <i>Sometimes</i>                | <i>No</i>   | <i>No</i>  |
| <b>Loss of taste and smell</b>        | <i>Sometimes</i>                          | <i>Rare</i>                           | <i>Rare</i>                     | <i>No</i>   | <i>No</i>  |

## Rashes and Skin Infections

| Rashes and Skin Infections                 | Recommended period to be kept away from school and other childcare settings  | Additional Information   |
|--|--|--|
| Athlete's Foot                             | None   | Treatment is recommended.  |
| Chickenpox (Varicella)                     | Exclude for five days from the onset of rash   | Preventable by immunization.<br><i>SEE: <a href="#">Vulnerable Children, Pregnancy</a></i>   |
| Cold Sores                                 | None   | Avoid kissing and contact with sores.  |
| German measles (Rubella)                   | Exclude for six days from onset of rash  | Preventable by immunization.<br><i>SEE: <a href="#">Pregnancy</a></i>  |
| Hand, foot and mouth (Coxsackie virus)     | Exclude until cleared by a physician. Additional exclusion criteria may include fever and numerous open blisters according to school policy. | Contact the Epidemiology and Surveillance Unit if a large number of children are affected.   |
| Impetigo                                   | Exclude until lesions are crusted and healed, or 24 hours after commencing antibiotic treatment  | Antibiotic treatment speeds healing and reduces the infectious period.   |
| Measles                                    | Exclude for four days from onset of rash   | Preventable by immunization.<br><i>SEE: <a href="#">Vulnerable Children, Pregnancy</a></i>   |
| Molluscum contagiosum                      | None   |  |
| Ringworm - skin/scalp                      | Exclusion not usually required   | Treatment is required.   |
| Roseola (infantum)                         | Exclude until fever-free for 24 hours without the use of fever-reducing medications  |  |
| Scabies                                    | Exclude until first treatment completed  | Household and close contacts require treatment   |
| Scarlet fever                              | Exclude for 24 hours after commencing appropriate antibiotic treatment, provided he/she has no fever.  |  |
| Slapped cheek/fifth disease Parvovirus B19 | Exclude until fever-free for 24 hours without the use of fever-reducing medications  | <i>SEE: <a href="#">Vulnerable Children, Pregnancy</a></i>   |
| Shingles                                   | Exclude only if rash is weeping and cannot be covered  | Can cause chicken pox in those who are not immune. It is spread by very close contact and touch.<br><i>SEE: <a href="#">Vulnerable Children, Pregnancy</a></i> |
| Warts and verrucae                         | None   | Verrucae should be covered, especially in swimming pools, gymnasiums and changing rooms  |

## Diarrhoea and Vomiting Illness

| Diarrhoea and Vomiting Illness (including food-borne illness/food poisoning)  | Recommended period to be kept away from school and other childcare settings | Additional Information  |
|---|---|---|
| Diarrhoea and/or vomiting (i.e. <i>salmonella</i> , <i>shigella</i> , <i>campylobacter</i> , norovirus, rotavirus, <i>Giardia</i> , etc.) | Exclude for 48 hours from last episode of diarrhoea or vomiting             | Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices. |

## Other Infections

| Other Infections                  | Recommended period to be kept away from school and other childcare settings  | Additional Information   |
|-----------------------------------|--|--|
| Conjunctivitis                    | Exclude until prescribed treatment has been given for 24-48 hours or condition improves.   | If an outbreak/cluster occurs, consult the Epidemiology and Surveillance Unit.   |
| Diphtheria                        | Exclusion is essential until cleared by a physician.   | Preventable by immunization. Family contacts must be excluded until cleared to return by a physician. The Epidemiology and Surveillance Unit must be notified and will organise any contact tracing necessary. |
| Head lice                         | Exclude until condition is resolved according to school policy   | Treatment is recommended especially when live lice have been seen.   |
| Hepatitis A                       | Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)                                      | In an outbreak of hepatitis A, The Epidemiology and Surveillance Unit will advise on control measures.   |
| Hepatitis B, C, HIV/AIDS          | None   | Hepatitis B and C and HIV are blood-borne viruses that are not infectious through casual contact. For cleaning of blood and body fluid spills, see <a href="#">Good Hygiene Practice</a> .                     |
| Meningitis (bacterial) septicemia | Exclude child has received appropriate antibiotic treatment and is fever-free for 24 hours without the use of fever-reducing medications | Preventable by immunization. There is no reason to exclude siblings or other close contacts of a case. The Epidemiology and Surveillance Unit will advise on any action needed.                                |
| Meningitis (viral)                | Exclude until fever-free for 24 hours without the use of fever-reducing medications  | Milder illness. There is no reason to exclude siblings and other close contacts of a case.   |
| Mononucleosis                     | Exclude until fever-free for 24 hours without the use of fever-reducing medications  |  |
| MRSA                              | None, unless directed by a physician or wound is draining and cannot be covered  | Good hygiene, in particular hand-washing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Epidemiology and Surveillance Unit.       |
| Mumps                             | Exclude until nine days after onset of swelling  | Preventable by immunization. The Epidemiology and Surveillance Unit will organise any contact tracing necessary.   |
| Pinworms/Thread worms             | None   | In some cases, treatment is recommended for the child and household contacts.  |
| Tonsillitis                       | Exclude until fever-free for 24 hours without the use of fever-reducing medications  | There are many causes, but most cases are due to viruses and do not need an antibiotic.  |

