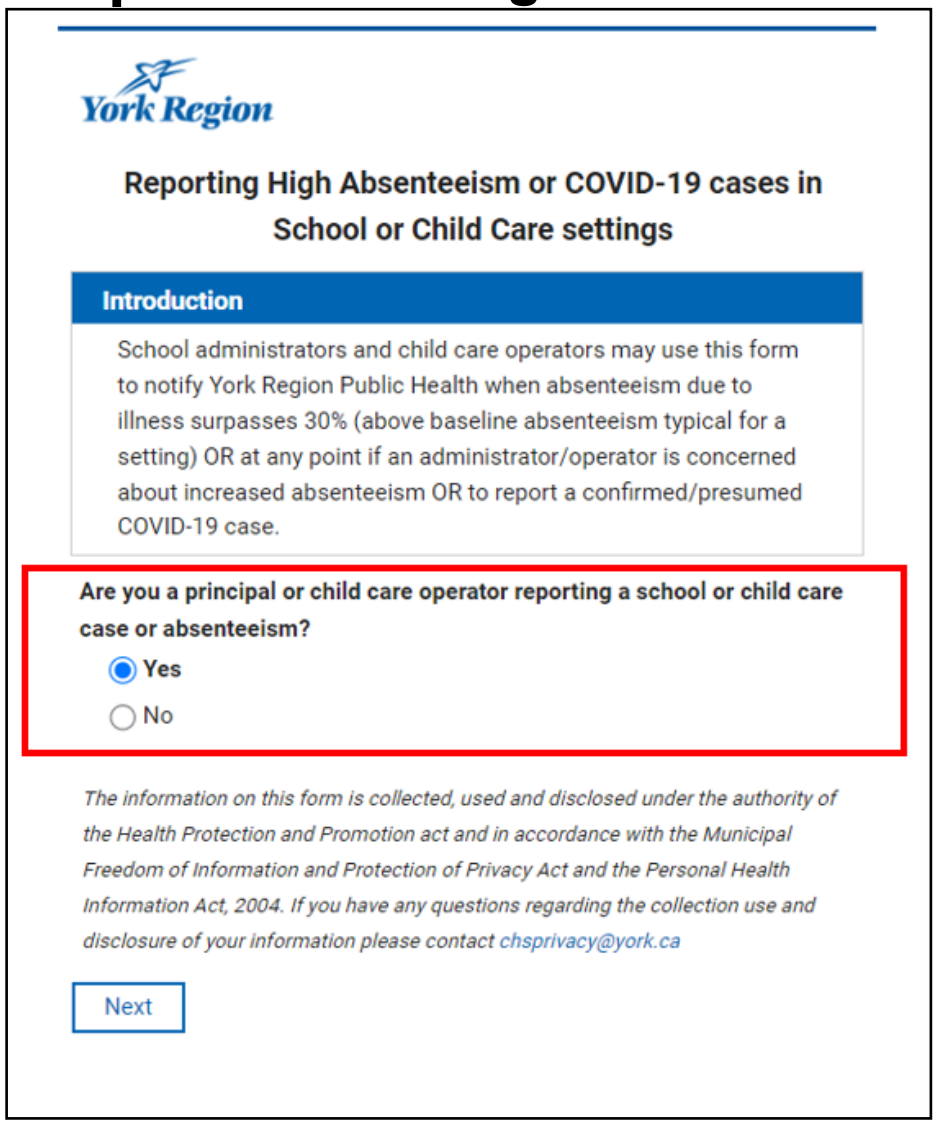
Reporting Increased Absenteeism or COVID-19 Cases in Schools and Child Care Settings

School Administrator/Child Care Operator

Quick Start Guide

York Region

Reporting increased absenteeism at a school or child care setting is completed through the online survey



York Region

Reporting High Absenteeism or COVID-19 cases in School or Child Care settings

Introduction

School administrators and child care operators may use this form to notify York Region Public Health when absenteeism due to illness surpasses 30% (above baseline absenteeism typical for a setting) OR at any point if an administrator/operator is concerned about increased absenteeism OR to report a confirmed/presumed COVID-19 case.

Are you a principal or child care operator reporting a school or child care case or absenteeism?

- (●) **Yes**
- ( ) No

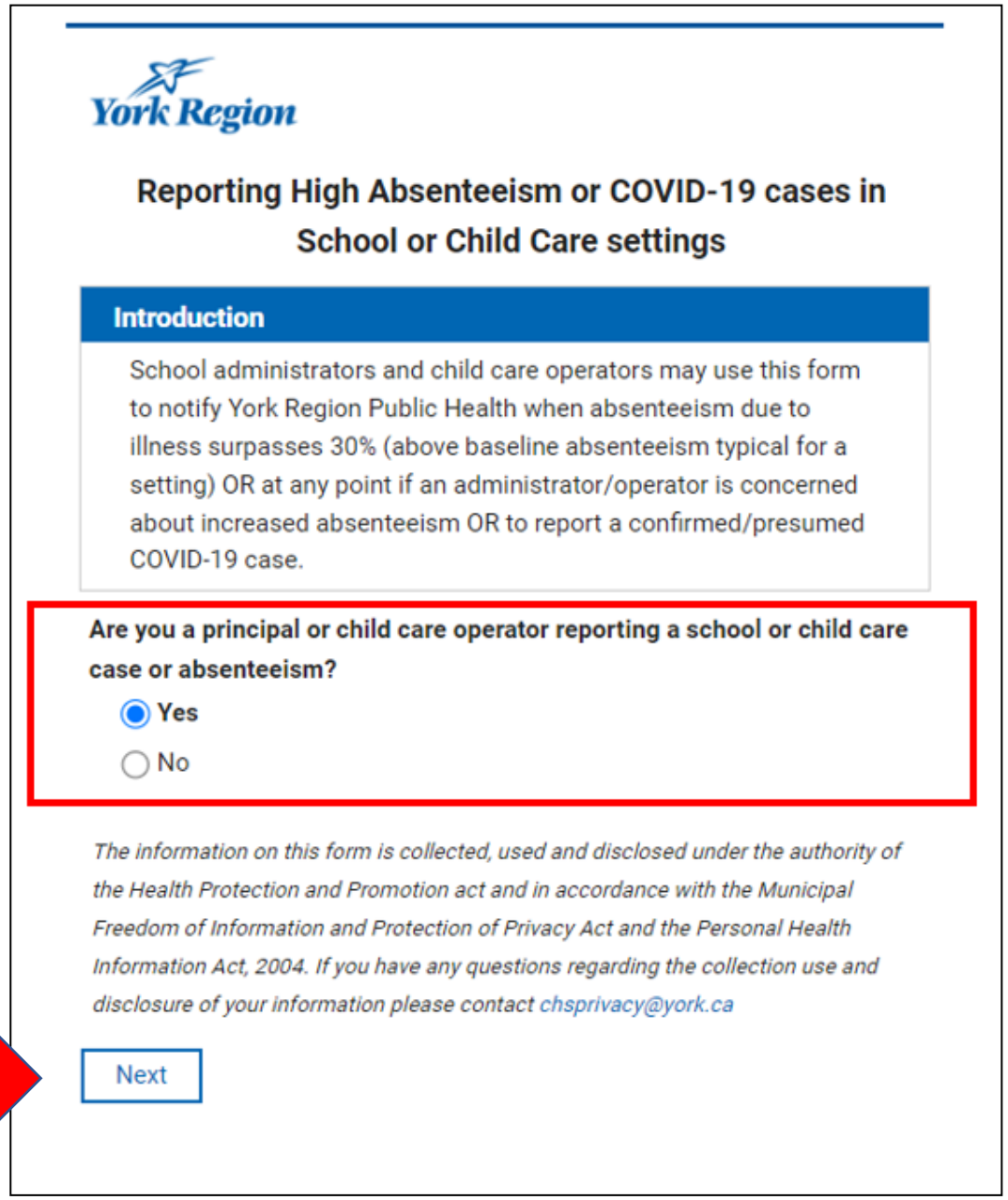
The information on this form is collected, used and disclosed under the authority of the Health Protection and Promotion act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Act, 2004. If you have any questions regarding the collection use and disclosure of your information please contact chsprivacy@york.ca

Next

[Reporting High Absenteeism or COVID-19 cases in School or Child Care settings]

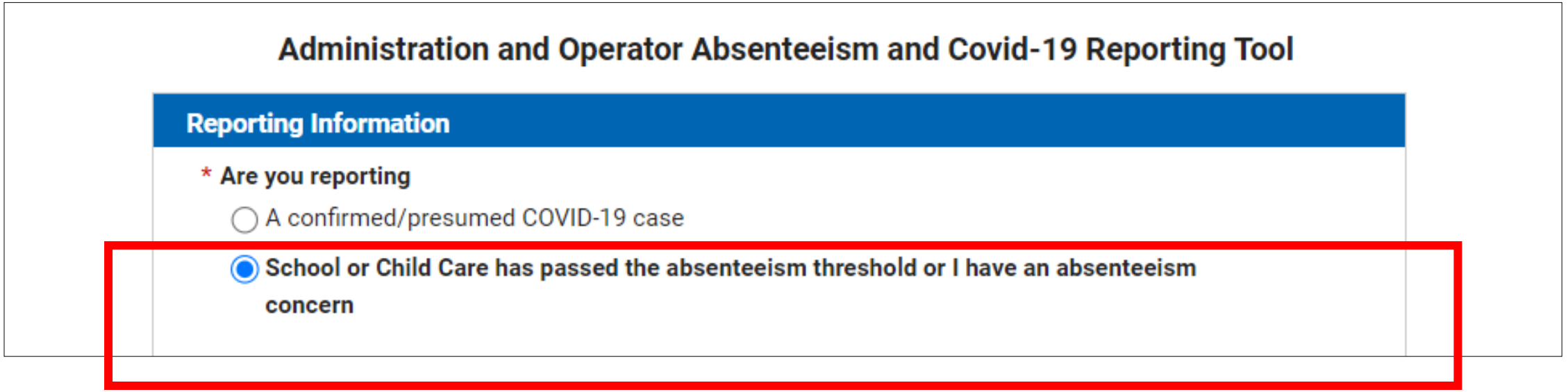
Enter response to question “Are you a principal or child care operator reporting a school or child care case or absenteeism?”

- Click on blank circle beside “**Yes**”



- Then, click the "**NEXT**" button at the bottom to continue to the case or absenteeism details page.

When Do I Report Increased Absenteeism?

