This guide provides instructions for how to register and quick tips for using the Facility Weekly Report of Communicable Diseases to Ottawa County Department of Public Health. Facilities will report total enrollment and total weekly cases of flu-like illness, stomach virus, COVID-19 absence, and chickenpox.

How to Register ................................................................. page 1
Tips for Weekly Reporting ....................................................... page 2-3

How To Register New Users
1. Open your browser and go to: https://www.miottawa.org/CDReporting/
2. Click on Register to Use Communicable Disease Reporting
3. Enter the first name, last name & e-mail address of the person who will be doing weekly facility reports
4. In the Organization Types drop-down, select your facility type as shown below

![Organization Types]

5. If this is the first time registering for your school, camp or childcare facility, select OTHER in the Organization drop-down and additional fields will appear. Fill in your facility name, address and the phone/fax number for contacting the reporter, as shown below. Do not fill in New Organization ID. Once your registration is approved, you will receive a confirmation email with username and temporary password. At your first login, you will reset your password.

6. If your facility has already registered, find and select it in the Organization drop-down alphabetized list.
How To Report Each Week

1. Report by end of day Monday for the prior week (Sunday to Saturday)
2. Open your browser and go to https://www.miottawa.org/CDReporting/ OR use the link in Friday’s reminder email
3. Login with Username and Password
4. Fill out each applicable field on the Communicable Disease Reporting page and “Submit”
5. You will receive confirmation of your report

NOTE: If your school is entirely remote/online (staff and students) then check this box and click Submit. No further information is required.

NOTE: If you have 100 enrolled students, and during the reporting week all 100 are in a combination of remote/online and in-person, then put 100 in BOTH of these boxes.
### How To Report Each Week (continued)

Enter weekly totals of **NEW student** cases for each illness.

Enter total number of in-person **students** absent for COVID-19 isolation or quarantine at any time during the week. This box may include the same students from week to week.

Enter total number of in-person **staff** absent for COVID-19 isolation or quarantine at any time during the week. This box may include the same staff from week to week.

Enter total number of in-person **staff** absent for other (non-COVID-19) or unknown reasons.

Use as needed

<table>
<thead>
<tr>
<th>IN-PERSON STUDENTS</th>
<th>TOTAL CASES</th>
<th>DEFINITION</th>
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</table>
| **FLU-LIKE ILLNESS** | #           | Fever plus any of the following symptoms: Sore throat, cough
| **ABSENT FOR COVID-19 ISOLATION OR QUARANTINE** | #           | Number of in-person students absent from school for COVID-19 isolation as a lab confirmed case and/or in quarantine for exposure to COVID-19 case
| **STOMACH VIRUS** | #           | Diarrhea and/or vomiting for 24 to 48 hours
| **CHICKENPOX** | # Faxed     | Number of cases of chickenpox as a lab confirmed case

Click on **Submit** before closing. For help, call Shelley at 616-393-5721.

Use Tally Sheet provided on Login page

Follow definitions

**SERIOUS/RARE ILLNESSES**
- Measles
- Mumps
- Meningitis
- Tuberculosis
- Encephalitis
- Pertussis (Whooping Cough)
- Unusual occurrence/outbreak
- Rubella
- Hepatitis
- COVID-19

**IN-PERSON STAFF**

**ABSENT FOR COVID-19 ISOLATION OR QUARANTINE**

**ABSENT FOR ANY OTHER REASON**

**IMMEDIATELY CALL THE PUBLIC HEALTH DEPARTMENT AT 616-396-5266** to speak with a Communicable Disease Nurse.