


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 Rapid Antigen Test (RAT) Survey



Positive Rapid Antigen Test Survey

Introduction

So, you've tested positive on a rapid antigen test and need more information on what to do next. By answering the following questions, you will help York Region Public Health understand more about your specific situation while also giving you the information you need to keep those around you safe from COVID-19.

As per the Ontario Ministry of Health:

- Rapid antigen tests do not replace public health measures such as vaccination, symptom screening, physical distancing, masking and washing your hands
- Rapid antigen tests do not replace requirements to protect the health and safety of workers.

Any individual who receives a positive result from a rapid antigen test must self-isolate immediately and follow the instructions [here](#). If you test positive on a rapid antigen test you should consider yourself to be a case.

Thank you for taking just a few minutes of your time to complete this survey. This voluntary and anonymous survey is critically important for public health to continue to have the information needed to respond to the pandemic. Information will only be used in aggregate form to help better understand use of antigen testing in York Region. Each person who tests positive on a rapid antigen test should complete this survey.

Are you a York Region resident reporting the results of a positive antigen test for yourself/dependent?

☐ Yes

☒ **No**

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](#)

COVID-19 POSITIVE: Rapid Antigen Test (RAT) Survey

- Scroll down to the question “Are you a York Region resident reporting the results of a positive antigen test for yourself / dependent?”

Are you a York Region resident reporting the results of a positive antigen test for yourself/dependent?

☐ Yes

☒ **No**

- Click on blank circle beside “**No**”



Positive Rapid Antigen Test Survey

Introduction

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As per the Ontario Ministry of Health:

- Rapid antigen tests do not replace public health measures such as vaccination, symptom screening, physical distancing, masking and washing your hands
- Rapid antigen tests do not replace requirements to protect the health and safety of workers.

Any individual who receives a positive result from a rapid antigen test must self-isolate immediately and follow the instructions in the section below. Ideally, a positive rapid antigen test would be followed up with a PCR test within 48 hours. However, given the prioritization of PCR testing right now due to high levels of Omicron circulation, if you test positive on a rapid antigen test you should consider yourself to be a case.

Thank you for taking just a few minutes of your time to complete this survey. This voluntary and anonymous survey is critically important for public health to continue to have the information needed to respond to the pandemic. Information will only be used in aggregate form to help better understand use of antigen testing in York Region. Each person who tests positive on a rapid antigen test should complete this survey.

Are you a York Region resident reporting the results of a positive antigen test for yourself/dependent?

