

PREVENTING CORONAVIRUS DISEASE 2019 (COVID-19)

SCHOOLS





HEALTH DIVISION

OAKLAND COUNTY EXECUTIVE DAVID COULTER

March 9, 2020

Leigh-Anne Stafford, Health Officer
(248) 858-1280 | health@oakgov.com

Dear Oakland County educational leader,

Oakland County Health Division (OCHD) is working closely with Oakland Schools, healthcare providers, Michigan Department of Health and Human Services (MDHHS), and Centers for Disease Control and Prevention (CDC) to actively monitor and prepare for the presence of coronavirus (COVID-19) in the community. OCHD is providing this toolkit to share information with you, your employees and families about how to stay healthy and prevent illness.

CDC has created [Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#). This guidance provides recommendations to prevent exposure to respiratory illnesses and planning considerations if there are more widespread, community outbreaks of COVID-19. Some recommended strategies for childcare providers to use now include:

- Report influenza-like activity via the Oakland County's Health & Human Services Communication Portal
- Educate students, parents, and staff regarding preventative hygiene practices
- Ensure students and staff who become sick at school/childcare or arrive sick are sent home as soon as possible
- Separate sick students and staff from others until they can go home
- Routinely disinfect frequently touched surfaces (e.g., toys, doorknobs, tables, countertops)
- Provide staff disposable disinfectant wipes so commonly used surfaces can be wiped down before and after use

The best way to prevent infection is to avoid being exposed to the virus. The simple everyday actions you can take to help prevent the spread of flu and other common illnesses can also help prevent the spread of coronaviruses. The following documents are attached and can also be found on our website. Please feel free to share them:

- Coronavirus Disease 2019 (COVID-19) – What You Need to Know
- Stop the Spread of Germs
- Hand Washing Instructions
- Social Media Posts
- A Clean School is a Healthier School
- Cover Your Cough

This is an evolving situation and information/resources will be updated as available at www.oakgov.com/health. Our Nurse on Call is also available at 800-848-5533, Monday through Friday, 8:30 a.m. – 5:00 p.m. or noc@oakgov.com.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services

A handwritten signature in black ink that reads "Leigh-Anne Stafford".

Leigh-Anne Stafford, M.S.A.
Health Officer

Coronavirus Disease 2019 (COVID-19)

What You Need to Know



What is Coronavirus Disease 2019 (COVID-19)?

Coronavirus Disease 2019, or COVID-19, is the disease caused by a new respiratory virus named SARS-CoV-2. COVID-19 was first identified in Wuhan, Hubei Province, China in December 2019.

What are the symptoms of COVID-19?

People diagnosed with COVID-19 have reported mild to severe respiratory illness 2 to 14 days after exposure. Symptoms include:

- fever
- cough
- shortness of breath

How is COVID-19 spread?

The virus is thought to spread mainly from person to person

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

Has anyone in the United States gotten infected?

The current case count of COVID-19 in the United States is available at: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html> The current case count of COVID-19 in Michigan is available at: <https://www.michigan.gov/coronavirus>

Am I at risk for COVID-19 infection?

This is a rapidly evolving situation and the risk assessment may change daily. The latest updates are available on [CDC's Coronavirus Disease 2019 \(COVID-19\) website](https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html).

Some people that may be at higher risk of getting very sick from this illness includes:

- Older adults
- People who have serious chronic medical conditions
 - Heart disease
 - Diabetes
 - Lung disease

Can I still travel to countries where COVID-19 cases have occurred?

For the most up to date information related to Coronavirus Disease 2019 Travel check out CDC's travel page at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>), there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine or treatments?

There is not a vaccine or specific treatment recommended for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

How can I help protect myself and others?

The best way to prevent infection is to avoid being exposed to the virus. **The simple everyday actions you can take to help prevent the spread of flu and other illnesses can help prevent the spread of coronaviruses.** These include:

- Stay home when sick.
- Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Avoiding close contact, sharing cups, or sharing eating utensils.
- Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.
- Practice good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Be prepared with the following supplies:
 - Maintain a two-week supply of water and food at home
 - Routinely check your regular prescription drugs to ensure that you won't run out
 - Keep non-prescription drugs and other health supplies on hand
 - Get copies and maintain electronic versions of health records
 - Talk with family members about how they would be cared for if they got sick and what would be needed to care for them in your home
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19.



NURSE ON CALL PUBLIC HEALTH INFORMATION HOTLINE
800.848.5533 NOC@OakGov.com
OAKGOV.COM/HEALTH



@ PUBLICHEALTHOC

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HAND WASHING

What You Need to Know

HAND WASHING STEPS



Rub your hands together for at least 20 seconds using warm running water and soap.



Wash under fingernails, between fingers, back of hands and wrists.



Rinse your hands well under warm running water.



Dry your hands completely. In the home, change hand washing towels often.

IN PUBLIC BATHROOMS

- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

ALWAYS PRACTICE HEALTHY HABITS

- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

WHEN TO WASH HANDS

Wash hands after:

- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child's hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend's home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

Wash hands before:

- Preparing or serving food
- Eating or drinking

THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN

Washing hands is more effective than hand sanitizer.

STOP THE SPREAD OF GERMS

HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES



Wash your hands often with soap and warm water for at least 20 seconds.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Cough and sneeze into your upper sleeve or cover your cough or sneeze with a tissue, then throw in the trash. Wash hands.



Stay home when you are sick, except to get medical care. Call ahead before you visit your doctor or emergency room.



Avoid contact with people who are sick.

For more information: oakgov.com/health

CLEAN & DISINFECT ALL HARD SURFACES, SUCH AS:



DESKS AND CHAIRS



CELL/DESK PHONES



DRINKING FOUNTAIN



COMPUTER EQUIPMENT



DOOR HANDLES



SPORTS EQUIPMENT



OFFICE EQUIPMENT



LOCKERS



SINK/FAUCETS



COFFEE MAKERS



SMART BOARDS



REMOTE CONTROLS

A CLEAN CHILDCARE CENTER IS A HEALTHIER CHILDCARE CENTER

CLEAN & DISINFECT ALL HARD SURFACES, SUCH AS:



TOYS



INDOOR PLAYGROUNDS



BALLS



FLOORS AND SHELVING



CRIBS



CHANGING TABLES



HIGHCHAIRS



TABLES AND CHAIRS



DOOR HANDLES



CUBBIES



DRINKING FOUNTAINS

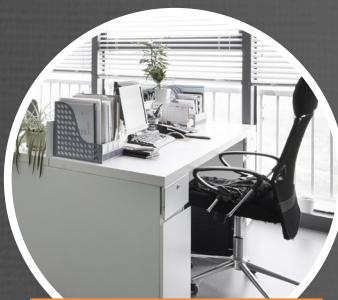


KITCHEN

A CLEAN WORK ENVIRONMENT IS A HEALTHIER WORK ENVIRONMENT



CLEAN ALL HARD SURFACES, SUCH AS:



TABLES, DESKS,
AND CHAIRS



PHONES



DRINKING COOLERS



COMPUTER EQUIPMENT



COFFEE MAKERS



DOOR HANDLES
AND HAND RAILS



OFFICE EQUIPMENT



ELEVATOR BUTTONS

CLEANING AND DISINFECTING HARD SURFACES



What You Need to Know

What should be used to clean and disinfect hard surfaces?

When a surface is visibly dirty, wash with a general household cleaner (soap or detergent). Rinse with water and follow with a disinfectant. When a surface is not visibly dirty, clean with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). Wear disposable gloves. Make sure the disinfectant product you choose is registered with the United States Environmental Protection Agency (EPA) and includes an EPA registration number on it. For a list of EPA-registered disinfectants visit:

www.epa.gov/oppad001/chemregindex/html.

NOTE:

- Minimum disinfectant concentrations are needed for different bacteria/viruses and surfaces. In general, a bleach concentration of 200 parts per million (1 tablespoon of bleach in one gallon of water) is effective against many bacteria and viruses. Bleach solution of 1,000 – 5,000 parts per million (1/3 cup to 1 2/3 cups of bleach in 1 gallon of water) may be needed to be effective against Norovirus. For more detailed information visit the EPA disinfectant web page at: www.epa.gov/oppad001/chemregindex.html.
- When using chlorine bleach to disinfect surfaces, use an unopened bottle. Chlorine bleach loses its effectiveness 30 days after opening. A fresh bleach/water solution should be made daily. Spray or use a cloth to apply to surfaces and let stand for 10 minutes if possible. Rinse with clear water.
- Always follow label instructions carefully when using cleaners and disinfectants. Pay attention to hazard warnings and label instructions for using personal protective items such as household gloves.
- **DO NOT MIX DISINFECTANTS AND CLEANERS**

What surfaces should be cleaned and disinfected?

Hard surfaces that are touched often or by more than one person need to be cleaned and disinfected as explained above. Examples of hard surfaces include:

- Countertops
- Toys
- Bathroom surfaces
- Tabletops
- Desktops
- Drinking fountains
- Doorknobs/door handles
- Chairs

Use sanitizer cloths on electronic items that are touched often. These items include computers, keyboards, computer mice, telephones, remote controls, light switches, door knobs and hand-held video games. Also use sanitizer cloths on car door handles, steering wheels, and gear shifts in vehicles.



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STOP THE SPREAD OF GERMS

COVER YOUR COUGH

Cover your mouth
and nose with a tissue
when you cough
or sneeze

OR

cough or
sneeze into your
upper sleeve, not
your hands



Throw away
used tissue

WASH YOUR HANDS AFTER COUGHING OR SNEEZING



Washing hands with soap
and warm running water
is most effective



Or use alcohol-based
hand sanitizer when soap
and water not available

Dear Families,

The **District Name** is monitoring the situation regarding the Coronavirus Disease 2019 (COVID19). We are in close communication with the Oakland County Health Division (OCHD) and will continue to follow their guidance and recommendations regarding the COVID-19 outbreak. At this time, COVID-19 is a rapidly evolving situation and risk could change. The best way to prevent infection is to avoid being exposed to the virus.

We are deeply committed to the health and safety of our students and staff. Schools in **School District** are taking extra precautions in disinfecting our buildings. Our maintenance and operations staff are taking extra care in cleaning surfaces, such as desktops and doorknobs. Our restrooms are cleaned daily in all buildings.

Simple everyday actions you can take to help prevent the spread of flu and other common illnesses can also help prevent the spread of coronaviruses. We want to remind families that the best ways to prevent the spread of COVID-19 are the same as preventing the cold and flu, and include:

- Wash your hands frequently with soap and water for 20 seconds.
- Cover your mouth when you sneeze or cough with a tissue or sneeze into your arm.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Avoid close contact with people who are sick.
- Stay home when you are sick and keep kids home for at least 24 hours after illness

The safety, health, and well-being of our students, staff and school community will, as always, continue to be our priority. We will continue monitoring the development of COVID-19 and plan accordingly in partnership with local, state, and federal health and government officials.

If you would like to learn more about COVID-19, please visit oakgov.com/health, michigan.gov/coronavirus, or cdc.gov/coronavirus.

If you have any questions or concerns, please do not hesitate to call your healthcare provider or reach out to Oakland County Nurse on Call at 1-800-848-5533, from 8:30 AM- 5:00 PM, Monday-Friday.

Sincerely,

Name

Superintendent

School - Sample Facebook and Twitter Posts

- Set an example for your children. Teach kids the five easy steps from an early age.
<http://bit.ly/2NAxI3o>



- Help your kids develop handwashing skills and make it a part of your family's daily life.
[#KeepHandsClean](http://bit.ly/38Hy5NF)



- Do your kids know the right way to sneeze? Teach them how with this video:
<http://bit.ly/2UPHP40>
- Viruses can live on hard surfaces such as tables & doorknobs. We clean & disinfect our hard surfaces often. <http://bit.ly/3bwC29w>



- What are the symptoms of #COVID-19? How does the virus spread? Learn the answers.
<https://bit.ly/2RnJxHK>



- #COVID-19 is a respiratory virus in the United States. Follow healthy habits to stop the spread of illness. <https://bit.ly/37Ay6Cm>



- A clean school is a healthier school. We clean & disinfect hard surfaces like desks & computers often to kill germs. <http://bit.ly/3bwC29w>



- Is your child feeling sick? Keep them home and avoid spreading germs to others. <https://bit.ly/2TwbInJ>
- #BePrepared for COVID19 or any emergency by keeping non-prescription drugs and other health supplies on hand.
- Health emergencies occur without warning. Can you access your family's health information at a moment's notice? <https://mayocl.in/31aEOuG>
- #BePrepared for COVID19 and check your regular prescriptions so you won't run out. <https://bit.ly/32NNBFo>

Please use the following documents to ensure designated reportable diseases are being reported immediately to Oakland County Health Division via the Health and Human Services Portal or by calling 248-858-1286.