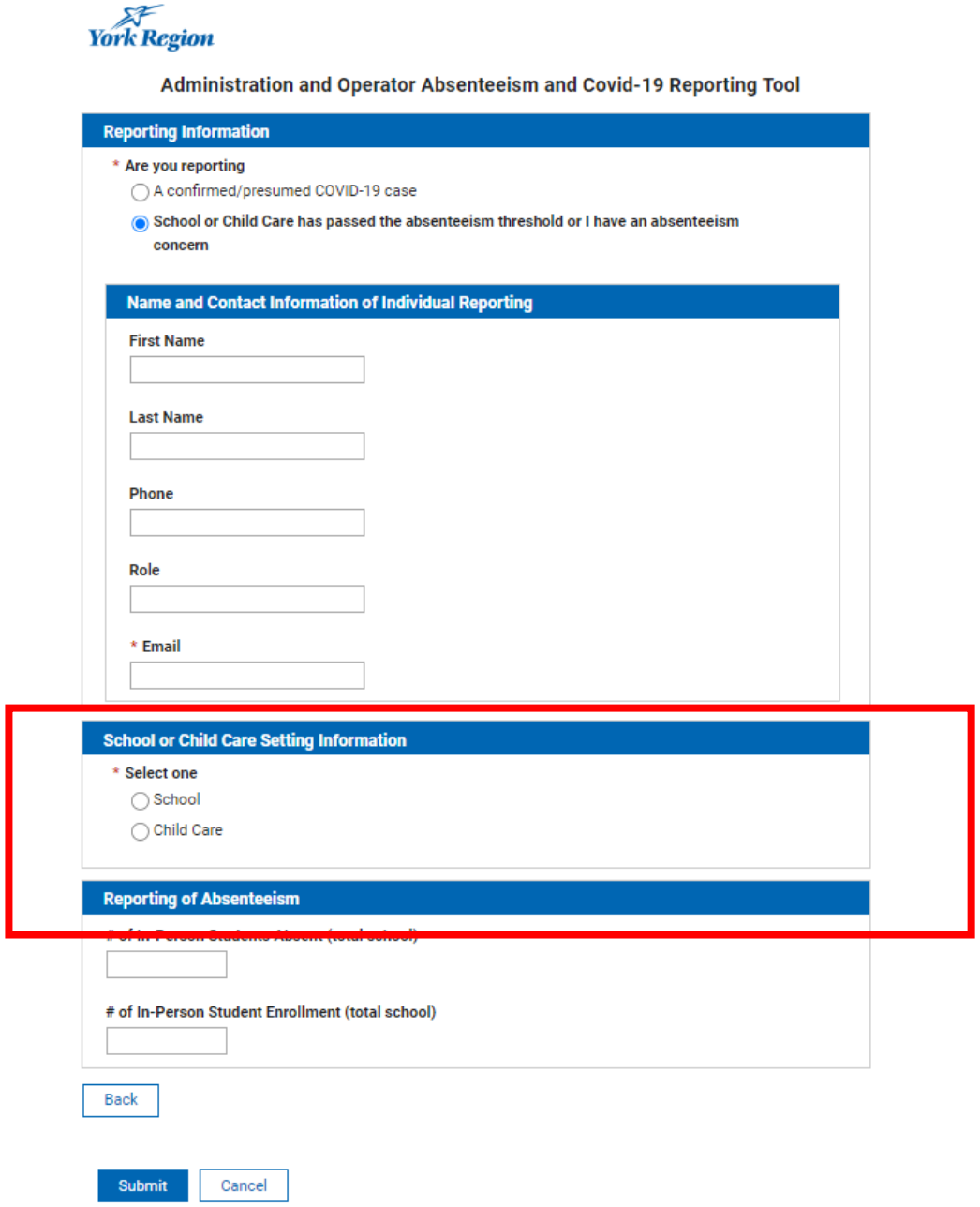


Notify York Region Public Health when absenteeism related to COVID-19 **surpasses 30% of the entire population** (above baseline absence for your setting) OR at any point if an administrator/operator is concerned about increased absenteeism

- Under the first section “Reporting Information”, click on blank circle to select “School or Child Care has passed the absenteeism threshold or I have an absenteeism concern”

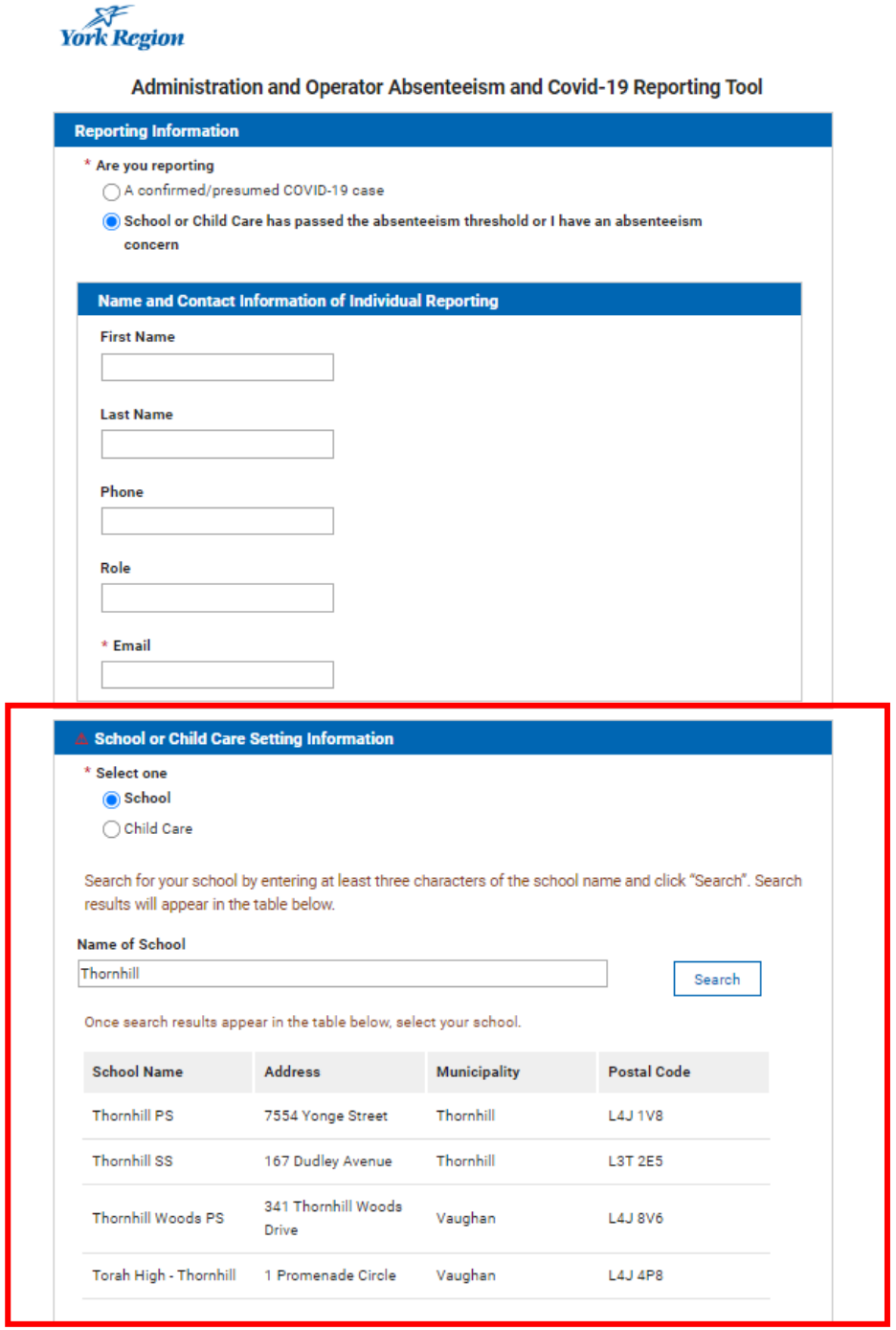
Information to Input for Reporting Increased Absenteeism

