

County of San Mateo Health Services Agency  
Public Health and Environmental Protection Division  
Communicable Disease Control  
225 37<sup>th</sup> Avenue San Mateo, CA 94403  
(650) 573-2346

**ACUTE GASTROINTESTINAL ILLNESS CHECKLIST  
CHLD CARE/SCHOOL PROGRAM FACILITY**

Specific recommendations for your facility are marked with an 'x' in the box.

**General Control and Prevention Recommendations:**

- Post signs prominently at facility entrance and/or on affected units discouraging visitation and volunteers.
- Post signs/posters regarding recommendations for hand washing.
- Sufficient supplies for contact precautions (disposable gowns, gloves, mask/goggles or face shield) must be accessible in the corridors near point of use to facilitate usage requirements.
- Access to gloves in rooms must be unobstructed.
- Personal items such as water pitchers, cups, etc. should be labeled w/ the child's name, and not left in common areas, or used between children.
- First clean, then disinfect vomitus and fecal spillages promptly with double-strength or 1:10 – 1:50 solution of fresh bleach.
- Adequate housekeeping staff must be available during operating hours to respond to 'clean-up' calls as needed in a timely manner.
- Increase the frequency of routine pod, bathroom, and toilet cleaning. Particular attention should be given to cleaning objects that are handled frequently, such as faucet and door handles, toilet or bath rails, washable toys/objects, mats, tables, chairs, counters, and hallway banisters.
- Dedicate the use of child care toys/objects to a single child. Where this is unavoidable, it is imperative to adequately clean and disinfect the equipment before use with another child with dilute bleach or double-strength phenolic. This includes any care equipment such as thermometers, etc.
- Keep log listing of ill children/staff for Health Department inspection. (See DHS line-listing format for specific requirements.)
- Consult with the Health Department about laboratory testing.

**All children/staff, whether ill or not:**

- All children who are identified as ill should be isolated and sent home until asymptomatic for at least 48-72 hours.
- Staff should wash their hands prior to entering and exiting pods/ handling toys/objects/equipment.
- It may be necessary to cancel or postpone certain group activities until ill individuals are asymptomatic for at least 72 hours.
- Minimize movement of children between pods whether the pod is affected or not.
- Limit new entries to affected areas until the incidence of new cases has reached zero. If new entries are necessary, admit child to an unaffected unit or to a unit that has had no new cases for at least two days.
- Close facility to entries until cleared by the Health Department, if necessary.

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**Staff:**

- Limit staff movement between affected and unaffected areas/pods. This includes 'floating' and temporary staff.
- Exclude non-essential personnel from affected areas/pods
- Request that symptomatic staff /visitors stay home or avoid visitation until asymptomatic for 72 hours.
- Ill staff should not work at any other facility until asymptomatic for 72 hours.

**Other Recommendations:**

- Children and staff are not to share any food items, including cookies, boxes or bowls of candies, communal water fountains, etc.
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If any questions arise, please call  
San Mateo County Communicable Disease Control at 650-573-2346.

## ACUTE RESPIRATORY ILLNESS CHECKLIST PRESCHOOL/SCHOOL SETTING

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*Specific recommendations for your facility are marked with an 'x' in the box.*

### **General Infection Control and Prevention Recommendations:**

- Post signs prominently at entrance of affected classrooms discouraging visitation and volunteers.
- Post signs/posters regarding recommendations for hand washing, respiratory hygiene and cough etiquette:
  - Advise staff and students to cover their noses and mouths with a tissue when sneezing or coughing, and to put their used tissue in a waste basket.
  - Ensure that tissues are available in all rooms and common areas such as reading rooms and meal preparation rooms
- Encourage staff and students to use soap and water to wash hands when hands are visibly soiled, or to use an alcohol-based hand sanitizer when soap and water are not available, and hands are not visibly soiled.
- Encourage staff and students to wash their hands as often as possible between contacts with each other, and before meals or feedings. Staff should wash hands after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, and after assisting children with toileting (if applicable).
- Personal items such as water pitchers, cups, toothbrushes, etc. should be labeled w/ the child's name, and not left in common areas.
- Increase the frequency of routine pod, room, and/or ward cleaning. Particular attention should be given to cleaning objects that are handled frequently, such as faucet and door handles, doors, toilets or training bowls, washable toys/objects, mats, tables, chairs, counters, and hallway/room railings.
- Email line list of ill staff and students to San Mateo County Public Health by 11:00 am daily at PH\_CDControlUnit@smcgov.org and to the assigned investigator. Immediately notify the Health Department of staff or students who require hospitalization or who die during the outbreak.
- Consult with the Health Department about laboratory testing.

