

## 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

Thank you for reporting COVID-19 cases in your school or childcare. Per Michigan Department of Health and Human Services (MDHHS), aggregate COVID-19 cases are reportable by K-12 schools and childcares to the local health department within 24 hours.

Please report the number of student and staff COVID-19 cases through this online form. It is not necessary to report through this system when no COVID-19 cases are known to the school or childcare.

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>

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

[Microsoft Word - BCAL-PUB-0111 \(5-19\) \(michigan.gov\)](#)

<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 or childcares, please call 616-396-5266 and ask for a communicable disease nurse, or email [communicable\\_disease.tb@miottawa.org](mailto:communicable_disease.tb@miottawa.org).

For help troubleshooting issues, please call 616-396-5266 or email [ph\\_clinic\\_clerical@miottawa.org](mailto:ph_clinic_clerical@miottawa.org). Please allow 24-48 hours for response.

COVID-19 School and Childcare Reporting Password

Password

Next

**1. Enter password**  
provided to your school contact

**2. Click 'Next'**  
to proceed with 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.

1. Select your school district: \*

- Allendale Public Schools
- Charter Schools
- Coopersville Public Schools
- Grand Haven Public Schools
- Holland Public Schools
- Hudsonville Public Schools
- Jenison Public Schools
- Ottawa Area ISD
- Private Schools
- Spring Lake Public Schools
- West Ottawa Public Schools
- Zeeland Public Schools
- Childcare

3. Select your school district

AND

4. Click 'Next'

Back

Next

# School and Childcare Aggregate COVID-19 Reporting

2. Select your school or childcare: \*

- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]
- [Faded radio button]

5. Select your **school** or **childcare facility name**

3. What is the date these cases were reported to you (may be different than the date reported to Public Health)? \*

4. Total number of students enrolled at this school or childcare: \*

5. Total number of staff at this school or childcare: \*

*When reporting COVID-19 cases please report only new cases that have not been previously reported. Do not report case numbers as running totals through the year.*

6. Number of student COVID-19 cases at this school or childcare: \*

7. Number of staff COVID-19 cases at this school or childcare: \*

8. What is your email address? \*

6. Enter the requested data in the fields/boxes indicated

7. Click 'Next'

## 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:

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<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>

100%

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