- Fill in the details on the form as shown to the right
- Select "**School**" or "**Child Care**" depending on where you are reporting from



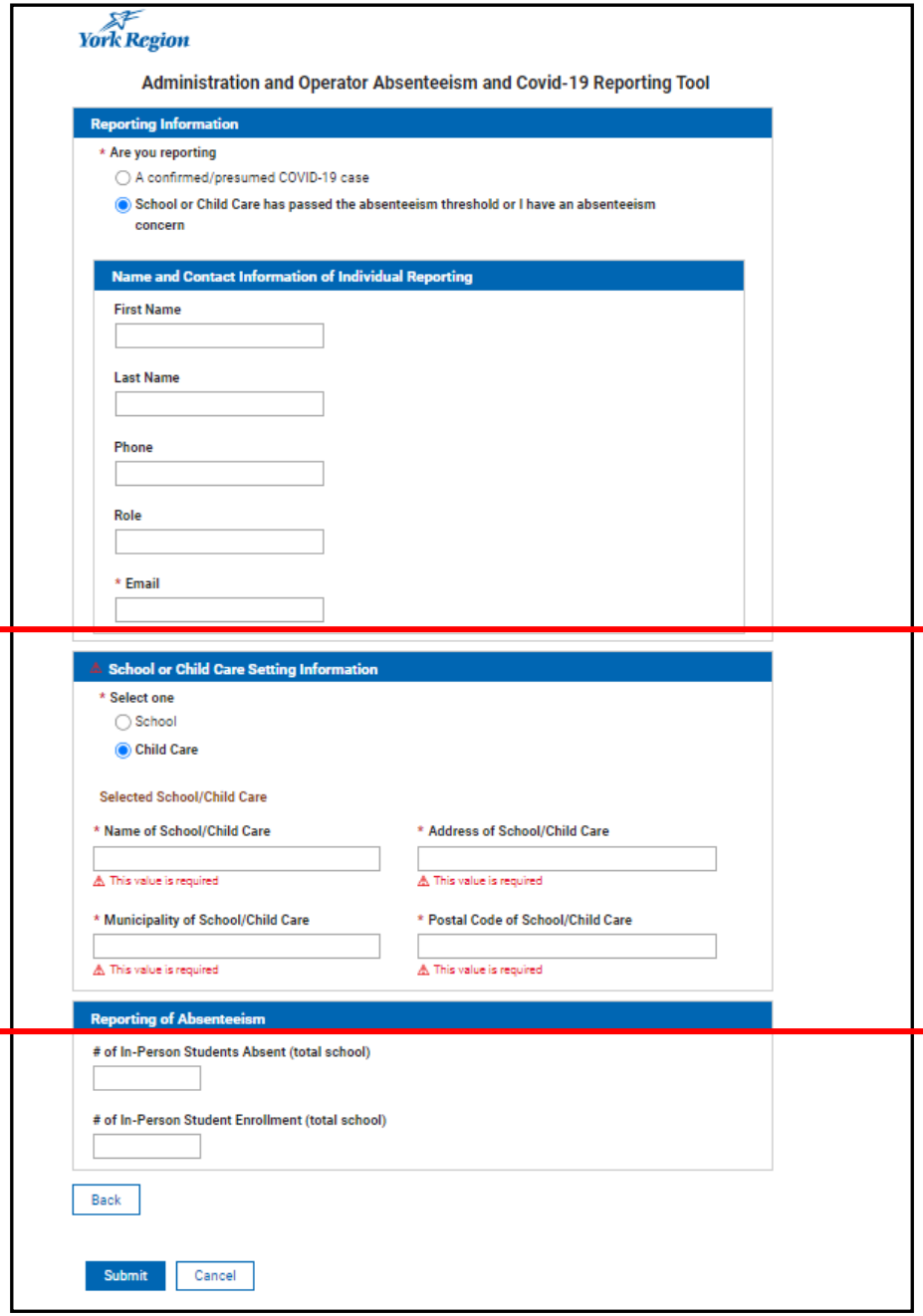
Information to Input for Reporting Increased Absenteeism