## Additional Information

### Good hygiene practice

Hand-washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water, and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. When possible, cuts and abrasions should be covered with waterproof dressings.

Alcohol-based hand sanitizers are not cleansing agents and should not replace the need for hand-washing. While alcohol-based hand sanitizers offer a practical and acceptable alternative to hand-washing when hands are not visibly dirty, hands that are visibly soiled should be washed using soap and water.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

If skin is broken due to bite or injury, encourage the wound to bleed. Wash affected area thoroughly using soap and water. Seek medical attention immediately if there is excessive bleeding.

Appropriate personal protective equipment (PPE) should be available. Disposable non-powdered vinyl or latex-free gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids. Goggles should also be available for use if there is a risk of splashing to the face. PPE should be used when handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent and thorough. Monitor cleaning contracts and ensure cleaners are appropriately trained and have access to PPE.

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Soiled linen should be washed separately at the hottest temperature setting the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Used gloves, aprons and soiled dressings should be stored in waste bags in foot-operated bins.

### Contact with Animals

As animals may carry infections it is important that hands are washed after handling of any animals.

**Animals in school (permanent or visiting):** Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet.

**Precautions for school/child care visits to zoos and farms:** Check that the farm is well-managed and that the grounds are as clean as possible. Note that manure and sick animals present a particular risk of infection and animals must be prohibited from any outdoor picnic areas. Check that the zoo /

farm has washing facilities adequate and accessible for the age and development of the children visiting with running water, soap (preferably liquid) and disposable towels or hot air dryers. Any drinking water fountains should be appropriately designated in a suitable area. Explain to children that they cannot be allowed to eat or drink anything, including chips, sweets, chewing gum, etc., while touring the zoo / farm, or put their fingers in the mouth, because of the risk of infection. If children are in contact with or feeding animals, warn them not to place their faces against the animals or taste the animal feed.

Ensure all children wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking. Meal-breaks or snacks should be taken well away from areas where animals are kept, and children warned not to eat anything which may have fallen to the ground. Any crops produced on the farm should be thoroughly washed in drinking water before consumption. Ensure children do not consume unpasteurised produce, for example milk or cheese. Ensure all children wash their hands thoroughly before departure and ensure that footwear is as free as possible from faecal material.

## Specific Populations

### Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children. These include those being treated for leukaemia or other cancers, those on high doses of steroids and those with conditions that seriously reduce immunity. School and nursery administrators and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox or measles and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunizations, for example pneumococcal and influenza.

### Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

Chickenpox can affect the pregnancy if a woman had not already had the infection. The exposure should be reported to the GP and/or OB-GYN at any stage of exposure. The GP or OB-GYN will arrange a blood test to check for immunity.

Additionally, as shingles is caused by the same virus as chickenpox, anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with German measles she should inform her GP and/or OB-GYN immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform GP and/or OB-GYN as this must be investigated promptly.

Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform OB-GYN to ensure investigation.

## Immunizations

Parents/Guardians should be encouraged to have their child immunised and to have any missed immunizations or further catch-up doses organised through the child's physician or the Department of Health. Children who present with certain risk factors may require additional immunizations.

