



Erie County School Absentee Surveillance

Instructions for Submitting Data to Erie County Health Department

Daily Data Collection:

1. Every day use the laminated form and a dry erase marker to tally the number of students that call in absent each day, optional.
2. Write in *Today's Date*.
3. Write in the *School Name*.
4. Write in the *Total Student and staff Population* for the school.
5. As students are called in sick, use tally marks to record the number in the *Number of students called in sick and sent home sick box*
6. If students are sent home, use tally marks to record the number in the *Number of students called in sick and sent home sick box*.
7. Collect *Total Staff Called in Sick* for the day.
8. Include all New COVID cases for staff and students for the day in the respective boxes.
9. Have parents describe to you or on the school's absenteeism phone line/ voicemail a few of the symptoms of those students sick. Use tally marks to record each symptom described.

IMPORTANT NOTE: A student may have multiple symptoms in a single category or multiple symptoms in multiple categories, both are appropriate, so please **record all symptoms** reported in whichever category/categories they appear.

End of Day Data Entry:

1. At the end of the day open the internet.
 2. Click on the *Erie County School Absentee Surveillance* shortcut on your internet browser or type the following web-address into a web browser: <https://www.coviderieohio.com/school-child-care>.
 3. Click on the *School Data Entry* button. You should be directed to a SurveyMonkey survey.
 4. Select which *school district* you are reporting for which you are reporting. Click *Next*.
 5. Select which *school* you are reporting for if you have more than one school in your district. Click *Next*.
- NOTE: If your school or school district is not an option please select *Other* and type the school name/district into the box provided. Your school/school district will be added to the available options.
6. Enter the total student population.
 7. Enter the total number of tally marks recorded for the number of students called in sick and the number of students sent home sick. Enter number of New student COVID cases.
 8. Enter the total staff.
 9. Enter the total number of staff called in sick.
 10. Enter the total number of tally marks recorded for each symptom.
 11. Use the comment box to type in additional details about unknown illnesses, or to clarify entries. **Please DO NOT use student names, ages, or specific items/conditions etc. that could be used as identifiers.**
 12. When all entries are completed click *Next*.
 13. A page will appear confirming that all answers have been submitted. Data entry is now complete. Exit out of the browser.

IMPORTANT NOTE: If school is closed or not in session, NO SURVEY should be entered for that date(s). Please record in the comment box on the next day that you had a snow day.

For questions please contact Ashley Franks at epi@echdohio.org or 419-626-5623 ext. 200.



Erie County School Absentee Surveillance

Today's Date is: _____ School Name: _____

<u>Total Staff Population</u>	<u>Total Staff Called in Sick</u>
<u>New Staff Cases - Completely Remote</u>	<u>New Staff Cases - On-Site (Class or Activities)</u>

<u>Total Student Population</u>	<u>Number of Students Called in Sick and Sent Home Sick</u>
<u>New Student Cases - Completely Remote</u>	<u>New Student Cases - On-Site (Class or Activities)</u>

Ear, Nose and Throat

- _____ Runny Nose
- _____ Sore Throat
- _____ Strep Throat
- _____ Pink Eye
- _____ Ear Infection

Respiratory

- _____ Influenza
- _____ COVID-19 Positive
- _____ COVID-19 Quarantined
- _____ Cold
- _____ Cough
- _____ Shortness of Breath or Difficulty Breathing

Neurological

- _____ Headache-Migraine
- _____ Passed out
- _____ Seizure
- _____ Stiff Neck
- _____ New Loss of Taste or Smell

Rash

- _____ Chicken Pox
- _____ Scabies
- _____ Hand Foot and Mouth
- _____ Lice

Constitutional

- _____ Fever
- _____ Chills
- _____ Fatigue
- _____ Muscle-Body Pains

Gastrointestinal

- _____ Diarrhea
- _____ Vomiting
- _____ Nausea
- _____ Abdominal Pain

_____ **Unknown type of illness**

Comments:



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Frequently Asked Questions

Q: How long will the survey take?

A: The survey should take around 5 minutes.

Q: What information needs to be collected?

A: You will need to collect the following information:

- Total number of staff and students.
- Number of ill staff and students.
- Information on symptoms (cough, fever, rash, etc.).
- Information collected is aggregated and completely confidential.
- We DO NOT collect names, ages, genders, or any other identifiable information.

Q: What if a parent doesn't want to give more information or only states the child is sick?

A: Parents will be asked to VOLUNTEER their child's symptoms. **Parents are not required to participate.**

Q: How much does it cost to participate in the surveillance program?

A: There will be **NO COST** to schools except for 5 minutes of staff time for data entry and time for training.

Q: What if the child has multiple symptoms?

A: A student may have multiple symptoms in a single category or multiple symptoms in multiple categories, both are appropriate, so please **record all symptoms** reported in whichever category/categories they appear.

Q: How do a report when there is a snow day or holiday?

A: If school is closed or not in session, NO DATA should be entered for that date(s). Please document the snow day or holiday into the comment box on the next day. Teacher in-service days record staff information and leave student information with zeros and put teacher in-service in comment box.

Q: What if I forget to report a day?

A: If you forget to report go ahead and enter the information when you remember to enter the information. Ideally, information will be reported by the next morning.

Q: What if I accidentally enter the wrong information or enter it twice?

A: Please contact Ashley Franks at epi@echdohio.org or 419-626-5623 ext. 200 and provide the information of the mistake to be corrected.

Q: If a student is on vacation or attending a funeral should they be counted as absent?

A: ECHD would only like absentee rates of those who are ill. If a student is out for a funeral or family vacation most likely they are not sick and should not be recorded in the ill student numbers.

Q: If a student is in quarantine should they be counted as absent?

A: If a student is in quarantine please count them in the ill student numbers and record their numbers in the quarantine counts.



Q: If a staff member is taking a sick day for their sick child, mental health day, or planned day off should they be counted as absent?

A: No, only count a staff member as ill if they are sick themselves.

Q: Where do I count transportation staff?

A: Transportation staff should be counted in the staff population for your district. If you have multiple schools pick one school and include them in that count. Please notify the Epidemiologist which school you will be reporting under.

Q: How do I determine Completely Remote” versus “on-site” for staff and student cases?

A: The individual should be classified as “on-site” if there was any interaction with other students or staff during the individual’s infectious period. **The infectious period is defined as** the time from 48 hours before the onset of symptoms (or 48 hours before sample collection of a positive test for asymptomatic individuals) until the time when the individual is isolated.

Q: How to report students or staff from multiple settings?

A: If a student or staff member is enrolled/employed in multiple schools or districts. Include the positive case in your own counts. Put in the comment box of the additional schools attended/worked. Please notify the other districts in which the student/staff is enrolled/employed.

Q: How many days do I count the New COVID case?

A: You only count the staff member or student as a new positive COVID case on the day of initial report. After the first day the case is no longer new. The staff/student may still be recorded as ill but not recorded in the new case counts.

Definitions:

New Student or Staff COVID Cases- Completely Remote- Number of new cases involving students/staff who have been fully remote during their infectious period. This means the students/staff have NOT been in the classroom or other physical space on school premises and have NOT participated in any in-person school activities/extracurriculars, including sports.

New Student or Staff COVID Cases- Onsite (class or activities)- Number of new cases involving students/staff who have engaged in in-person activity (instruction, extracurriculars, support services) during their infection period. This includes but is not limited to students/staff who are participating in in-person or hybrid modes of instruction, who are remote but participating in an in-person extracurricular, or who are remote but have come to the school building for support services.