Also included are portal instructions to assist in creating an account and navigating the portal. If you have any questions or concerns regarding disease reporting, contact Kim Krumm at krummk@oakgov.com or 248-858-8676.

OAKLAND COUNTY HEALTH DIVISION

2020-2021 REPORTABLE DISEASES FOR SCHOOLS, PRE-SCHOOLS AND CHILDCARES

The following diseases should be **REPORTED IMMEDIATELY** to the Communicable Disease Unit of the Oakland County Health Division during work hours at: 248-858-1286 or after hours at 248-858-0931 (ask for Health Administrator on Call).

- **Meningococcal Disease** (bacterial meningitis or meningococcemia)
- **Rubella** (German measles)
- **Measles** (Rubeola)

The following is a list of other required reportable diseases or conditions which must also be reported to Oakland County Health Division **within 24 hrs.**

Table 1. Other Required Reportable Diseases

Anaplasmosis	Influenza (report pediatric mortality separately)
Acute Flaccid Myelitis (AFM)	Kawasaki disease
Animal Bites	Legionellosis
Anthrax	Leprosy (Hansen's Disease)
Arboviral Diseases: California serogroup, Chikungunya, Dengue, Eastern or Western Equine Encephalitis, Malaria, Powassan, St. Louis Encephalitis, West Nile	Leptospirosis
Babesiosis	Listeriosis
Blastomycosis	Lyme disease
Botulism	Measles
Brucellosis	Melioidosis
Campylobacter enteritis	Meningitis, other bacterial, viral, fungal, parasitic
Carbapenemase Producing-Carbapenem Resistant Enterobacteriaceae (CP-CRE)	Meningococcal Disease
Candidiasis (Candida auris)	Mumps
Chancroid	Orthopox viruses, including: Smallpox, Monkeypox
Chickenpox (Varicella)	Pertussis (Whooping Cough)
Chlamydial disease	Plague
Cholera	Polio
Coccidioidomycosis	Prion disease, including Creutzfeldt-Jakob disease (CJD)
Coronavirus infection (SARS, MERS-COV)	Psittacosis
Cryptosporidios	Q Fever
Cyclosporiasis	Rabies
Diphtheria	Rash Illnesses
E. coli, 0157:H7 and all other shiga-toxin positive serotypes	Rubella
Ehrlichiosis	Salmonellosis (including typhi and paratyphi)
Encephalitis, viral or unspecified	Shigellosis
Giardiasis	Spotted Fever and Typhus (Rickettsia species)
Glanders	Staphylococcus aureus, methicillin resistant (MRSA) outbreaks
Gonorrhea	Staphylococcus aureus, vancomycin intermediate/resistant (VISA/VRSA)
Guillan-Barre Syndrome	Streptococcal disease, invasive group A, includes Streptococcal
Haemophilus influenzae "Hib"	Toxic Shock Syndrome (STSS)
Hantavirus, pulmonary syndrome	Streptococcus pneumoniae
Hemolytic Uremic Syndrome (HUS)	Syphilis
Hemorrhagic Fever Viruses	Tetanus
Hepatitis A	Toxic Shock Syndrome, non-Streptococcal
Hepatitis B, Acute or Chronic	Trichinellosis
Hepatitis C, Acute or Chronic	Tuberculosis
Histoplasmosis	Tularemia
Human Immunodeficiency Virus (HIV)	Typhoid Fever
	Vibriosis
	Yellow Fever
	Yersiniosis



The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, National origin, age or disability. State and Federal eligibility requirements apply for certain programs.

OAKLAND COUNTY HEALTH DIVISION

The following diseases or conditions are required to be reported as part of your weekly aggregate counts through the Oakland County Health and Human Services Portal (HHSCP).

- Flu-like illness
- Stomach virus
- Stomach virus
- Unspecified Illness

PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RINGWORM AND SCABIES ONLY NEED TO BE REPORTED IF THERE ARE TWO (2) OR MORE CASES IN ONE WEEK.

If you have any questions about the diseases listed above or other communicable diseases not listed, please call **248-858-1286**.



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OAKLAND COUNTY HEALTH DIVISION
COMMUNICABLE DISEASE REFERENCE CHART
2020-2021

The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

Note: Please notify the Health Division immediately at 248-858-1286 or 1-888-350-0900 ext. 81286, if you are aware of an unusual occurrence of a disease or an unusual number of cases of one type of disease on a given day.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
CHICKENPOX 	Range 10-21 days; commonly 14-16 days.	As long as 5 days, but usually 1-2 days before onset of rash and until all lesions have crusted.	Exclude until all lesions have dried or crusted, usually 5-6 days after the eruption of the first crop of lesions (with or without Zovirax therapy).
CONJUNCTIVITIS (Pink Eye)*	Variable depending on infecting agent, sometimes within 24 hours.	During course of active infection.	Exclude until under medical care and drainage from eyes has cleared.
FIFTH DISEASE (Hungarian Measles)	Variable about 4-20 days.	Prior to onset of rash.	Exclude while fever is present.
HAND, FOOT & MOUTH DISEASE*	Usually 3-5 days.	2-3 days prior to symptoms and while sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
HEPATITIS, TYPE A	Range 15-50 days. Average 28-30 days.	2 weeks before onset of symptoms to a maximum of 1 week after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
HEPATITIS, TYPE B 	Range 45 days-6 months; average is 60-90 days (2-3 months).	Several weeks before onset of symptoms until blood no longer positive for evidence of virus.	No exclusion except for open sores that cannot be contained or if child is biting people.
HEPATITIS, TYPE C	Range 2 weeks to 6 months; commonly 6-9 weeks.	1 or more weeks before onset through acute clinical course.	Only if uncontainable open sores present or if child is biting people.
HERPES SIMPLEX, TYPE I & II	Range 2-12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended unless child cannot control drooling.
IMPETIGO*	Variable, indefinite; commonly 4-10 days.	While sores are draining. After 24-48 hours of antibiotic treatment the person is no longer contagious	Exclude until 24 hours after treatment has started, lesions healing and no new lesions appear.
INFLUENZA/INF. LIKE ILLNESS 	Usually 1-3 days	From 1 day before up to 5-7 days after onset.	Exclude until 24 hours after fever has resolved.
MEASLES (Rubeola/Hard Measles) 	Range 7-21 days; 10-12 days average.	Usually 4 days before to 4 days after onset of rash.	Exclude until 4 days after onset of rash.
MENINGITIS (Aseptic/Viral)	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
MENINGITIS (Meningococcal, Haemophilus influenzae) 	Variable, depends on type of bacteria. Range 2-10 days Commonly 2-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MONONUCLEOSIS*	Range 4-6 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.



* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED UNLESS THERE ARE TWO (2) OR MORE CASES IN A WEEK.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
MUMPS 	Ranges 14-25 days; commonly 16-18 days.	Greatest 3 days before to 5 days after onset of illness.	Exclude until 5 days after onset of swelling.
MRSA (Staphlococcus aureus, methicillin resistant)	Variable	As long as lesions are open or draining.	No exclusion is recommended from attending school or sports if lesion is kept covered and contained and good personal hygiene is maintained.
PEDICULOSIS (Head Lice)*	Eggs hatch in 7-10 days.	Until lice and viable eggs are destroyed.	Exclude at end of day and until 1st treatment and exam for live lice/eggs completed. A 2nd treatment may be necessary 7-10 days after 1st treatment.
PERTUSSIS (Whooping Cough) 	Range 5-21 days. Average 7-10 days.	After onset of cold-like symptoms (first 2 weeks) until 5 days after start of treatment with the appropriate antibiotic.	Exclude until 3 weeks from onset of disease if untreated, or until 5 days after antibiotic treatment started.
PINWORMS (Enterobiasis)	Range 2-6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
RINGWORM* 	Range 4-10 days (Trunk or Limbs) 10-14 days (Face or Scalp).	As long as lesions are present.	Exclusion is not necessary unless the nature of contact with others could promote spread. Exclusion from swimming and contact sports is recommended until lesions cleared.
ROTAVIRUS 	Usually 1-3 days	During acute illness. Usually up to 8 days after onset but can be as long as 3 weeks.	Exclude children with diarrhea who use diapers or have toilet accidents. Toilet trained children with no accidents do not need to be excluded.
RUBELLA 	Range of 14-21 days; commonly 16-18 days.	From 1 week before to 1 week after onset of rash.	Exclude until 7 days after onset of rash.
SALMONELLA	Range 6-72 hours; commonly 12-36 hours.	During course of infection and until organism is no longer in feces (Usually several days to several weeks)	Exclude until symptoms have disappeared. Specific activity exclusion will be based on OCHD recommendations.
SCABIES*	First exposure 2-6 weeks; subsequent exp. 1-4 days.	Until mites and eggs are destroyed.	Exclude until 24 hours of treatment completed.
SCARLET FEVER AND STREP THROAT	Usually 1-3 days.	Communicability usually ends within 24 hours if treated, 10-21 days if untreated.	Exclude until under treatment for 24 hours.
SHIGELLA	Range of 12-96 hours; commonly 1-3 days,	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
SHINGLES (Herpes Zoster)	No incubation period - reactivation of dormant virus.	As long as 1 week after lesions appear.	No exclusion if lesions are kept covered and contained. Otherwise, exclude until all lesions have crusted.



Vaccine preventable disease, required school entry vaccine



* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED UNLESS THERE ARE TWO (2) OR MORE CASES IN A WEEK.

How to Create/Activate your Oakland County Dashboard Account

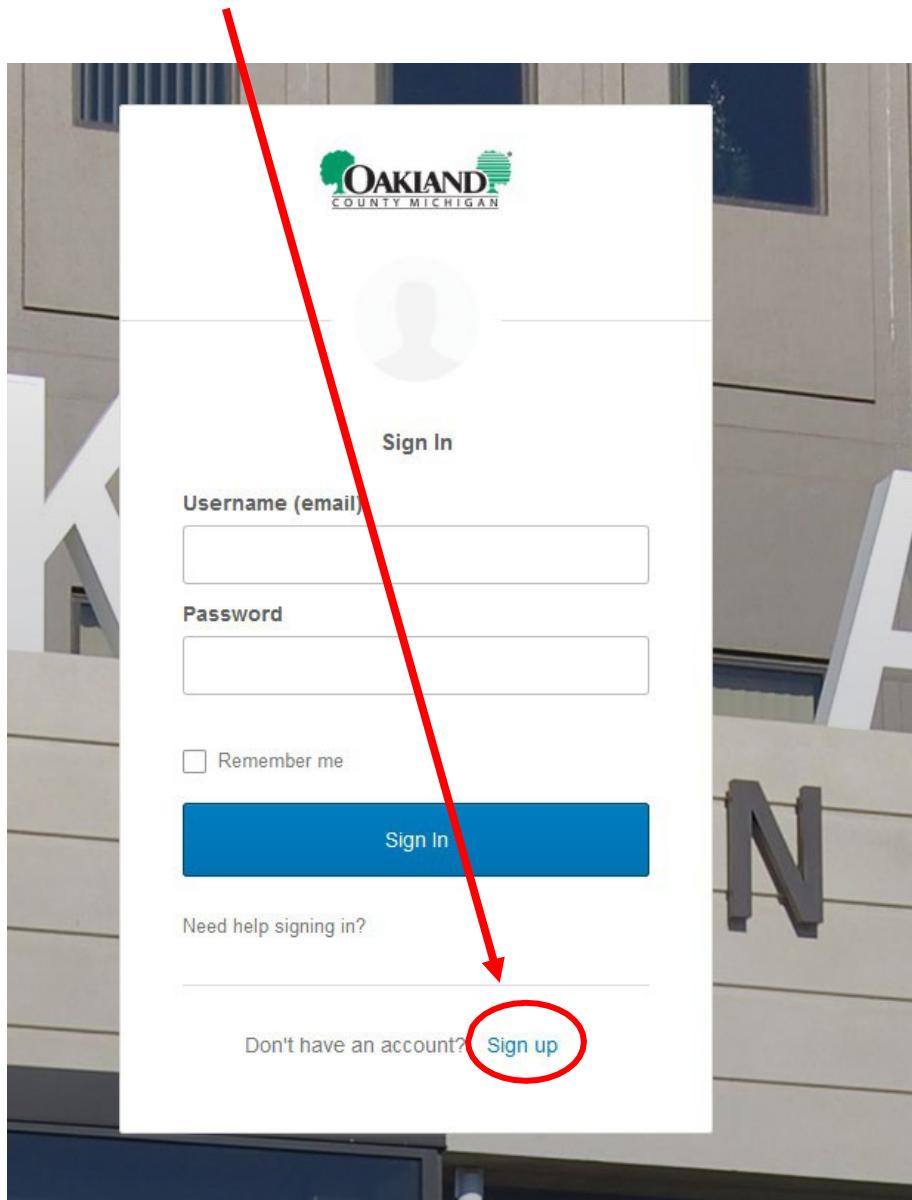
Please follow all steps in these instructions to complete the verification of your account to obtain access to the Health and Human Services Communication Portal (HHSCP).



Open internet browser, ie: Google Chrome, Mozilla Firefox or Microsoft Edge

Enter <https://myapps.oakgov.com> into address bar in browser

To create an account, click on “Sign up” located after “Don’t have an account?” at bottom of page



Create Account – Enter your email address, Create a password, Enter First Name, Last Name, User Type, enter the word “School”, Organization – enter “Public”, “Charter”, “Early Learning” or “Non-Public”, Department – enter School name, enter School Phone number and Click on “Register”

Create Account

krummk@oakgov.com

••••••••••

✓ At least 10 character(s)
✓ At least 1 number(s)
✓ At least 1 symbol(s)
✓ At least 1 lowercase letter(s)
✓ At least 1 uppercase letter(s)
✓ Does not contain part of username
✓ Does not contain 'First name'
✓ Does not contain 'Last name'

Kim

Krumm

School

Public, Charter, Non-Public, Early Learning

School Name

Phone #

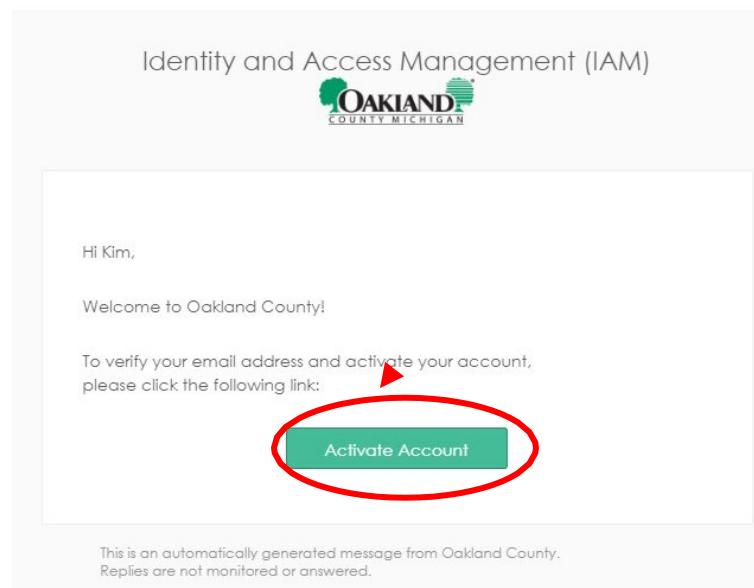
* indicates required field

Register

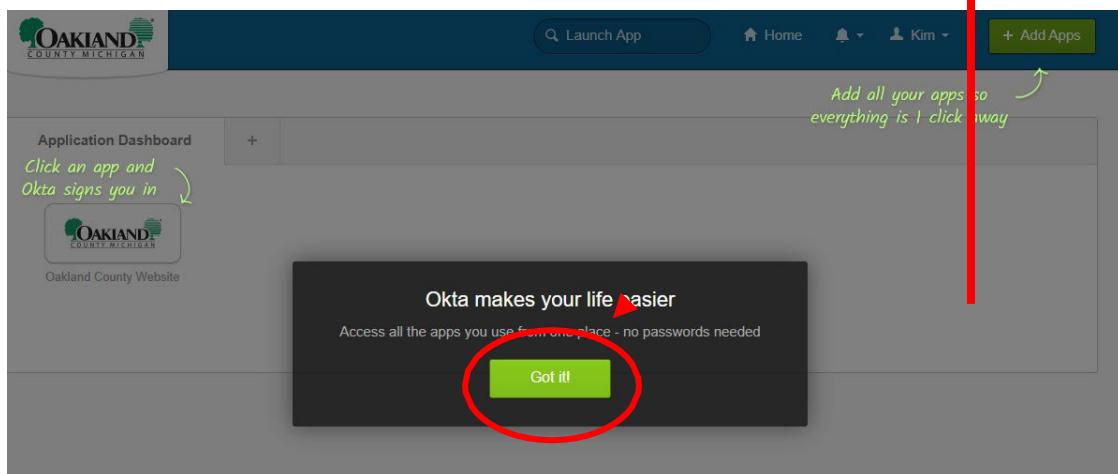
You will be receiving an email from from Okta '[noreply @okta.com](mailto:noreply@okta.com)' If you do not see this email in your inbox, please be sure to check your junk/spam/trash folders.

You must complete this verification within 7 days of receipt of the email.

