



MEMO (Revised: 7/18/2023)

To: Huron County Schools

From: HCPH Epidemiologist/Emergency Planner Re: School

Absentee Surveillance

CC: Tim Hollinger, MPH, Health Commissioner

Huron County Schools,

This is a reminder to start completing your online school absentee surveillance tracking when school begins. We use the information provided to detect possible adverse public health events in our community, specifically those affecting our youth. This school absentee surveillance is more important than ever as we deal with the continued unprecedented circumstances surrounding COVID-19. We would like to say thank you to all the schools that are already participating in our student absentee tracking and encourage those not participating to start this school year.

The link to the school absentee surveillance form is www.huroncohealth.com/school-absentee-surveillance; click on the *School Data Entry* button. You should be directed to a SurveyMonkey survey. Please be sure to complete all applicable fields and click the "done" button at the end of the survey to submit your response. This survey should be completed each day when students are attending school in-person. Additional instructions and a paper form to be used for tracking can be found attached to this memo.

For any questions, please call HCPH Epidemiologist at 419-668-1652 ext.269.

Thank you for your participation!

HURON COUNTY SCHOOL ABSENTEE SURVEILLANCE

School Absentee Surveillance is a way to track illness in schools and the community for individuals that may not see a doctor. Absentee surveillance benefits schools because it can be used to identify suspicious health events in your school or school districts.

Online School Absentee Surveillance System:

- Schools enter directly into the website Survey Monkey, which takes less than 5 minutes a day.
- Information is entered daily.
- Symptoms are tracked which are better for identifying illness trends.
- Data can be checked daily with minimal effort.

What information do we collect?

- Information on symptoms (cough, fever, rash, etc.) and the number students called in sick.
- Information collected is aggregated.
- We **DO NOT** collect names, ages, genders, or any other identifiable information.

How do we collect the information?

- School staff will spend less than 5 minutes daily entering data into an online Survey. Using the link www.huroncohealth.com/school-absentee-surveillance Click on the *School Data Entry* button. You should be directed to a SurveyMonkey survey.
- Staff could use laminated reporting sheets and a whiteboard marker to tally absent children's symptoms.
- Parents could be asked to VOLUNTEER their child's symptoms. Parents are not required to participate.

The online survey typically only takes 5 minutes of staff time for data entry and time for training if needed.

If you need assistance with absentee reporting contact HCPH Epidemiologist at 419-668-1652 ext. 269.



HURON COUNTY SCHOOL ABSENTEE SURVEILLANCE

Instructions for Submitting Data to Huron County Public Health

DAILY DATA COLLECTION:

1. Each day, use the Absentee Tracking Form to tally the number of students that are called in sick.
2. Write in *Today's Date*.
3. Write in the *School Name*.
4. Write in the *Total Student Population* for the school.
5. As students are called in sick, use tally marks to record the number in the *Students Called in Sick* box.
6. If students are sent home sick, use tally marks to record the number in the *Students Sent Home Sick* box.
7. Have parents describe to you or on the school's absenteeism phone line/ voicemail a few of the symptoms of the ill student(s). 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 an internet browser.
2. Click on the *Huron County School Absentee Surveillance* shortcut on your internet browser, if you have saved this site as a saved site, or type the following web-address into a web browser: www.huroncohealth.com/school-absentee-surveillance.
3. Click on the *School Data Entry* button. You should be directed to a SurveyMonkey survey.
4. Select what *school district* you are reporting for. Click *Next*.
5. Select what *school* you are reporting for. 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.
8. Enter the total number of tally marks recorded for each symptom.

9. 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.**
10. When all entries are completed click *Next*.
11. 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 DATA** should be entered for that date(s).

For questions, please contact HCPH Epidemiologist at 419-668-1652 ext. 269.

Huron County



Public Health

Huron County School Absentee Surveillance

Today's Date is: _____ School Name: _____

<u>Total Student Population:</u>	<u>Students Called in Sick:</u>	<u>Students Sent Home Sick:</u>

<p>Gastrointestinal</p> <p>_____ Diarrhea</p> <p>_____ Food Poisoning</p> <p>_____ Stomach Flu</p> <p>_____ Stomach Pain</p> <p>_____ Vomiting</p> <p>_____ Nausea</p>	<p>Respiratory</p> <p>_____ Cold</p> <p>_____ Cough</p> <p>_____ Respiratory Flu</p> <p>_____ Sinus</p> <p>_____ Sore Throat</p> <p>_____ Shortness of Breath</p> <p>_____ COVID-19</p>	<p>Neurological</p> <p>_____ Headache/Migraine</p> <p>_____ Passed Out</p> <p>_____ Seizure</p> <p>_____ Stiff Neck</p> <p>_____ New Loss of Smell or Taste</p> <p>_____ Nausea</p>
<p>Rash</p> <p>_____ Chickenpox</p> <p>_____ Scabies</p> <p>_____ Other Rash</p>	<p>Constitutional</p> <p>_____ Fever</p> <p>_____ Chills</p> <p>_____ Muscle/Body Pain</p>	<p>General</p> <p>_____ Asthma/Allergies</p> <p>_____ Pink Eye</p> <p>_____ Runny Nose or Congestion</p> <p>_____ Strep Throat</p> <p>_____ Ear Infection</p> <p>_____ Fatigue</p> <p>_____ Unknown</p>

Comments: