COVID-19 Daily Aggregate Reporting Guide for Schools and Childcare Facilities

This guide provides quick tips on how to report daily counts of COVID-19 cases at schools to the Ottawa County Department of Public Health. Schools will report total enrollment and total cases in students and staff daily. If no new cases were reported in a day, you do not need to complete this report for that day. See the Managing Communicable Diseases in Schools document for more information on disease control and reporting.

How to Report COVID-19 Case Counts Daily:

- 1. Open your browser and go to https://www.miottawa.org/CDReporting/
- 2. Select the **Report Daily COVID-19 Cases** button. The form below will be launched:



School and Childcare Aggregate COVID-19 Reporting

1. Fnter	For help troubleshooting issues, please call 616-396-5266 or email ph.clinic.clerical@miottawa.org . Please allow 24-48 hours for response. COVID-19 School and Childcare Reporting Password	
1. Enter password provided to your school contact	Password Next	2. Click 'Next' to proceed with
seriour contact		reporting

School and Childcare Aggregate COVID-19 Reporting

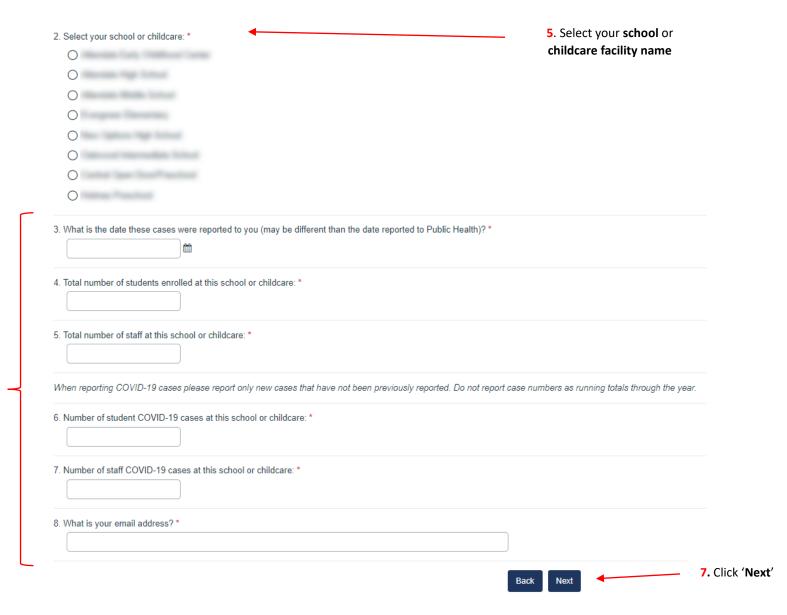
All questions below have red asterisks which indicate that the information is required to complete the report. The number of students and staff at a school is important for statistical purposes to calculate the percent of staff and students affected by COVID-19.

Select your school district: *		
Allendale Public Schools	3. Select your	
Charter Schools	school district	
O Coopersville Public Schools	AND	
Grand Haven Public Schools	4. Click 'Next'	
O Holland Public Schools	I .	
O Hudsonville Public Schools		
O Jenison Public Schools		
Ottawa Area ISD		
O Private Schools		
O Spring Lake Public Schools		
West Ottawa Public Schools		
Zeeland Public Schools		
Childcare	↓	

School and Childcare Aggregate COVID-19 Reporting

6. Enter the requested data in

the fields/boxes indicated



School Aggregate COVID-19 Reporting



Once you click on 'Submit', the following page will appear, to confirm your report:

School Aggregate COVID-19 Reporting

Response Confirmation

Thank you for your time spent reporting to Public Health. Your response has been recorded. You should receive a confirmation email shortly.

Guidance for reporting and managing COVID-19 in school settings can be found at the following links:

Managing CD in Schools FINAL.PDF (michigan.gov)

https://www.michigan.gov/coronavirus/resources/k-12-school-opening-guidance

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html



To report COVID-19 outbreaks or suspected outbreaks in schools, please call 616-396-5266 and ask for a communicable disease nurse, or email communicable.disease.tb@miottawa.org

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