

**West Virginia Department of Health & Human Resources' Bureau for Public Health
Outbreak Report for Suspected or Confirmed Acute Respiratory Illness in Schools or Healthy
Populations**

Instructions: For Local Health Departments/Regional Epidemiologists. Please complete this report form for all respiratory outbreaks reported in a school or healthy population settings. Be sure to fill in all fields to ensure completeness of the report. Reports should be submitted within 30 days after closing the outbreak. Completing this report will meet Threat Preparedness grant requirements and reporting elements needed for evaluation of how acute respiratory outbreaks are investigated throughout WV. Once you have completed this form, please fax it to the Division of Infectious Disease Epidemiology (DIDE) at 304-558-8736.

Outbreak number (from DIDE): _____ Region: _____
Contact information for person who first notified health department about the outbreak:
Reported By: _____ Affiliation: _____ Date Reported: [Click here to enter a date.](#)
Person Contacted: _____ Affiliation: _____
Date investigation initiated by the agency:
Name(s) Report Prepared By: _____ Title(s): _____
County: _____ Telephone: _____

1. Introduction and Background (info in this section should be what is reported in the initial call about the outbreak):

Who → population affected

Absentee rate:

# of ill students		# of ill staff	
Total # of students		Total # of staff	

Where →

School/facility name: _____ School/facility county: _____
School/facility address: _____
Setting type: Public School Private Daycare/After School Program Residential
 Other, (specify): _____

When →

Date when absentee rate was first reported above baseline: [Click here to enter a date.](#)

What →

Predominant Symptoms (check all that apply):

- Fever $\geq 100^{\circ}\text{F}$ Congestion or runny nose
 Cough Shortness of breath
 Sore throat Other, (specify): _____
 Chills

2. Methods

Probable Case Definition:

- Influenza-like illness: Fever $\geq 100^{\circ}\text{F}$ and cough and/or sore throat in the absence of known cause other than influenza
- Acute Respiratory Illness: Including RSV, parainfluenza, and other respiratory viruses
- COVID-19: Meets presumptive lab evidence
- Physician (nurse) diagnosis
- Other etiology (specify):

Confirmed Case Definition:

- Laboratory confirmed (specify etiology):

Data Collection (check all that apply):

- Line list
- Absentee reports from school
- Other (specify):

Assessment of Infection Control Measures (check all that apply):

- Site visit
- Conference call with school
- Other (specify):

Laboratory (specify total number of specimens collected):

Rapid tests: _____ PCRs: _____ Cultures: _____

Control Measures:

Date school started implementing control recommendations: [Click here to enter a date.](#)

- Sent letter home with students
- Provided education on hand hygiene and respiratory etiquette
- Increased environmental cleaning
- Keep ill staff home
- Discontinued group activities
- Kept same students in one classroom while rotating teachers
- Private room for ill resident if possible
- Other (specify):

3. Results (attach any epidemic curve and/or other data analysis):

Highest recorded absentee rate		
Final # of ill students		Final # of ill staff
Total # of students		Total # of staff

Use this report form for suspected or confirmed Respiratory Illness outbreaks only

Outbreak Closure Information: (If school absentee baseline is unknown, use threshold of 10% absentee)

Date when absentee rate was first detected above baseline: [Click here to enter a date.](#)

Date when absentee rate returned to baseline: [Click here to enter a date.](#)

Number of students admitted to a hospital:

Number of students who died:

Laboratory (please attach documentation of laboratory confirmation)

Was there laboratory confirmation of this outbreak:

Yes

No

of specimens tested
positive for influenza _____ influenza type:
positive for COVID-19
positive for Other Etiology (please specify)

4. Limitations: (discuss any limitations to this investigation):

5. Conclusion/Discussion (discuss interpretation of investigation and any conclusions):

A person-to-person outbreak of ____ occurred at ____ school that resulted in an absentee rate of ____ %.

Date that absenteeism was detected above baseline was on _____. Absentee rate at the school returned to baseline on _____.

6. Recommendations/Lessons Learned:

During this outbreak, the following recommendations were made to control the outbreak and prevent similar future outbreaks (check all that apply):

Make influenza vaccine available to all students and staff prior to the influenza season

Make COVID-19 vaccine available to all students and staff

Improve timeliness of reporting to the local health department

Emphasize hand hygiene

Environmental cleaning

Educate parents on excluding students from school when sick

Work with local health department to coordinate laboratory testing

Other (specify):

Additional Comments: