As a child care provider, you join hands with parents in your efforts to create a healthy environment for children in your care. You and the parents will benefit from the communication of your health and safety policies, health and safety messages and new knowledge gained on health and safety issues. You are also required to inform parents when children in your care are exposed to a communicable disease.

This health and safety note will help you prepare a written notice to parents about exposure of their children to a communicable disease. The notice will alert them to watch for signs of that illness and seek medical advice when necessary.

**Confidentiality**

Please keep in mind that when notifying parents about exposure, the confidentiality of the ill person should be maintained. You should not report the name of the child, other family member, or staff member who is ill to other parents. Let the parents of an ill child know ahead of time that you will be sending exposure notices to other parents but will not mention any names.

**Reporting Communicable Diseases to Outside Agencies**

All licensed child care programs are required to report outbreaks of some communicable diseases to both Community Care Licensing and the local public health department. A list of those diseases which are reportable in California is included on the final page of this note. An outbreak is defined as two or more known or suspected cases of a disease. However, the American Academy of Pediatrics strongly recommends that child care providers report even if there is only a single case, to ensure that the local Public Health Department is aware that this serious illness is present in a child care setting.

When you report to licensing and your local health department, the parents of the children must be informed that you are required to report the disease. The children’s health care providers are also required to report communicable disease to the health department. We encourage you to work closely with the local health department to reassure and inform parents and staff.

The requirement to report communicable diseases to the local health department applies to any licensed facility, whether it is a center or family child care home. However, we strongly encourage unlicensed providers to report communicable diseases as well and work closely with their local health department.

**Parental Responsibilities**

Just as child care providers have an obligation to report when children in care are exposed to a communicable disease, parents have the same obligation to report diseases to the child care program within 24 hours of a diagnosis, even if they keep their child at home. That way, the child care provider can alert other parents to watch for signs of that illness in their children and seek medical advice when necessary.

**Exclusion Policies**

Distribute and explain your exclusion policies to parents and staff before illness arises. Have a clear, up-to-date exclusion policy for illness and provide parents with a copy when they enroll their child in your program. Ask your health consultant or a health professional to review it periodically. Writing a sound policy and enforcing it consistently will help reduce conflicts. Make sure all staff understand the policies and how to enforce them.

Please call the Healthline at (800) 333-3212 for more information.

Rev 03/08
Notice of Exposure to Communicable Disease

NAME OF CHILD CARE PROGRAM ________________________________________________________________

ADDRESS OF CHILD CARE PROGRAM __________________________________________________________

TELEPHONE NUMBER OF CHILD CARE PROGRAM _______________________________________________

DATE ______________________

Dear Parent or Legal Guardian:

A child in our program has or is suspected of having: ___________________________________________

INFORMATION ABOUT THIS DISEASE

The disease is spread by: ___________________________________________________________________

The symptoms are: _________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

The disease can be prevented by: ___________________________________________________________________

_____________________________________________________________________________________

What the program is doing to reduce the spread: _______________________________________________

_____________________________________________________________________________________

What you can do at home to reduce the spread: _______________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

If your child has any symptoms of this disease, call your health care provider to find out what to do and be sure to tell them about this notice. If you do not have a regular health care provider to care for your child, contact your health department for instructions on how to find one, or ask staff here for a referral. If you have any questions, please contact:

____________________________________________________________________________________

(CAREGIVER’S NAME)  at  _____________________________________

(TELEPHONE NUMBER)
Suspected Illness or Communicable Disease Exclusion Form

NAME OF CHILD ________________________________________________

FACILITY ______________________________________________________ DATE _____________________________

Dear Parent or Legal Guardian:

Today at our child care facility, your child was observed to have one or more of the following signs or symptoms:

- Diarrhea (more than one abnormally loose stool)
- Difficult or rapid breathing
- Earache
- Fever (101°F or above orally)
- Gray or white stool
- Headache and stiff neck
- Infected skin patches
- Crusty, bright yellow, dry or gummy areas of skin
- Loss of appetite
- Pink eye
- Tears, redness of eyelid lining
- Irritation
- Swelling and/or discharge of pus
- Severe coughing
- Child gets red or blue in the face
- Child makes a high-pitched croupy or whooping sound after s/he coughs
- Severe itching of body/scalp
- Sore throat or trouble swallowing
- Unusual behavior
- Child cries more than usual
- Child feels general discomfort
- Cranky or less active
- Just seems unwell
- Unusual spots or rashes
- Unusually dark, tea-colored urine
- Vomiting
- Yellow skin or eyes
- Head lice or nits

Contact your health care provider if there is:

- Persistent fever (over 100°F) without other symptoms
- Breathing so hard he cannot play, talk, cry or drink
- Severe coughing
- Earache
- Sore throat with fever
- Thick nasal drainage
- Rash accompanied by fever
- Persistent diarrhea
- Severe headache and stiff neck with fever
- Yellow skin and/or eyes
- Unusual confusion
- Rash, hives or welts that appear quickly
- Severe stomach ache that causes the child to double up and scream
- No urination over an 8 hour period; the mouth and tongue look dry
- Black stool or blood mixed with the stool
- Any child who looks or acts very ill or seems to be getting worse quickly

We are excluding your child from attendance at our program until (possible options):

- The signs or symptoms are gone
- The child can comfortably participate in the program
- We can provide the level of care your child needs
- Other: ______________________________________________________

California Childcare Health Program • www.ucsfchildcarehealth.org
Communicable Diseases Reportable in California
Licensed child care providers are required to report outbreaks of any disease, including diseases not on the list.

Acquired Immune Deficiency Syndrome (AIDS)
(HIV Infection only: see “Human Immunodeficiency Virus”)
Amebiasis
Anthrax
Avian Influenza (human)
Babesiosis
Botulism (infant, foodborne or wound)
Brucellosis
Campylobacteriosis
Chancroid
Chickenpox (only hospitalizations and deaths)
Chlamydial Infections, including Lymphogranulom Venereum (LGV)
Cholera
Ciguatera Fish Poisoning
Coccidioidomycosis
Colorado Tick Fever
Conjunctivitis, acute infectious of the newborn (specify etiology)
Creutzfeldt-Jakob Disease (CJD) and other Transmissible Spongiform Encephalopathies (TSE)
Cryptosporidiosis
Cysticercosis or Taeniasis
Dengue
Diarrhea of the newborn (outbreak)
Diphtheria
Domoic Acid Poisoning (Amnestic Shellfish Poisoning)
Ehrlichiosis
Encephalitis—viral, bacterial, fungal or parasitic (specify etiology)
Escherichia coli: shiga toxin producing (STEC)
including E. coli O157
Foodborne disease
Giardiasis
Gonococcal infections
Haemophilus influenzae invasive disease
(report an incident less than 15 years of age)
Hantavirus infections
Hemolytic Uremic Syndrome
Hepatitis, viral
Hepatitis A
Hepatitis B (specify acute case or chronic)
Hepatitis C (specify acute case or chronic)
Hepatitis D (Delta)
Hepatitis, other, acute
Human Immunodeficiency Virus (HIV)
Influenza deaths (report an incident of less than 18 years of age)
Kawasaki Syndrome (Mucocutaneous Lymph Node Syndrome)
Legionellosis
Leprosy (Hansen’s disease)
Leptospirosis
Listeriosis
Lyme disease
Malaria
Measles (Rubella)
Meningitis—viral, bacterial, fungal or parasitic (specify etiology)
Meningococcal infections
Mumps
Paralytic shellfish poisoning
Pelvic Inflammatory Disease (PID)
Plague (human or animal)
Poliomyelitis, paralytic
Psittacosis
Q fever
Rabies (human or animal)
Relapsing Fever
Rheumatic Fever, acute
Rocky Mountain Spotted Fever
Rubella (German measles)
Rubella Syndrome, Congenital
Salmonellosis (Other than Typhoid Fever)
Scombroid fish poisoning
Shiga Toxin (detected in feces)
Shigellosis
Smallpox (Variola)
Staphylococcus aureus infection (only a case resulting in death or admission to an intensive care unit of a person who has not been hospitalized or had surgery, dialysis, or residency in a long-term care facility in the past year, and did not have an indwelling catheter or percutaneous medical device at the time of culture)
Streptococcal infections (outbreaks of any type and individual cases in food handlers & dairy workers only)
Syphilis
Tetanus
Toxic Shock Syndrome
Toxoplasmosis
Trichinosis
Tuberculosis
Tularemia
Typhoid Fever (cases and carriers)
Typhus Fever
Vibrio infections
Viral Hemorrhagic Fevers (e.g. Crimean-Congo, Ebola, Lassa and Marburg viruses)
Water-associated disease (e.g. Swimmer’s Itch or Hot Tub Rash)
West Nile Virus (WNV) Infection
Yellow Fever
Yersiniosis
Occurrence of any unusual disease
Outbreaks of any disease (including diseases not listed here)

Urgency Reporting Requirements

= Report immediately by telephone (designated by a ○ in regulations)*.
○ = Report immediately by telephone when two (2) or more cases or suspected cases of foodborne disease from separate households are suspected to have the same source of illness (designated by a • in regulations).
○○○ = Report by Fax, telephone, or mail within one (1) working day of identification (designated by a + in regulations).
All other diseases/conditions should be reported by FAX, telephone, or mail within seven (7) calendar days of identification.

There are no standard reporting forms for child care providers to use. Please call your local health department immediately to report any outbreak or suspected outbreak of a communicable disease at a child care center.

*Community Care Licensing Title 22 Regulations.