- If you are reporting from a School, please search and select your school from the search box as shown on the right



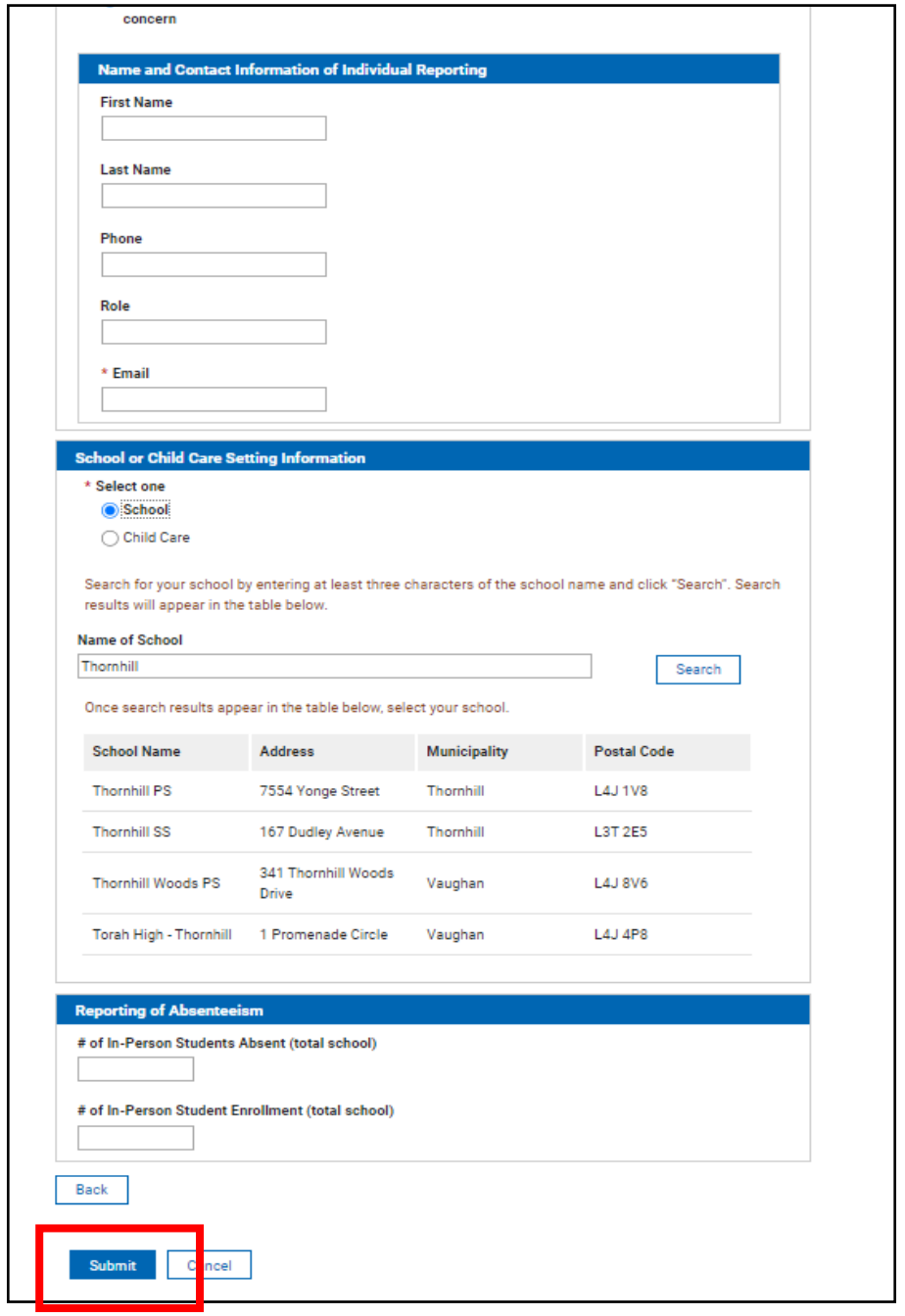
Information to Input for Reporting Increased Absenteeism

