

# Reporting Information for Outbreaks in Daycares, Early Childhood Education Centers, and K-12 Schools in Cleveland

Daycares, Early Childhood Education (ECE) centers, and K-12 schools in Cleveland are required by Ohio law to report any outbreaks or unusual increases in infectious diseases to the Cleveland Department of Public Health (CDPH). Even if a disease is not normally reported on its own, an outbreak of that disease must still be reported as a “Class C” disease, as defined in Ohio Administrative Code Rule 3701-3-02.

Report outbreaks to  
**216-664-3747** or **disease@clevelandohio.gov**

## Frequently Asked Questions

### What is considered an “outbreak”?

Two or more cases of similar illness in children or staff with a common exposure at a facility is considered an outbreak. The exception: if the only people sick are siblings who live together, it is not considered an outbreak.

### How soon should I report an outbreak?

By law, you must report an outbreak to CDPH by the end of the next business day after you become aware of a second case of illness. The exception: if the outbreak is caused by a Class A disease, then you must report it immediately by phone.

### What happens when I report an outbreak?

The specific steps of an outbreak investigation are different depending on the illness. In general, when you report an outbreak to CDPH, a staff member will ask for the information listed on the optional outbreak reporting form included with this document. They will review the steps you have already taken and make any further recommendations to control the outbreak as needed. They will then email the designated contact person a line list template to collect basic information about each person who is ill. They can also provide additional documents as needed, like disease factsheets or letters to send to parents. In some cases, CDPH may contact parents directly to get more information about their child’s illness or make recommendations for post-exposure prophylaxis (PEP).



## FAQs continued...

### **Am I breaking a child's confidentiality if I share their personal information with CDPH?**

No. Ohio law allows you to share a child's information with the local health department if the child is suspected of having a reportable illness. FERPA also has special exceptions that allow schools to share personally identifiable information without parent consent during a health or safety emergency. This means you can share information with CDPH staff during an outbreak to protect students and the community. All CDPH staff are trained to follow HIPAA rules, and all activities described here follow HIPAA requirements.

### **Will the facility be penalized in any way because of an outbreak?**

No. Outbreaks can happen even when a facility follows all required health and safety practices. The goal of an outbreak investigation is to control the spread of illness. CDPH is there to support you and help keep your staff and students healthy, not to find fault. However, facilities are expected to follow reporting rules and cooperate with public health guidance during an outbreak.

### **How do I know when the outbreak is over?**

An outbreak is considered over when 2 incubation periods have passed with no new cases of illness. The incubation period for common illnesses can be found on the Communicable Disease Chart. CDPH will notify you when the outbreak investigation has ended.

### **My daycare is also required to report outbreaks to the Ohio Department of Job and Family Services (ODJFS). Is this the same thing?**

No. Reporting an outbreak to CDPH is not the same as reporting to ODJFS. Daycares and Early Childhood Education centers should check with ODJFS for their reporting requirements.



Questions?

Contact the Office of  
Epidemiology and Population  
Health at CDPH

**disease@clevelandohio.gov**  
**216-664-3747**



# Outbreak Reporting Form

You can use this form to gather the required information to provide over the phone at **216-664-3747** or you can submit the completed form to **disease@clevelandohio.gov**. Use of this form is not required as long as all the information is provided to CDPH.

Illness of concern:

Facility name:

Facility address:

Contact person:

Contact phone number:

Contact email:

Number of ill children:

Number of ill staff:

Illness onset date of the first case (or best approximation):

Number of classrooms affected:

Total number of children in the facility:

Total number of staff in the facility:

What control measures have you taken so far? *\*Not all control measures apply to all outbreaks\**

- Ill children or staff excluded
- Exposed or vulnerable children excluded
- Increased cleaning and sanitization
- Increased hand hygiene
- Increased ventilation
- Information sent to parents
- Other (please describe):