### *Recommended Immunization Schedule for Healthy Infants, Children and Adolescents (Bermuda)*

| Age   | Disease Protection             | Immunization |
|---|--------------------------------|--------------|
| 2 months  | Diphtheria, Tetanus, Pertussis | DTaP         |
|   | Haemophilus influenzae B       | Hib          |
|   | Polio                          | IPV          |
|   | Pneumococcal                   | PCV          |
|   | Rotavirus                      | RV           |
| 4 months  | Diphtheria, Tetanus, Pertussis | DTaP         |
|   | Haemophilus influenzae B       | Hib          |
|   | Polio                          | IPV          |
|   | Pneumococcal                   | PCV          |
|   | Rotavirus                      | RV           |
| 6 months  | Diphtheria, Tetanus, Pertussis | DTaP         |
|   | Haemophilus influenzae B       | Hib          |
|   | Polio                          | IPV          |
|   | Pneumococcal                   | PCV          |
| 7 months  | Hepatitis B                    | HBV          |
| 8 months  | Hepatitis B                    | HBV          |
| 12 months   | Hepatitis B                    | HBV          |
| 15 months   | Measles, Mumps, Rubella        | MMR          |
| 15-18 months  | Diphtheria, Tetanus, Pertussis | DTaP         |
|   | Haemophilus influenzae B       | Hib          |
|   | Pneumococcal                   | PCV          |
| 24 months   | Chickenpox                     | Varicella    |
| 4-6 years   | Diphtheria, Tetanus, Pertussis | DTaP         |
|   | Polio                          | IPV          |
|   | Measles, Mumps, Rubella        | MMR          |
|   | Chickenpox                     | Varicella    |
| 12 years  | Human Papillomavirus           | HPV          |
| 11-18 years   | Tetanus, Diphtheria            | Td           |
| Vaccine availability is dependent on worldwide production and supply. |                                |              |

**Immunization for influenza is recommended annually for all children from 6 months of age.**

**Staff immunizations:** All staff should be up to date with immunizations, especially those which protect against rubella and pertussis.

## Outbreaks

Outbreaks of infectious disease may occur from time to time in schools and other childcare settings. An outbreak in a childcare setting can be defined as: *two or more linked cases of the same illness or when the number of cases of the same illness exceeds the expected number.* The importance of any outbreak depends on several factors including, but not limited to, the severity of the disease, the number of children affected, the mode of transmission, and whether any specific action is required to prevent further cases.

**If a school or childcare facility suspects an outbreak of an infectious disease, the Department of Health / Epidemiology and Surveillance Unit should be notified immediately.**

Schools and other childcare facilities may become aware of an outbreak if several children are ill with the same illness or there is a sudden increase in the number of absentees. In these instances it is important that the Nurse Epidemiologist is informed and an initial assessment of the situation is conducted. This initial assessment includes finding out how many children and staff are ill, what the symptoms are and when the symptoms began for each case. When necessary, the Nurse Epidemiologist, Health Visitor, School Nurse, and/or Environmental Health Officer will visit the childcare establishment or school to investigate the source, prevent further spread, and provide additional information.

### Action Checklist for Schools/Childcare Facilities during an Outbreak

| Action  | Y/N | Comments |
|---|-----|----------|
| Inform Department of Health/Epidemiology and Surveillance Unit  |     |          |
| Inform parents/guardians about outbreak and advise regarding symptoms and exclusion criteria (refer to guidance and sample letter)                                    |     |          |
| Follow recommended exclusion for ill children and staff   |     |          |
| Monitor that staff and children are washing hands effectively   |     |          |
| Liquid soap and paper towels available  |     |          |
| Twice daily cleaning of all surfaces with warm water and detergent followed by disinfection with chlorine-based disinfectant (1000 ppm) especially hard contact areas |     |          |
| Suspend use of soft toys, water and sand play, and play dough/cookery activities  |     |          |
| Clean hard toys daily and then disinfect with chlorine-based disinfectant or wash in dishwasher at 60°C or 140°F if possible  |     |          |
| Suspend introduction of new children  |     |          |
| Restrict visitors to facility   |     |          |
| Display guidelines on disease prevention  |     |          |
| Restrict food handling  |     |          |
| Thorough cleaning at end of outbreak to include cleaning with detergent and water followed by disinfection with a chlorine-based disinfectant (1000 ppm)              |     |          |

The following Outbreak Reporting Form can be used.



GOVERNMENT OF BERMUDA

Ministry of Health

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**OUTBREAK REPORT FORM FOR SCHOOLS AND OTHER CHILDCARE FACILITIES**

Please complete and return a copy of this form to the Epidemiology and Surveillance Unit.