- ☐ Yes
☒ No

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

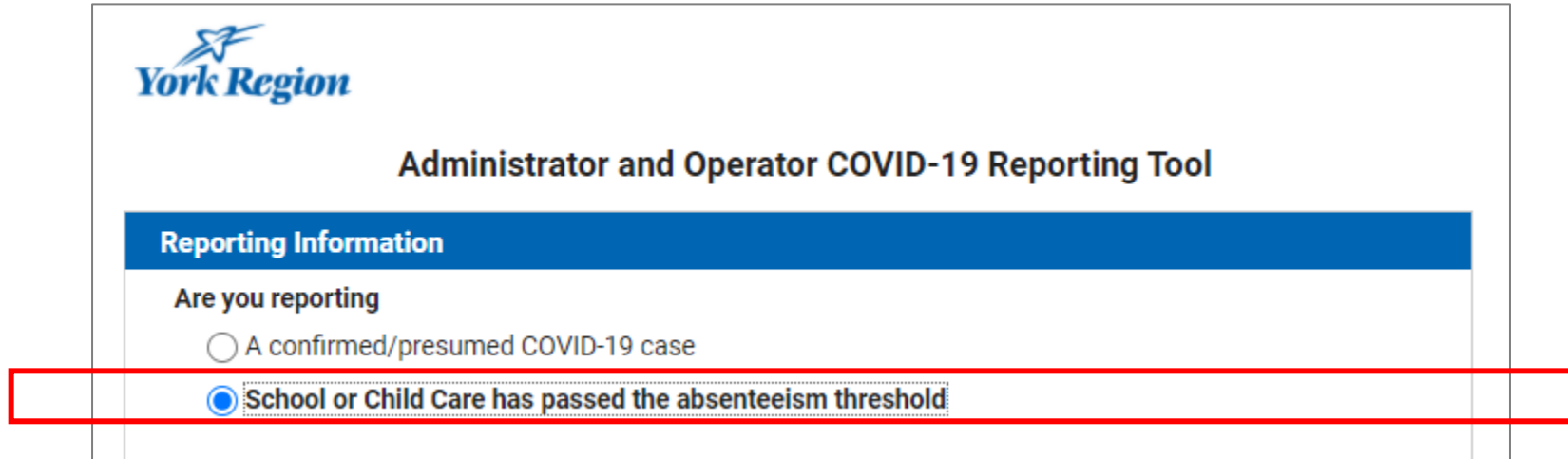
- ☒ Yes
☐ No


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Next

- A new question will pop up - “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 on the Increased Absenteeism?



 York Region

Administrator and Operator COVID-19 Reporting Tool

Reporting Information

Are you reporting

☐ A confirmed/presumed COVID-19 case

☒ School or Child Care has passed the absenteeism threshold

Notify York Region Public Health when absenteeism related to COVID-19 **surpasses 30% of the entire population** (above baseline absence for your setting)

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

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

The screenshot shows a web form titled "York Region Administrator and Operator COVID-19 Reporting Tool". The form is divided into several sections with blue headers. The first section, "Reporting Information", contains a required field "Are you reporting" with two radio button options: "A confirmed/presumed COVID-19 case" and "School or Child Care has passed the absenteeism threshold", with the second option selected. The second section, "Name and Contact Information of Individual Reporting", contains text input fields for "First Name", "Last Name", "Phone", "Role", and "Email". The third section, "School or Child Care Setting Information", is highlighted with a red border and contains a required field "Select one" with two radio button options: "School" (selected) and "Child Care". The fourth section, "Reporting of Absenteeism", contains two text input fields: "# of In-Person Students Absent (total school)" and "# of In-Person Student Enrollment (total school)". At the bottom of the form are three buttons: "Back", "Submit", and "Cancel".

York Region

Administrator and Operator COVID-19 Reporting Tool

Reporting Information

* Are you reporting

☐ A confirmed/presumed COVID-19 case

☒ School or Child Care has passed the absenteeism threshold

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

 **Administrator and Operator COVID-19 Reporting Tool**

Reporting Information

* Are you reporting

☐ A confirmed/presumed COVID-19 case

☒ School or Child Care has passed the absenteeism threshold

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.

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

 **Administrator and Operator COVID-19 Reporting Tool**

Reporting Information

* Are you reporting

☐ A confirmed/presumed COVID-19 case

☒ School or Child Care has passed the absenteeism threshold

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
⚠ This value is required

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

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

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

Reporting of Absenteeism

of In-Person Students Absent (total school)

of In-Person Student Enrollment (total school)

[Back](#)

Information to Input for Reporting Increased Absenteeism

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

York Region

Administrator and Operator COVID-19 Reporting Tool

Reporting Information

* Are you reporting

☐ A confirmed/presumed COVID-19 case

☒ School or Child Care has passed the absenteeism threshold

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

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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?

York Region

Administrator and Operator COVID-19 Reporting Tool

Reporting Information

Are you reporting

☒ A confirmed/presumed COVID-19 case

☐ School or Child Care has passed the absenteeism threshold

Individual cases of COVID-19 in schools/child care centres can be submitted through the Rapid Antigen Test (RAT) survey; however, given the recent 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

The screenshot shows a web form titled "Administrator and Operator COVID-19 Reporting Tool" with the York Region logo. The form is divided into three main sections: "Reporting Information", "Name and Contact Information of Individual Reporting", and "School or Child Care Setting Information".

Reporting Information

* Are you reporting

☒ A confirmed/presumed COVID-19 case

☐ School or Child Care has passed the absenteeism threshold

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

Back

Submit Cancel