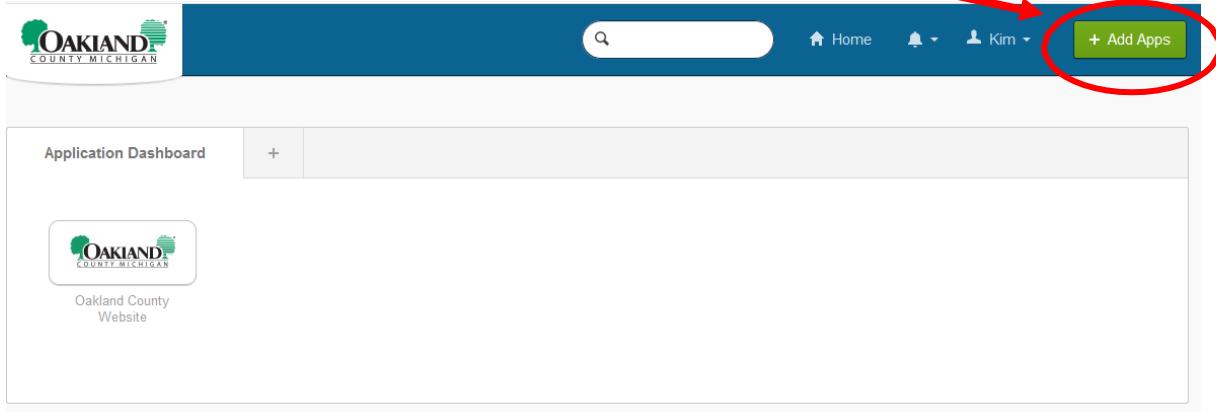
See example email below – You must click on green button that says “Activate Account” before trying to Sign in.



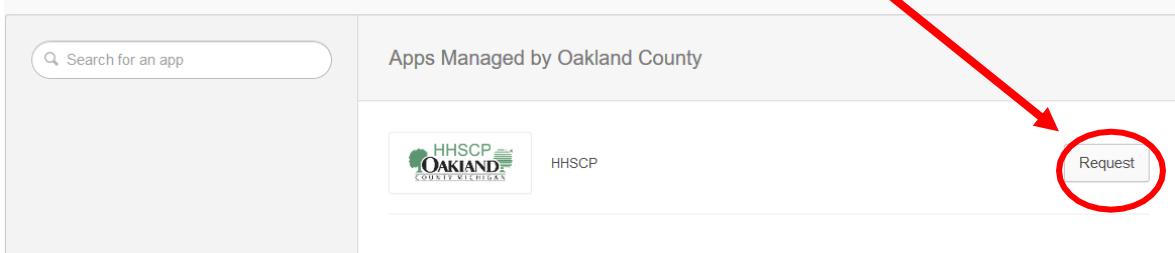
Once you have activated your account, you will see the image below, click on “Got it”



To request access to the HHSCP, please click on “Add Apps” in upper right corner of screen



Look for the icon titled - , then click on “Request” as shown below



When requesting access to the HHSCP, please be sure you have included the following information in the Comments Section as shown in the image below.

School's Name

City where School is Located

Role Needed – (ie: School Liaison (Reports Weekly School Illness or School Safety Liaison (Reports School Drill Information)).

Request HHSCP

 HHSCP
OAKLAND
COUNTY MICHIGAN

HHSCP requires approval before it can be added to your home page.

💡 If you would like to request access to the Health and Human Services Communication Portal (HHSCP), please the REQUIRED information below:

- School Name
- City where School is located
- Role Requested – i.e. School Liaison (Weekly Illness Reports) or Safety Liaison(School Drills) or BOTH

Comments (optional)

Please enter School's name, City and Role Requested

949 characters remaining

Request App **Cancel**

After entering all information requested, please click on “Request App”

After requesting app, you will see message below. An email will be sent to you when your access has been approved.

The screenshot shows the Okta dashboard for 'Apps Managed by Oakland County'. At the top, there's a blue header bar with 'Home', a bell icon, 'Kim', and a green 'Add Apps' button. A yellow notification box in the center says 'HHSCP requested. We'll email you when it's approved.' Below the header, the main area is titled 'Apps Managed by Oakland County'. It lists one application: 'HHSCP' with a gear icon, marked as 'Requested'.

Once access is approved, you will receive an email from OKTA that looks like email shown below.

The email from Okta starts with 'okta' in large blue letters. The message body says 'Hi Kim,' and 'Good news, your request for access to HHSCP has been approved. It'll be available on your Okta home page soon.' At the bottom, it notes 'This is an automatically generated message from Okta. Replies are not monitored or answered.'

The address to access the  is <https://myapps.oakgov.com>

**Username – Your entire email address
Enter your Password**

Please contact Kim Krumm at 248-858-8676 or krummk@oakgov.com if you have any questions or need additional information regarding the Health and Human Services Communication Portal.



Health Human Services Communication Portal (HHSCP)

The HHSCP is a tool used by all schools in Oakland County to report weekly school illnesses, school drills (fire, tornado & shelter) and hearing & vision scheduling.

*If you do not currently have an account in the HHSCP or you are having difficulty accessing the portal, please contact Kim Krumm at 248-858-8676 or krummk@oakgov.com

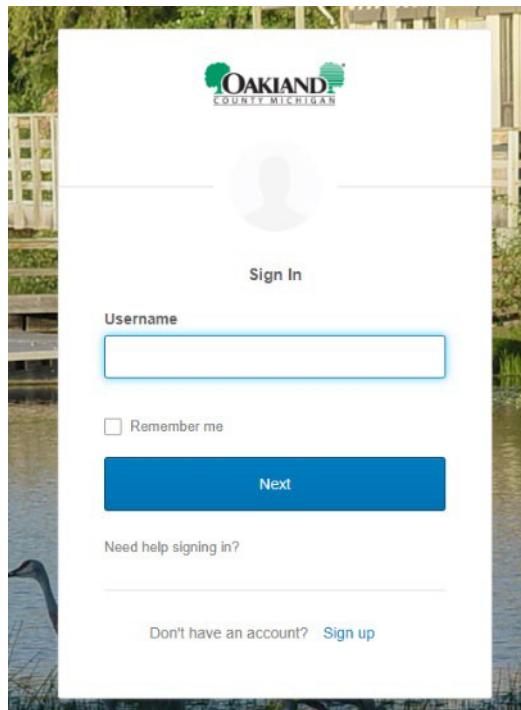
IMPORTANT: You must activate your account before you will be able to access the portal. A Welcome email will be sent to you from OKTA, if you have not received this email, please check your spam/junk/trash folders. This email will include a link to activate your account and add HHSCP to your Oakland County Dashboard.

