



## Childcare Outbreak Report Form Instructions

This document provides step-by-step instructions for completing the outbreak report form. Information submitted through this form will be reviewed by public health and may trigger follow-up as appropriate.

**Step 1:** Access the form → Use the following link to open the outbreak report form in your web browser: <https://shiny.mesacountyhealth.com/apps/OutbreakReporting2/>

**Step 2:** Select **General** from the options, enter the number that appears after the security code, and click **Continue**.

**Step 3:** You will arrive at the **Initial Illness Reporting** page, where four menu options are available in the top left corner: **Initial Reporting**, **Follow-up Reporting**, **Line List**, and **Guidance**.

**Step 4:** Complete the **Initial Reporting** page by filling out the sections below.

### Facility and Contact Information

Complete the following fields:

- Facility name
- Facility type and sub-type
- Facility address (street, city, zip)
- Primary facility contact name
- Contact role
- Phone number and email

### Summary of Illness Being Reported

Provide information about the illness, including:

- Illness or disease being reported
- Total number of sick non-staff (students/residents)
- Total number of sick staff/employees
- Date the first person became sick
- Date the most recent person became sick
- Whether the illnesses are believed to be related

### Facility Demographics and Additional Comments

Complete the following fields:

- Total number of non-staff (students/residents) in the facility
- Total number of staff/employees
- Any additional comments you would like to share (optional)

**Step 5:** After submitting the Initial Illness Report, you will be taken to a confirmation page.

- A confirmation message will appear thanking you for reporting the outbreak.
- An outbreak report ID will be displayed on the screen.
- Please save or write down this ID, as it is required for follow-up reporting.
- If you entered a primary email address, you will also receive a confirmation email from the MCPH Epidemiology Team that **includes this ID and a link** for follow-up reporting.
  - **The hyperlinked code included in the confirmation email will take you directly to the follow-up reporting form.**
- If you did not enter a primary email address, be sure to record the ID before closing the page.

**Step 6:** Enter individual case information using the **Line List**.

#### Add a New Line

- On the Line List tab, select New Line to add an individual case.

#### Enter Individual Case Details

For each person who is ill, complete the following fields:

- Date called out of childcare
- Identity: Select Child, Teacher, Staff, or Other
- Name
- Age
- Location:
  - For children: classroom or group
  - For others: location of interaction with children
- Symptoms
- Enter Testing Information (if applicable)
- Reported Diagnoses
  - Please note if testing was done to confirm diagnosis
- Select Save to add the individual to the line list.

### **Repeat as Needed**

- Repeat these steps to enter additional individuals, adding one line per person.

**Step 7:** Use the **Follow-up Reporting tab** to submit updates after the initial illness report.

### **Access Follow-up Reporting**

- Select the Follow-up Reporting tab.
- Enter your outbreak report ID (provided on the confirmation screen and in your confirmation email).
- Do not share your report ID with unauthorized individuals.

### **Submit Updates**

- Complete the follow-up report if case counts change or if there are important updates.
- Submit the form once completed.

### **Update the Line List** (if prompted)

- If your case counts have changed, you may be asked to update your Line List.

### **Follow up Report: When do I need to do this?**

Submit a follow-up report if:

- The number of sick children or staff changes
- New cases are identified
- You receive new test results or updated illness information

If nothing has changed, no follow-up report is needed.

### **Step 8 (Optional):** Review the **Guidance Tab**

The Guidance tab provides general infection prevention and outbreak control recommendations related to the illness reported.

What you'll find in the Guidance tab:

- General public health guidance for respiratory illnesses
- Information on exclusion policies
- Reminders about hand hygiene and respiratory etiquette
- Recommendations for cleaning and disinfecting



- Links to additional state and federal resources (CDPHE and CDC)

This guidance is intended to support immediate prevention actions while awaiting follow-up from a Mesa County Public Health epidemiologist.

Important notes:

- An MCPH epidemiologist will reach out within 1–2 business days to discuss your report and provide situation-specific recommendations.
- The guidance provided does not replace direct communication with public health if you have urgent questions.

For urgent concerns, you may contact the MCPH Epidemiology Team at [cd.mcph@mesacounty.us](mailto:cd.mcph@mesacounty.us).