### **Infection Control Precautions for School Attendees:**

- General recommendation: Influenza vaccination is recommended for all unvaccinated children ages 6 months until their 5<sup>th</sup> birthday.
- Observe all students for symptoms of respiratory illness:

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- Notify the parent if a student develops a fever, chills, cough, sore throat, headache, or muscle aches.
- Send a sick students home, if possible, and advise the parent to contact the student's doctor.

- Sick students should follow facility policy for exclusion from preschool/school due to illness. (American Academy of Pediatrics recommends excluding students )
- Minimize movement of students between pods/rooms whether the pods/rooms are affected or not.
- Students and staff are not to share any utensils or food, including drinks, communal bowls of snacks and communal water fountains.

**Staff Infection Control Precautions:**

- Influenza vaccination is recommended for all unvaccinated staff.
- Staff should wear gloves when contact with ill students or surfaces/objects contaminated with respiratory secretions is anticipated.
- Maintain the same staff to student assignment, if possible.
- Limit staff movement between affected and unaffected pods/rooms. This includes 'floating' and temporary staff.
- Staff should follow facility policy for exclusion from work due to illness.



# SAN MATEO COUNTY HEALTH SYSTEM

## CLEANING UP AFTER BODY FLUIDS (Urine, Feces, Blood, Vomitus)

Always try to avoid contact with body fluids, as they have the potential to spread infectious organisms. Germs from vomit and diarrhea may travel through the air, so timely clean-up is very important.

Here is a recommended procedure to use when cleaning up these fluids:

1. ALWAYS put on gloves. Disposable gloves made of latex or vinyl is best. Reusable gloves made of rubber are acceptable if they are cleaned and sanitized after each incident. Use mask when cleaning vomitus, feces.
2. Remove the most visible material, working from the least to the most soiled areas. Use a paper towel or single-use cloth for this task. Try not to agitate the material as diarrhea or vomit may become airborne. Place all material and towels in a water-proof bag and seal.
3. Next, clean the affected area with soap or detergent. Work from the least to most soiled areas.
4. Sanitize the area using a 1:10 diluted bleach solution (see next page). Make a fresh solution DAILY. The bleach solution should be left in place for 10 minutes to ensure adequate disinfection.
5. Discard gloves and other items used for cleaning in a plastic bag. Liquid waste can be disposed of in a toilet or utility sink drain. Clean and sanitize re-usable gloves.
6. Wash your hands after removing the gloves.
7. Wash the non-disposable cleaning equipment such as mops and buckets thoroughly with soap and water and then rinse with a bleach solution.

A **SPILL KIT** is helpful to have available to be prepared for body fluid emergencies. The kit should include the following:

- Gloves
- Paper/disposable towels
- Soap/detergent
- Plastic bags
- Household bleach
- Spray bottle for diluted bleach

**For carpeted areas and other areas that may be damaged by the use of chlorine bleach ,disinfection solutions products such as Virkon S, Miikro-Bak III, EcoTru, Virox NP9.0 Detergent Disinfectant, or others registered with the EPA that have label claims for either norovirus or its surrogate feline calicivirus may be used per labeled instructions (CDC, Dallas County Health Services, 2005).**

**Dilution instructions for bleach solutions:**

**1:10 dilution:**  
**Use after cleaning surfaces soiled by blood, feces, & vomitus**  
2 tbsp. bleach in 1 cup water, OR  
1 2/3 cup bleach in 1 gallon water

**1:100 dilution:**  
**Use for sanitizing commonly touched surfaces (hand rails, door knobs, light switches)**  
½ tsp. bleach in 1 cup water, OR  
2 ½ tbsp bleach in 1 gallon water