- If you are reporting from a Child Care setting, please complete requested fields as shown on the right

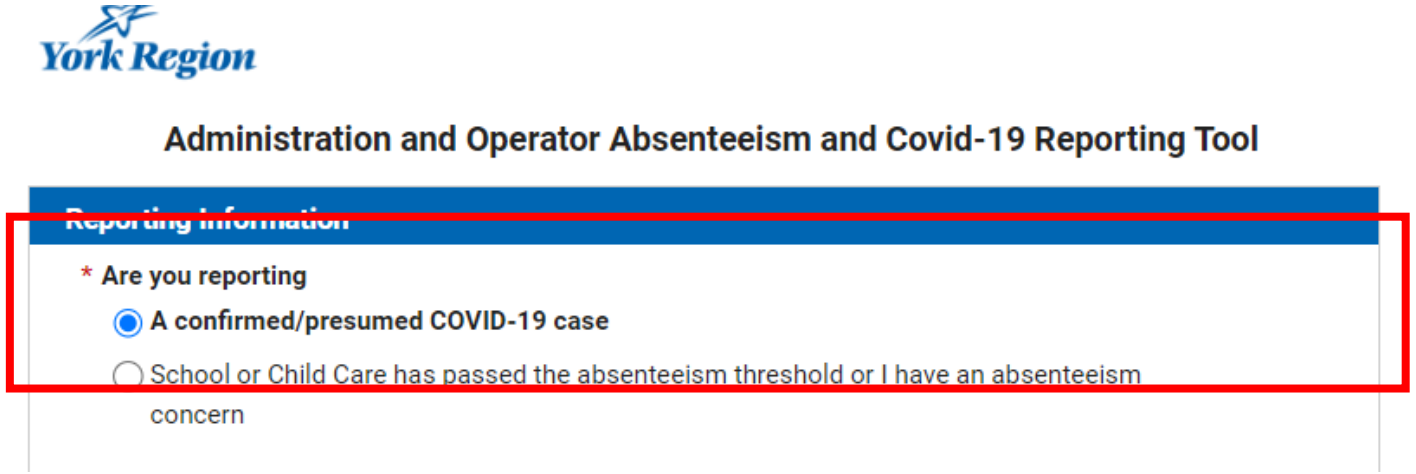


Information to Input for Reporting Increased Absenteeism

- When all mandatory fields are completed, click “Submit” on the bottom left



How Do I Report a COVID-19 Case?



