

COVID-19: OSHC CONFIRMED CASE RESPONSE PROTOCOL



OSHC is notified of a positive child/student COVID-19 case

Once a positive child or student case is advised the director or nominee will:

- Make contact with the student or family to obtain relevant information.
- Remind the parent of the positive case to complete the notification form on the SA Health [RAT testing page](#) if the positive result was recorded using a RAT test.
- Complete and submit the [COVID-19 Positive Case Reporting form](#). Multiple cases can be entered on the same form.
- Determine if the child attended OSHC while infectious, noting a person is considered infectious 2 days before they had their positive COVID-19 test taken or began to experience symptoms.
- Ask the parent/carer of the positive case to advise the school if the child also attended a school prior to testing positive.

If the child was at OSHC while infectious the OSHC director/nominee must:

- Determine the dates when staff or children/students may have been exposed to this positive case using the attendance register.
- Use the [testing and isolation for school and OSHC settings](#) to identify children/students/staff who are a close contact. Students deemed a close contact (aside from the positive case/s) will be encouraged to continue attending OSHC.
- Customise the [student contact letter template](#) or [classroom contact letter template](#) to notify staff and families. Classroom contacts only need to be advised once per day if there's a confirmed case. The letter should not identify the child who is affected by COVID-19. Staff must be notified using the [staff close contact template](#) if they are a close contact.
- Parents of close contacts will assess how to respond based on their own or their child's personal circumstances and health risk.
- Staff who are close contacts will act according to the [testing and isolation for school and OSHC settings](#).
- During school term the director/nominee must email a PDF of the positive case reporting form to the site leader.
- During school holidays the OSHC director/nominee must copy the school principal into communication with families and staff regarding positive COVID-19 cases.



OSHC is notified of a positive staff COVID-19 case

When a positive staff case is advised the director or nominee will:

- Make contact with the staff member to obtain relevant information.
- Remind the staff member to complete the Notification form on the SA Health [RAT testing page](#) if the positive result was recorded using a RAT test.
- Confirm with the staff member if they attended OSHC while infectious, noting a person is considered infectious 2 days before they had their positive COVID-19 test taken or began to experience symptoms.
- Ask the staff member to advise any schools or other OSHC services they may have also worked in prior to testing positive.

If the staff member was at OSHC while infectious the OSHC director/delegate must:

- Email a link to the [COVID-19 Positive Case Reporting Form](#) to the affected staff member who is required to complete details in the form immediately. The director or nominee will receive notification once the form is submitted.
- If the staff member is unable to access emails, or does not have a @sa.gov.au or @schools email address, the OSHC director or nominee can complete and submit the notification form on their behalf.
- The director or nominee will receive a PDF copy of the COVID-19 Positive Case Reporting form. This information should be used to determine the dates and settings where members of the OSHC community may have been exposed to the positive case.
- Use the [testing and isolation for school and OSHC settings](#) to identify where children/students/staff are likely to be considered a close contact.
- Customise the [student contact letter template](#) or [classroom contact letter template](#) to notify families once per day if there's a positive case. The positive staff member case should be included in the daily overview of cases. Staff should be notified using the [staff close contact template](#) if they are a close contact. The letter should not identify the staff member who is affected by COVID-19.
- Distribute the specific [staff close contact template letter](#) to any staff who spent a cumulative period of 4 hours indoors, in close physical proximity and not wearing a mask with another adult who has tested positive for COVID-19.
- During school term the director/nominee must email a PDF of the positive case reporting form to the site leader.
- During school holidays the OSHC director/nominee must copy the school principal into communication regarding positive COVID-19 cases.

5 or more positive COVID-19 cases in the same room over a 7-day period

If there are 5 or more positive COVID-19 cases (staff and/or children) in the same room over a 7-day period the director or nominee must notify the Education Standards Board by completing the I01 notification on the [NQA ITS portal](#). No IRMS notification is required.

If case numbers continue to escalate, the COVID-19 support lead will contact the OSHC Director or delegate to guide on next steps and how to communicate with staff and families.

In line with revised SA Health advice, regular site cleaning of OSHC services is adequate in the event a positive case has attended a site.