

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

School Administrator/Child Care Operator

Quick Start Guide



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

The screenshot shows the York Region logo at the top left. Below it is the title "Reporting High Absenteeism or COVID-19 cases in School or Child Care settings". A blue header bar contains the word "Introduction". The main text explains that school administrators and child care operators can 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. A red rectangular box highlights the question "Are you a principal or child care operator reporting a school or child care case or absenteeism?" with two radio button options: "Yes" (which is selected) and "No". At the bottom, there is a "Next" button and a privacy notice paragraph.

**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

[Next](#)

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](mailto:chsprivacy@york.ca)

## [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**”



## 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.

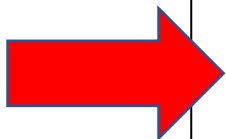
**Are you a principal or child care operator reporting a school or child care case or absenteeism?**

- Yes  
 No

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Next

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



# When Do I Report Increased Absenteeism?

**Administration and Operator Absenteeism and Covid-19 Reporting Tool**

**Reporting Information**

**\* Are you reporting**

A confirmed/presumed COVID-19 case

**School or Child Care has passed the absenteeism threshold or I have an absenteeism concern**

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

York Region

Administration and Operator Absenteeism and Covid-19 Reporting Tool

**Reporting Information**

\* Are you reporting

A confirmed/presumed COVID-19 case

School or Child Care has passed the absenteeism threshold or I have an absenteeism concern

**Name and Contact Information of Individual Reporting**

First Name

Last Name

Phone

Role

\* Email

**School or Child Care Setting Information**

\* Select one

School

Child Care

**Reporting of Absenteeism**

# of In-Person Students Absent (total school)

# of In-Person Student Enrollment (total school)

Back

Submit Cancel

# 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

## Reporting Information

\* Are you reporting

- A confirmed/presumed COVID-19 case
- School or Child Care has passed the absenteeism threshold or I have an absenteeism concern

## Name and Contact Information of Individual Reporting

First Name

Last Name

Phone

Role

\* Email

## School or Child Care Setting Information

\* Select one

- School
- Child Care

Search for your school by entering at least three characters of the school name and click "Search". Search results will appear in the table below.

Name of School

Search

Once search results appear in the table below, select your school.

School Name	Address	Municipality	Postal Code
Thornhill PS	7554 Yonge Street	Thornhill	L4J 1V8
Thornhill SS	167 Dudley Avenue	Thornhill	L3T 2E5
Thornhill Woods PS	341 Thornhill Woods Drive	Vaughan	L4J 8V6
Torah High - Thornhill	1 Promenade Circle	Vaughan	L4J 4P8

# 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

**York Region**  
Administration and Operator Absenteeism and Covid-19 Reporting Tool

**Reporting Information**

\* Are you reporting

A confirmed/presumed COVID-19 case

School or Child Care has passed the absenteeism threshold or I have an absenteeism concern

**Name and Contact Information of Individual Reporting**

First Name

Last Name

Phone

Role

\* Email

**School or Child Care Setting Information**

\* Select one

School

Child Care

Selected School/Child Care

\* Name of School/Child Care  \* Address of School/Child Care   
⚠ This value is required ⚠ This value is required

\* Municipality of School/Child Care  \* Postal Code of School/Child Care   
⚠ This value is required ⚠ This value is required

**Reporting of Absenteeism**

# of In-Person Students Absent (total school)

# of In-Person Student Enrollment (total school)

# Information to Input for Reporting Increased Absenteeism

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

concern

### Name and Contact Information of Individual Reporting

First Name

Last Name

Phone

Role

\* Email

### School or Child Care Setting Information

\* Select one  
 School  
 Child Care

Search for your school by entering at least three characters of the school name and click "Search". Search results will appear in the table below.

Name of School


Once search results appear in the table below, select your school.

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### Reporting of Absenteeism

# of In-Person Students Absent (total school)

# of In-Person Student Enrollment (total school)





# How Do I Report a COVID-19 Case?



## Administration and Operator Absenteeism and Covid-19 Reporting Tool

The screenshot shows a web form titled "Administration and Operator Absenteeism and Covid-19 Reporting Tool". A red rectangular box highlights the "Reporting Information" section. Inside this section, there is a required question: "\* Are you reporting". Below the question are two radio button options. The first option, "A confirmed/presumed COVID-19 case", is selected with a blue dot. The second option, "School or Child Care has passed the absenteeism threshold or I have an absenteeism concern", is unselected with a white dot.

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

Administration and Operator Absenteeism and Covid-19 Reporting Tool

**Reporting Information**

\* Are you reporting

A confirmed/presumed COVID-19 case

School or Child Care has passed the absenteeism threshold or I have an absenteeism concern

**Name and Contact Information of Individual Reporting**

First Name

Last Name

Phone

Role

\* Email

**School or Child Care Setting Information**

\* Select one

School

Child Care

**Reporting of COVID-19 Case**

Initials of Case  
  
Two (2) Letters Only - Please enter first initial of first and last name

Grade/Cohort

Role at setting

Was the Case Tested for COVID-19