Phone: (+1 441) 278-6503

Fax: (+1 441) 296-3283

E-mail: [epidemiology@gov.bm](mailto:epidemiology@gov.bm)

|   |
|---|
| Report Status: <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED <input type="checkbox"/> FINAL |
| Date Completed:   |
| Name and Telephone Number of School/Childcare Facility:   |
| Name and contact information of Principal/Person in Charge:   |
| Details of Outbreak:  |

OUTBREAK LINE LIST

STAFF CASES

| Surname | First Name | Age (years) | Gender (M/F) | Date of Onset | Symptoms | Excluded (Yes/No) | Duration of Symptoms | Other |
|---------|------------|-------------|--------------|---------------|----------|-------------------|----------------------|-------|
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |
|         |            |             |              |               |          |                   |                      |       |

Total # of Staff: \_\_\_\_\_ # of Staff affected: \_\_\_\_\_

Any additional information about staff cases:

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**OUTBREAK LINE LIST**  
**CHILD /STUDENT CASES**

| Surname | First Name | Age /<br>Date of Birth | Gender<br>(M/F) | Date of Onset | Symptoms | Excluded<br>(Yes/No) | Duration of<br>Symptoms | Other |
|---------|------------|------------------------|-----------------|---------------|----------|----------------------|-------------------------|-------|
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |
|         |            |                        |                 |               |          |                      |                         |       |

Total # of Children/Students: \_\_\_\_\_ # of Children/Students affected: \_\_\_\_\_

Any additional information about child/student cases:

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## Sample Letters to Parents

### Generic

Date:

Dear Parent or Guardian:

When a child becomes sick, a determination must be made whether the child should be kept home from school. Staying home when sick is an important way to help prevent the spread of germs that cause illnesses.

It is recommended that your child be kept home if he/she is not able to take part in normal school activities, the illness causes an unsafe or unhealthy place for others at school, or when the child requires care that cannot be managed at school.

Keep your child home if he/she has:

- A fever: Temperature over 100.4°F, especially if accompanied with behaviour changes or other signs and symptoms of illness such as sore throat, rash, vomiting, diarrhoea, earache, or irritability.
- Vomiting: 2 or more times within 24 hours.
- Diarrhoea: 3 or more watery stools within 24 hours.
- An open or oozing sore: Unless it is properly covered with a bandage that will not leak wound drainage while at school.

There are many other infectious diseases that require a child to remain home from school for a period of time such as strep throat, pink eye, chickenpox, mumps and whooping cough (pertussis). Please check with the school first before your child returns to school if he/she has had any of these conditions or any other less common infectious disease.

Many diseases are preventable by vaccination including influenza (flu). For immunization information, contact the Department of Health at 278-6460.

Sincerely,

Childcare Provider/Person in Charge/Principal

## Unwell Child

Date:

Dear Parent or Guardian:

Your son/daughter was unwell at \_\_\_\_\_ (school/ childcare facility) today.

When children are unwell, it is important to keep them out of contact with other children and staff. Following advice from the Department of Health, any child or staff member should remain out of \_\_\_\_\_ (school/childcare facility) for \_\_\_\_\_ (relevant exclusion period\*) to prevent the spread of the illness.

We kindly request that you adhere to the above exclusion period as having children who may have an infection around other children puts the other children at risk. In addition, we all have a responsibility to safeguard the health and well-being of our children.

We hope your son/daughter is feeling better soon.

Sincerely,

Childcare Provider/Person in Charge/Principal

## Confirmed Case of a Communicable Disease

Date:

Dear Parent or Guardian:

This letter is to inform you that there has been a documented case of \_\_\_\_\_  
at \_\_\_\_\_ (school/ childcare facility).

Please be alert to symptoms in your child of:

The best prevention of this communicable disease is:

If you have questions or concerns, please contact me at \_\_\_\_\_ (phone and/or email)

Sincerely,

Childcare Provider/School Nurse/Nurse Epidemiologist/Person in Charge

## Outbreak Situation

Date:

Dear Parent or Guardian:

Recently we have experienced a high number of absences due to illness. Because of this, we are sending this informational letter to all families with children at \_\_\_\_\_ (school/ childcare facility).

Illnesses in schools and other childcare facilities are generally spread from person to person. Therefore, the key message of this letter is to continue to reinforce good hygiene and hand-washing. Good hand-washing should consist of using good scrubbing or friction for 20 seconds. Hands should be dried completely after washing. If using a hand towel for drying, the towel should be changed at least every day. If possible, paper towels may be best, especially during this time of increased illness. Additionally, noses and mouths should be covered whenever someone coughs or sneezes. This should be followed by hand-washing. If tissues are used, the used tissue should be immediately placed in the garbage.

We will be taking measures at \_\_\_\_\_ (school/ childcare facility) as well and redoubling our efforts to promote hand-washing and covering of coughs and sneezes.

If your child has become ill and you have not already alerted the school, please contact the school at \_\_\_\_\_ (phone) and provide as much information as possible regarding the illness.

Thank you for your help in controlling this sudden onset of illness.

Sincerely,

Childcare Provider/ Person in Charge/Principal