



# Respiratory Illness Outbreak Reporting Worksheet

Use this worksheet to report a respiratory illness outbreak in a school or childcare by completing as much information as possible for the day the outbreak reporting criteria are met. Submit the completed worksheet to the health department in the region where the school or childcare is located. Contact information for regional health departments can be found at:

<https://dph.sc.gov/sites/scdph/files/2024-04/CR-005869.pdf>

**When to Report:** Notify the regional health department when your school or childcare facility meets the outbreak criteria below.

**Respiratory Illness Outbreak Definition:** 20% or more of students/children/staff within a shared setting of more than 5 people (such as a classroom, club, sports team, or other group) are absent or sent home due to a respiratory illness within a 72-hour period.

**Respiratory Illness Definition:** Temperature of greater than 100.4° F with a cough and/or sore throat

**Contact Information**

**Date Form Sent:** \_\_\_\_\_

**School/Childcare Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Form Submitted By:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Would you like to speak to someone from DPH?**    Yes    No

| Number with Respiratory Illness in Shared Setting | Total Number in Shared Setting |
|---------------------------------------------------|--------------------------------|
| Total Ill:                                        | Total in Shared Setting:       |

**Please note:** Each time a new outbreak is identified, only initial reporting of the outbreak is required. Do not submit additional reports on subsequent days of the same outbreak. Outbreaks may be considered over when the respiratory illness decreases below the 20% criteria listed above and no new cases have been identified for ten (10) consecutive days. If an unusual or atypical situation arises (e.g., severe morbidity, multiple hospitalizations, extensive outbreaks), contact the regional health department.

## Instructions for completing the Respiratory Illness Outbreak Reporting Worksheet

**Purpose:** This worksheet should be used to report suspected respiratory illness outbreaks in schools and childcare facilities to DPH.

**Party responsible for completing worksheet:** Designated school or childcare facility representative.

**When to report:** Submit the reporting worksheet to their respective regional health department where the school or childcare is located when the specified conditions are met. See reporting worksheet and outbreak guidance for details.

**How to report:** Submit the reporting worksheet to the regional health department where the school is located. Contact information is listed below and can also be found at

<https://dph.sc.gov/sites/scdph/files/2024-04/CR-005869.pdf>

### Regional Health Department Contact Information

#### Lowcountry

3685 Rivers Ave Suite 201  
N. Charleston, SC 29405  
Fax: (843) 953-0051

#### Midlands

2000 Hampton Street  
Columbia, SC 29204  
Fax: (803) 251-3170

#### Pee Dee

1931 Industrial Park Road  
Conway, SC 29526  
Fax: (843) 915-6506

#### Upstate

352 Halton Road  
Greenville, SC 29607  
Fax: (864) 282-4373

## Reporting Variables

**Date Form Sent:** Indicate the date the form was sent to DPH.

**School/Childcare Name:** Provide the name of the facility where the suspected outbreak is occurring.

**District:** Provide the school district name if reporting an outbreak in a school.

**County:** Indicate the county in which the school or childcare is located.

**Form Submitted By:** Provide the name of the representative who is submitting the worksheet.

**Phone, Fax, Email:** Indicate the contact information for the reporting representative.

**Would you like to speak with someone from DPH?** The representative submitting the worksheet should select 'yes' or 'no' to indicate if they would like a DPH epidemiology staff member to contact them.

**Number with Respiratory Illness in Shared Setting:** Indicate the total number of individuals with respiratory illness in the setting where the outbreak is occurring.

**Total Number in Shared Setting:** Indicate the total number of individuals in the setting where the outbreak is occurring.