

## Protocols for Reporting Type A Influenza

<b>Action</b>	<b>Protocol</b>	<b>Person Responsible</b>
Confirmation of Type A influenza case	<ul style="list-style-type: none"> <li>• Written, signed memo from treating physician or health care provider with Type A influenza confirmation</li> <li>• Brought to school by parent or faxed to school by physician's office</li> <li>• Same procedure for school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Treating physician or health care provider</li> <li>• Parent</li> <li>• School staff if applicable</li> </ul>
Report to Hayes	<ul style="list-style-type: none"> <li>• Fax confirmation report to Hayes with name of student/staff and school</li> <li>• 217-4241</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>
Report to Parents	<ul style="list-style-type: none"> <li>• School Messenger© initial telephone communication to parents</li> <li>• Updated communication as warranted</li> </ul>	<ul style="list-style-type: none"> <li>• Savoy</li> </ul>
Report to Community	<ul style="list-style-type: none"> <li>• Post number of confirmed cases at each school on CPSS website daily</li> <li>• Post historical data of confirmed cases for each school on CPSS website</li> </ul>	<ul style="list-style-type: none"> <li>• Hayes</li> </ul>
<ul style="list-style-type: none"> <li>• Report to News Media only from official school system sources</li> <li>• No reports to News Media from schools</li> </ul>	<ul style="list-style-type: none"> <li>• News Release</li> </ul>	<ul style="list-style-type: none"> <li>• Savoy</li> <li>• Hayes</li> <li>• Chiasson</li> </ul>