LOGGING In

Open an Internet Browser (ex: Google Chrome, Microsoft Edge, Mozilla Firefox)
In the search or address bar, Type <https://myapps.oakgov.com>

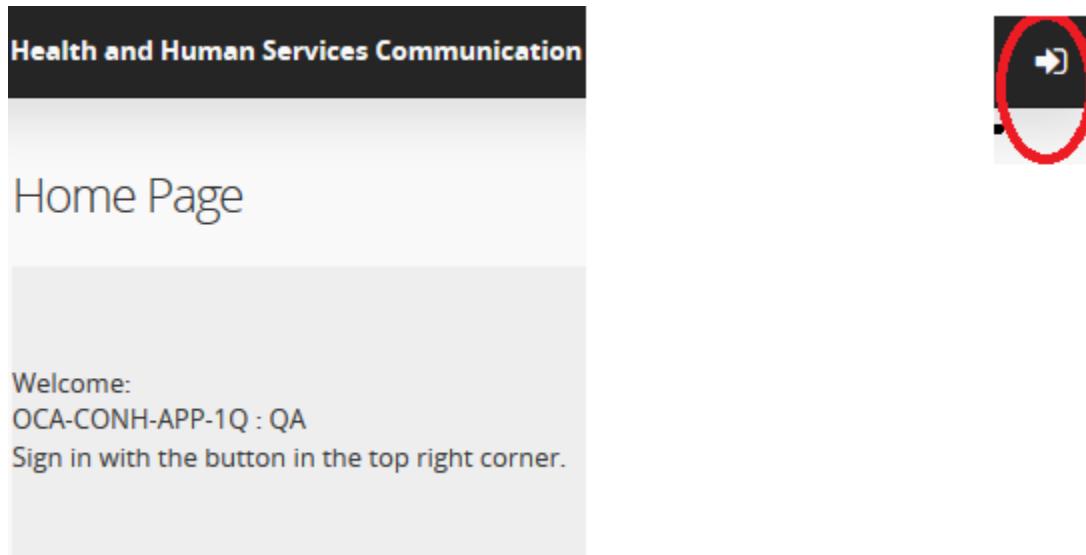
ENTER Username – (Entire email address)

ENTER Password – if prompted



HOME PAGE

The screen below is the home page for the HHSCP. If you have never logged in to the new HHSCP, you may be prompted to “Sign in” by clicking on the arrow in the top right corner.



***Specific instructions for each role are included in the document below**

Role: School Liaisons – Submit weekly school illnesses
School Safety Liaisons – Submit school drills

SCHOOL LIAISONS

(Users who complete Weekly School Illness Reports)

Site will open to Current Scorecard Status

Select Weekly Report from Left Navigation menu, see image below

The screenshot shows the 'Health and Human Services Communication Portal'. The top navigation bar includes the portal name and the 'OAKLAND COUNTY MICHIGAN' logo. The left sidebar contains a navigation menu with options like 'Welcome Page', 'Home', 'Content Manager', 'Administration', 'Search', 'Reports', and 'Links'. The main content area is titled 'Home Page' and displays 'Current Scorecard Status'. It includes a dropdown for 'records per page' set to 10, and a table with columns 'Name' and 'Reporting Week'. A message 'No records' is displayed. Below the table, it says 'Showing 1 to 1 of 1 records'.

Select your Reporting Period, see image below.

The screenshot shows the 'Weekly Report' form. At the top, there's a note: 'Select a School Type, District or City, a School and a Reporting Period. If there are no cases to report, click the "No Cases to Report" check box. For reporting cases, use either the week total or the daily tally for the listed diseases. For other diseases, select the disease from the dropdown box, enter the required information and click save. When all information has been entered click submit.' Below this, there are dropdown menus for 'School Type' (Early Learning), 'City' (Commerce Township), 'School' (a dropdown menu), 'Year' (2019), and 'Reporting Period' (a dropdown menu). The 'Reporting Period' dropdown is expanded, showing five date ranges: '12/29/2019 - 01/04/2020', '12/22/2019 - 12/28/2019', '12/15/2019 - 12/21/2019', '12/08/2019 - 12/14/2019', and '12/01/2019 - 12/07/2019'. The first option is highlighted with a green border.

Complete your weekly Communicable Disease Report, example report shown below. You can enter numbers in the “Week Total” column or in the individual days (ex: Monday, Tuesday, etc), you can't enter in both areas. There are boxes you can check for “No Cases to Report” and “No School in Session”

If a Reportable Disease needs to be submitted, click on “Add Reportable Disease” seen below weekly report. If not needed, click “Finalize” to submit your report.

		No Cases to Report		NO	No School in Session		NO
Add Other Illness		Number of cases (Use Week Total OR daily tally) Do not count the same child more than once for the same excuse					
Disease	Week Total	Monday	Tuesday	Wednesday	Thursday	Friday	
② Flu Like Illness	0	0	0	0	0	0	
② Stomach Virus	0	0	0	0	0	0	
② Strep Throat	0	0	0	0	0	0	
② Unspecified Illness	0	0	0	0	0	0	

Add Reportable Illness
No details entered yet

[Cancel](#) [Save Changes](#) [Finalize](#)

Complete all fields shown below and click on “Save”

Weekly Report Detail Create

Detail

Disease	<input type="text" value="Please Select"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Street Number	<input type="text"/>
Street Name	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Birth Date	<input type="text"/>
Date First Absent	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Sex	<input type="text" value="Please Select"/>

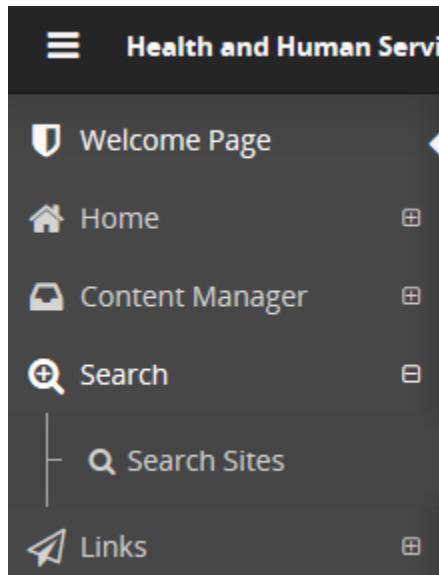
[Save](#) [Cancel](#)

Additional “Reportable Illnesses” can continue to be added using the steps above. When, finished click on “Finalize”. If you are finished reporting, you may close the application.

SCHOOL SAFETY LIAISONS

(Users who submit scheduled/actual Drill Dates)

Click on Search Sites as shown below



You can search sites by typing a Site Name or by selecting a site listed at bottom of page(Ex: Addams Elementary School)

The image shows the 'Search Sites' page. On the left, a sidebar menu is open, showing 'Search' is the active category. The main content area is titled 'Search Sites' and contains the following form fields:

- Site Name:
- Site Type: Select Type
- City: Select City
- District: Select District
- Grades Include:
 - Select Grade
 - 10th Grade
 - 11th Grade
 - 12th Grade
- Display Inactive: INACTIVE

Below the form is a dropdown for 'records per page' set to '10'. The results table has a header 'Site Name' and shows one row: 'Addams Elementary School'.

Click on “Detail” at far right of screen, see below –

	Status	
	Active	Detail
	Active	Detail
	Active	Detail

Click on “School Drills” at top of page and Select school year. See below image

School Drills

Detail	Contacts	Training	Communication	Documents	School Drills	Hearing and Vision	Compliance
Site Address				Auburn Elementary School 2900 Waukegan Auburn Hills, 48326	Type District Nurse Fax		
Phone	248-537-6500						
School Year							
School Year *		2019-20					
Select School Year		2019-20					
FIRE DRILL		2019-20 2020-21					

Select “Add” located at far right of page

School Year

School Year *	2019-20			
FIRE DRILL				
5 Drills Required. 3 Fire drills must be completed before 12/1				
10 ▾ records per page	PDF	CSV (Excel)	Print	
Scheduled	Actual	Created By	Updated By	Add
No data available in table				
Showing 0 to 0 of 0 records				

Select Drill type (Fire, Shelter or Tornado)

Add School Drill

School Year *	2019-20
Drill Type *	Select Drill Type
Scheduled Date *	Select Drill Type
	FIRE DRILL
	SHELTER DRILL
	TORNADO DRILL

Add School Drill **Cancel**

Select Date/Time for Drill, select date, then click on “clock picture” at bottom of calendar to choose a time. Click on “Add School Drill” and repeat until all drills are entered.

Add School Drill

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

January 2020

School Year *

Drill Type *

Scheduled Date *

01/06/2020 11:06 AM

Add School Drill **Cancel**

To update scheduled drills with “Actual Data”, click on Edit as shown below.

		Created By	Updated By	Add	
Kim Krumm	01/06/2020 5:22:14 PM			Edit	Delete
				← Previous	1 Next →

Select “Actual Date”, choose date/time, then click on “Update School Drill”

Edit School Drill

School Year *

2019-20

Drill Type *

FIRE DRILL

Scheduled Date *

01/06/2020 05:15 PM

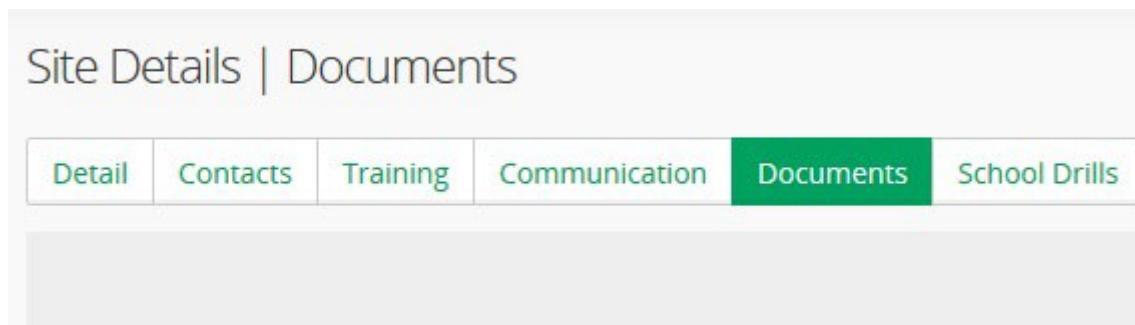
Actual Date *

Update School Drill **Cancel**

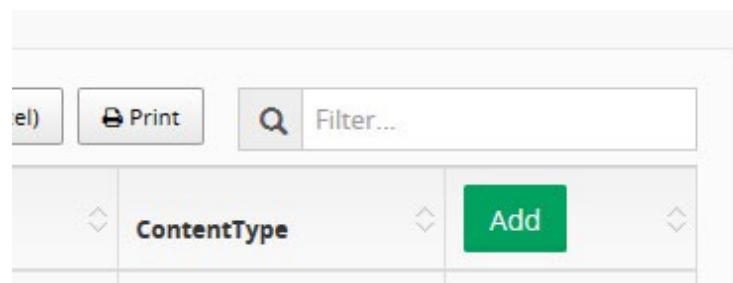
****NEW FEATURE****

Schools will now be able to upload their School Emergency Plans directly into the portal. Instructions to upload documents are found below -

To upload School Emergency Plan, click on “Documents” located in top menu



Click on “Add” at far right of screen



Click on “+Add Files”, navigate to folder where your “School Emergency Plan” is located. Click on “Start Upload”

The screenshot shows a user interface for uploading files. At the top, it says "Site | Upload and Assign Document". Below that is a section titled "File Upload" with an upward arrow icon. A descriptive text block explains the upload process: "Click the **Browse** button to start the Upload process." followed by a numbered list: 1. On the Browse dialog, select a file. 2. Once you have completed your file selection, click Open on the dialog. 3. Once you have selected the file to upload, click the Submit button to upload your file. 4. Once the file is uploaded, the message "Files uploaded successfully" appears at the top of your screen. Click the **Select** button to assign the document to a specific category or group. At the bottom are three buttons: a green "Add files..." button with a plus sign, a white "Start upload" button with a circular arrow icon, and an orange "Cancel upload" button with a cancel symbol.

If you have any questions, please feel free to contact Kim Krumm at 248-858-8676 or krummk@oakgov.com