****

***Standard process for positive COVID cases on school site***

To better support schools to manage COVID-19 cases, the CECV has been working with the Department of Education and Training and the Department of Health (DH) to revise and streamline how COVID-19 cases will be managed in schools.

Process

The revised process is set out below.

1. Schools should continue to alert their diocesan education office as soon as they become aware that a student, parent, contractor or other member of the school community has tested positive to COVID-19, but only where the case was onsite within 48 hours prior to the onset of symptoms consistent with COVID-19.

Schools should not report confirmed positive cases of school community members if those individuals were not onsite in the 48 hours prior to the onset of symptoms consistent with COVID-19.

A template for confirming the timeline for positive case on site is at the end of this document.

1. Your school may be required to close for an initial 24 hours to allow for identification and notification of primary close contacts (PCCs). Seek approval of a closure from your diocesan education office before announcing the closure to your school community.
2. At the same time as the notification to close, diocesan education office staff will provide schools with a spreadsheet and instructions to complete the identification of PCCs and communication templates to use.
3. The Diocesan Lead should return the spreadsheet by email to   
   [Non-GovCovidNotifications@education.vic.gov.au](mailto:Non-GovCovidNotifications@education.vic.gov.au), who will record the spreadsheet and forward it to the relevant local public health unit of the DH.
4. Schools should then contact the identified PCCs using a specified communication template. This template will include instructions that PCCs should stay at home and get tested as soon as possible.
5. Schools should also contact their cleaning contractors and identify any high-touch areas where the case had been that will require additional cleaning. There is no need to do a deep clean. Your routine clean is considered sufficient.
6. In primary schools, PCCs are likely to be limited to those in the same class as the confirmed COVID-19 case. However, this will depend on the level of compliance with face-mask requirements and how much classes might have mixed.
7. In secondary schools, where students may have mixed across different subjects on particular days, a year level may be classified as PCCs. However, this will again depend on the level of face-mask compliance, the degree of mixing across classes and year levels, and the time spent together.
8. DH will send an SMS to the PCCs advising them of their quarantine, testing and release dates (this may take some days).

* Primary school PCCs will be asked to isolate until they clear a Day 13 test.
* Secondary school PCCs will be informed that if they are vaccinated, they should isolate for seven days and may be able to return to school after a Day 6 test, depending on local school arrangements (Catholic Education Ballarat will work with schools to determine if this is feasible, depending on local circumstances). If the PCCs are unvaccinated, they will be required to isolate for 14 days and can return to school after a Day 13 test. Students will need to show evidence of their test and vaccination status when they return to school.

1. Families/households of PCCs will no longer be required to limit their movements or stay at home.
2. When any necessary cleaning has been arranged and PCCs identified and contacted, schools should then use a specified communication template to notify all other students they should return to school the following day. The school can reopen the following day without requiring further notification.

Particular arrangements apply to Victorian Certificate of Education*(*VCE) students for the purpose of attending examinations. The Victorian Curriculum and Assessment Authority will provide information about this separately.

|  |  |
| --- | --- |
| School | |
| Name |  |
| Date of Birth |  |
| Date of test |  |
| Date of result |  |
| Date of symptoms |  |
| Last date/s onsite |  |
| Has spoken with DH contact tracers? |  |
| School contact / principal |  |
| Email address |  |
| Phone |  |

Templates

Principal to school community: If you decide to close to identify close contacts

Dear parents and carers

Our school has been advised a confirmed COVID-19 case attended our school on [day date month].

Our school will be closed on [day date month] as a precaution to identify students or staff who may have had close contact with the case.

Once that review is complete, we will let you know **if your child has been identified as a primary close contact (PCC). They must get tested and stay at home.**

This means that, until you hear further from me or the Department of Health (DH), students and staff must avoid public places and only leave home for brief periods for necessary activities that include:

* exercise
* caregiving to family members when no alternative is available
* necessary medical appointments where no alternative is available (such as telehealth)
* shopping for necessary items, only where no one else in the household can perform this task and no alternative is available (such as delivery).

DH will then contact PCCs directly. These calls or text messages can come from private or unknown numbers. Please answer these calls or follow text message advice if you receive a call or text message.

The rest of your family does not need to stay at home at this stage.

**If we do not contact you by [day date month] to say your child has been identified as a primary close contact, your child should return to school on [day date month].**

If you or anyone in your family develops even the mildest of symptoms, please get tested.

If you are concerned you have COVID-19 you can call the DH COVID-19 hotline on **1800 675 398**, available 24 hours a day, seven days a week.

