

Operational Services

Administrative Procedure - Pandemic Surveillance and Reporting

During all levels of a pandemic outbreak, monitoring and documenting the number of students and faculty who are absent and report having illness is critical. Keeping track of these numbers helps health officials determine whether: (1) the outbreak is increasing in scope, (2) to declare an epidemic and (3) to close schools. Consult the local public health department for an illness' *expected range*.

The following information assists officials with monitoring illness rates and the potential for an epidemic:

- Basic surveillance level definitions and response actions with instructions as outlined below.
- Website links to reporting form(s) to submit to the local public health department.
- Sample attendance log to document -related absences.

Surveillance Levels	Response Actions
Standard Surveillance - Reported illnesses are within expected range.	Monitor attendance for increased reports of absence due to illness. Do not report absences to the local health department.
Heightened Surveillance - Reported illnesses exceed expected range.	Monitor weekly attendance for illness/absences on Weekly Illness Census at www.idph.state.il.us/pandemic_flu/school_guide/sppg_weekly_census.pdf . Begin morning <i>checks</i> first hour of school; screen those who report positive flu symptoms. Log absences due to like illness on Daily Pandemic Illness Census Log , a sample is available at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_daily_census.pdf . Send weekly absence report to local health department upon request.
Intensive Surveillance - Reported illnesses significantly exceed expected range.	Monitor daily attendance and log absences on Daily Illness Census or Daily Pandemic Illness Log at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_daily_census.pdf . Continue morning <i>check</i> . Send daily absence report to local health department upon request. Begin preparation for potential school closure.

Important Resources

School Guidance During an Influenza Pandemic, Section III. Surveillance at:
www.idph.state.il.us/pandemic_flu/schoolguide.htm.

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