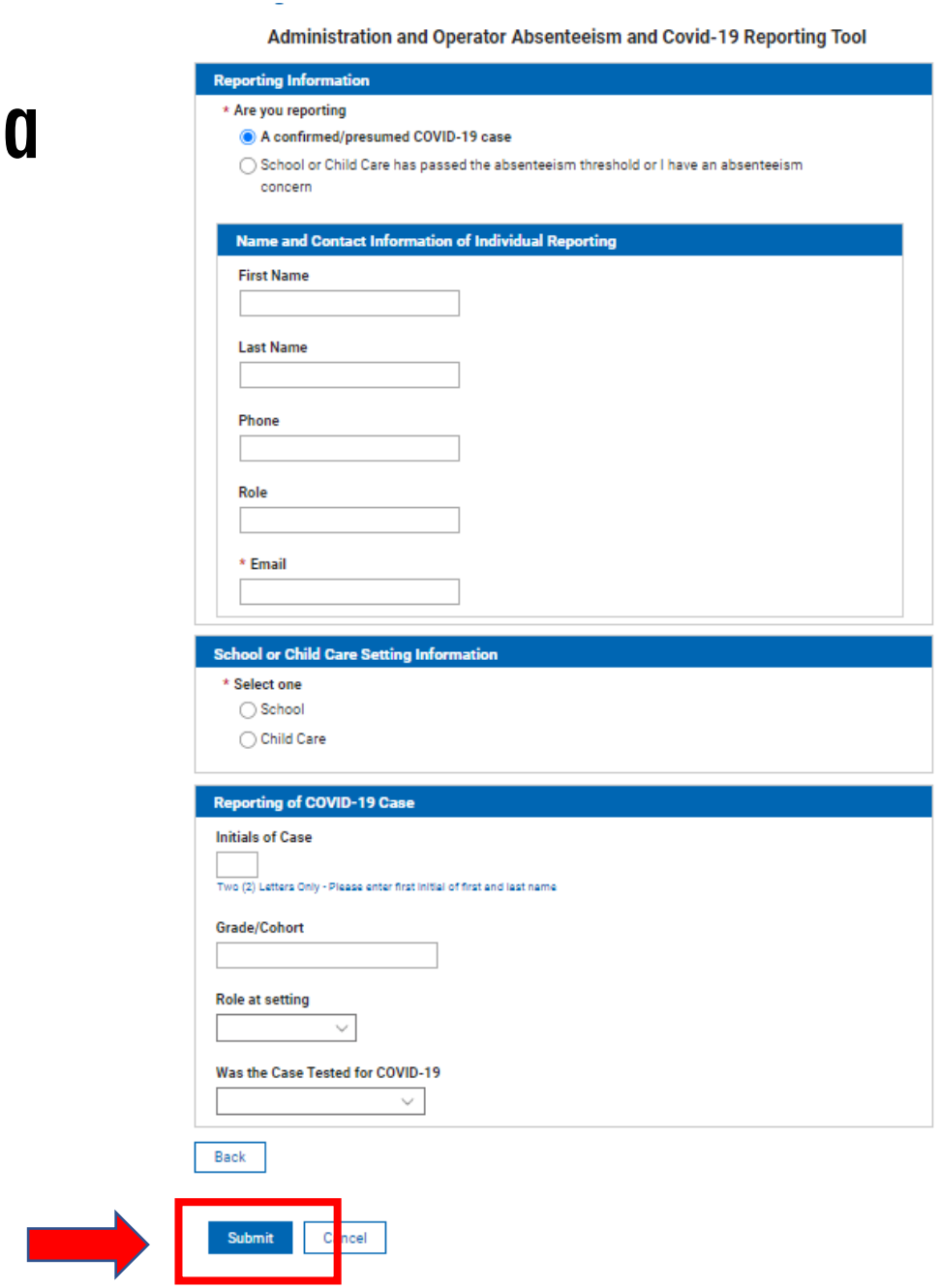
Individual cases of COVID-19 in schools/child care centres can be submitted through survey; however, given changes to the Ministry of Health's Case and Contact Management, York Region Public Health will not be following-up with these reports.

- Under the first section "Reporting Information", click on blank circle to select "**A confirmed/presumed COVID-19 Case**"
- Then, proceed to fill in the remaining information in the sections below on the form
- Click "**SUBMIT**" when complete

Information to Input for Reporting a COVID-19 Case

- Fill in the details on the form as shown to right and click "**Submit**"

- Once submitted, you will be sent an email confirmation that your submission was received



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