

Task: Communicating Communicable Disease

Task	Person Responsible	Date to be Completed
1. Inform the Area Coordinator and Health Services Manager when there has been a diagnosed communicable disease.	Teachers	Immediately
2. Send a letter to the classroom/center teachers to copy and disperse to the parents. Letter will inform parents that there has been a diagnosed case of the disease and will provide information/guidance about the disease.	Health Services Manager	Upon Notification
3. File the letter indicating date sent and the classrooms/center the letter was sent to.	Health Services Manager	After forwarding
4. Report the occurrence of any of the diseases below to the local Health Department: * Hepatitis A; * Food-borne illness (food poisoning); * Salmonella; * Shigella; * Measles, Mumps, Rubella (mmar); * Pertussis * Polio; * Haemophilus influenzae type B; * Meningococcal meningitis; * Chicken Pox; and * Any other illness identified by the state or local Health Dept.	Health Services Manager	As soon as notified, no later than day notified