For health advice in languages other than English, visit [coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__aus01.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttps-2D3A-5F-5Faus01.safelinks.protection.outlook.com-5F-2D3Furl-2D3Dhttps-2D253A-2D252F-2D252Furldefense.proofpoint.com-2D252Fv2-2D252Furl-2D253Fu-2D253Dhttps-2D2D3A-2D5F-2D5Faus01.safelinks.protection.outlook.com-2D5F-2D2D3Furl-2D2D3Dhttps-2D2D253A-2D2D252F-2D2D252Furldefense.proofpoint.com-2D2D252Fv2-2D2D252Furl-2D2D253Fu-2D2D253Dhttps-2D2D2D3A-2D2D5F-2D2D5Faus01.safelinks.protection.outlook.com-2D2D5F-2D2D2D3Furl-2D2D2D3Dhttps-2D2D2D253A-2D2D2D252F-2D2D2D252Furldefense.proofpoint.com-2D2D2D252Fv2-2D2D2D252Furl-2D2D2D253Fu-2D2D2D253Dhttps-2D2D2D2D3A-2D2D2D5F-2D2D2D5Faus01.safelinks.protection.outlook.com-2D2D2D5F-2D2D2D2D3Furl-2D2D2D2D3Dhttps-2D2D2D2D253A-2D2D2D2D252F-2D2D2D2D252Furldefense.proofpoint.com-2D2D2D2D252Fv2-2D2D2D2D252Furl-2D2D2D2D253Fu-2D2D2D2D253Dhttps-2D2D2D2D2D3A-2D2D2D2D5F-2D2D2D2D5Faus01.safelinks.protection.outlook.com-2D2D2D2D5F-2D2D2D2D2D3Furl-2D2D2D2D2D3Dhttps-2D2D2D2D2D253A-2D2D2D2D2D252F-2D2D2D2D2D252Furldefense.proofpoint.com-2D2D2D2D2D252Fv2-2D2D2D2D2D252Furl-2D2D2D2D2D253Fu-2D2D2D2D2D253Dhttps-2D2D2D2D2D2D3A-2D2D2D2D2D5F-2D2D2D2D2D5Faus01.safelinks.protection.outlook.com-2D2D2D2D2D5F-2D2D2D2D2D2D3Furl-2D2D2D2D2D2D3Dhttp-2D2D2D2D2D2D253A-2D2D2D2D2D2D252F-2D2D2D2D2D2D252Fwww.coronavirus.vic.gov.au-2D2D2D2D2D2D252Ftranslated-2D2D2D2D2D2D2Dinformation-2D2D2D2D2D2D2Dabout-2D2D2D2D2D2D2Dcoronavirus-2D2D2D2D2D2D2Dcovid-2D2D2D2D2D2D2D19-2D2D2D2D2D2D26data-2D2D2D2D2D2D3D04-2D2D2D2D2D2D257C01-2D2D2D2D2D2D257CKerrie.Ekinsmyth-2D2D2D2D2D2D2540education.vic.gov.au-2D2D2D2D2D2D257C7cbc8a4dc628410fb8d108d9895394b6-2D2D2D2D2D2D257Cd96cb3371a8744cfb69b3cec334a4c1f-2D2D2D2D2D2D257C0-2D2D2D2D2D2D257C0-2D2D2D2D2D2D257C637691814389044296-2D2D2D2D2D2D257CUnknown-2D2D2D2D2D2D257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0-2D2D2D2D2D2D253D-2D2D2D2D2D2D257C1000-2D2D2D2D2D2D26s).

Kind regards

XXX

**Only if necessary to follow-up if you take the decision to close the school**

I am writing to let you know that, further to the communication [yesterday] regarding a positive case at our school, we have contacted all potential primary close contacts who have been asked to stay at home until further notice.

We can now welcome all other eligible students back tomorrow. Our school will continue operating in line with the current advice from the Victorian Chief Health Officer. All other eligible students and staff can return to face-to-face learning in line with the staged return to onsite learning for Term 4.

I would like to thank the entire school community for your support during this time.

Yours sincerely,

Principal

**If actions are not yet complete**

If you have not been able to contact all the primary close contacts, if necessary, you will continue to remain closed until this is completed. Please find below a communication you can send to your community.

I am writing to let you know that we are continuing to contact all potential primary close contacts and we will not be able to open until this has been completed. As soon as this has been done, I will inform you and we can then welcome all eligible students back on site and continue to operate in line with the current advice from the Victorian Chief Health Officer.

I would like to thank the entire school community for your support during this time.

Yours sincerely,

XXX