

# COVID-19: CONFIRMED CASE RESPONSE PROTOCOL

## Department for Education schools, preschools and children's centres - including ECEC and OSHC services on department sites

OSHC directors (governing council and third-party providers) or nominees should refer to the [OSHC confirmed case response protocol](#).



**All site leaders** (schools, preschools and children's centres) should refer to [COVID-19 positive case, close contact and outbreak management advice](#) for information on how to identify and manage contacts of a positive case.



**A site** is most likely to receive a self-notification of a positive case by a staff member or parent of a COVID positive child/student - the actual identity of a child/student who is a positive case cannot be disclosed publicly by the site. The leader will notify staff if another staff member has tested positive to support identification of contacts.



**A template for a notification of positive cases by year level/age group is available on EDi** for distribution (via text, email etc). Letters for individual classroom contacts are no longer required.



### Once a **positive child or student case** is advised the site leader or nominee will:

- Make **contact with the student or family** to obtain relevant information.
- **Complete the [COVID-19 - Positive Case Reporting Form](#)**. Multiple cases can be entered on the same form.
- **Determine the dates when staff or children/students may have been exposed** to this positive case (using advice from the child/student, attendance, timetables, and sign-in records including from early childhood programs) noting a person is considered infectious 2 days before they had their positive COVID-19 test taken or began to experience symptoms.
- **Use the [testing and isolation for school settings](#) or [testing and isolation for early childhood settings](#)** to identify where children/students/staff are likely to be considered a close contact.
- **Customise the template letters to notify those impacted** - staff and families - including early childhood education and care services where a positive case has attended.
- **Parents** will assess how to respond based on their own or their child's personal circumstances and health risk.
- **Staff** will act according to the **testing and isolation settings**.



### When a **positive staff\* case** is advised the site leader or nominee will:

- **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 site leader will receive notification once the form is submitted. If the staff member is unable to access emails the site leader or nominee can complete and submit the notification form over the phone on their behalf.
- The **site leader or nominee** will receive information they need to determine the dates and settings where members of the school community may have been exposed to a positive case.
- The **site leader or nominee** will include the positive case in the year level/age group overview of cases in the site.
- In the event the **staff member** identifies circumstances where they have spent a cumulative period of 4 hours indoors, in close physical proximity and not wearing a mask with another adult, the leader will need to advise the other adult staff member to follow current [close contact advice](#).

\* includes non-government employees and volunteers on department sites.

**Non-government long day care on department sites** - a I01 notification on the [NQA ITS portal](#) is only required where 5 or more cases are reported in a 7-day period. No IRMS notifications are required.

**Department preschools, occasional care and rural care services** must submit an IRMS report where 5 or more cases are reported in a 7-day period to ensure Education Standards Board regulatory reporting requirements are met.

**During school holidays**, child care directors or nominee should copy site leaders into communication with families and staff. The COVID-19 Support Lead is available for support in identifying and managing positive cases.

In line with revised **SA Health advice**, regular site cleaning of schools, preschools and other early childhood education and care services is adequate in the event a positive case has attended a site.