

## School Absenteeism Surveillance Checklist for Respiratory Disease

Schools should complete the checklist when there is a significant increase in absenteeism (more than 10%) due to symptoms consistent with respiratory disease. For example: fever, cough, fatigue.

#	Action to be completed	✓
1	Separate ill students and staff from well persons. Call parent(s) and request they pick up student.	
2	Isolation area and washrooms must be cleaned and sanitized once the ill student or staff leaves.	
3	Ensure that there is sufficient supply of paper towels and liquid soap in dispensers in the washrooms.	
4	If the school has hand rub dispensers ensure that the alcohol-based hand rub has at least 60% alcohol concentration and that there is sufficient supply.	
5	Give hand cleaning and respiratory etiquette reminders to all staff and students. For example daily PA announcements and individual class visits as needed, promoting <b>cough into your sleeve</b> and <b>cleaning your hands is the most important control measure.</b>	
6	Clean and sanitize toys and environmental surfaces thoroughly and more often. For example, door knobs, hand rails, desktops, light switches and water fountains should be sanitized more frequently.	
7	Follow manufacturer's instructions regarding intended use, concentration and contact time of sanitizer.	
8	During increased absenteeism consider limiting or reducing common activities between different groups of students.	
9	Notify feeder schools of increased absenteeism.	
10	Check operation and water flow of drinking water fountains.	
11	Students should be discouraged from sharing food or drinks during increased absenteeism. For example, common water bottles for sports teams.	

**Date reviewed with Public Health Representative:** \_\_\_\_\_