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[princi_elem] [principals] Updated COVID reporting process

From : Heather Stein <stein_h@4j.lane.edu>	Fri, Oct 01, 2021 04:10 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>	📎 2 attachments
Subject : [princi_elem] [principals] Updated COVID reporting process	

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Hello all,

Thank you all for your efforts with the COVID reporting process thus far.
After a few weeks of use and feedback from stakeholders, we have a clearer picture of how
we can refine the process of reporting COVID and illness.
Our goals with these documents is to help clarify when a student COVID report form should
be submitted and how to process information on other illness that is reported.

Attached you will find two documents.
1. Directions&Scripts - slightly revised original directions sheet for front office staff. This
includes scripts for live phone calls and outgoing school messages.
2. New Reporting Illness - simplified guidance for reporting illness.

Unfortunately, there is very little that is simply black and white with COVID, however,
we sincerely hope these documents provide additional clarification and help support the great work
you are doing.
Please know that we welcome your continued feedback.

-- Have a wonderful, restful weekend.

Heather Stein
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To unsubscribe from this list, send e-mail to principals-
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You received this message because you are subscribed to the 4J list
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Directions & Scripts.docx
20 KB

Reporting Illness.docx
17 KB

When to submit a Student COVID reporting form.

Submit a student COVID report form when…	
Scenario	CODE
Parent reports student has tested positive.	XCA
Household member has tested positive for COVID.	XCA
Student has been identified as close contact or exposed to a person who has tested positive for COVID.	XCA
Parent is keeping student home because they are not feeling well **AND** reports a known exposure to a COVID positive person.	XCA

Enter an absence reason code of **XCA: Exclusion-A** for the student. You may use the default of 1 week for the absence range until further details are available on the school **Student COVID reporting spreadsheet** and synergy. (*school student COVID reporting spreadsheets have been shared with view only access)*

The **XCA: Exclusion-A** absence code is an authorized absence code and will not count against the student. It will not appear on the student's report card or transcript.
Code student absence as **XCA. XCA** will be used for all COVID related absences.

1b. If No

Make a note of the information provided by the parent/guardian, including the student's name and any other details they may share about the student's illness. See Illness Reporting Document. (10/1)
Enter an absence reason code of **SCK: Sick-E** for the student.

Once you have submitted your Student COVID report form:
- Information will be reviewed by a school nurse or district team.
- Family will be contacted.

- If the student is unable to attend school because it's determined the illness is COVD related, a quarantine flag will be placed in Synergy and XCA needs to be entered for the duration of the absence.
- Details about length of quarantine are available on the **Student COVID reporting spreadsheet** and Synergy.
- If it's determined the illness is *not* COVID related, no quarantine flag will be entered, and the SCK: Sick-E absence code should be entered until the student is feeling better and returns to school.

Taking live calls and reviewing messages

*If information is received via live phone call or in-person

> *Introductions….*
> *Is the illness COVID-related? (Listen for key words/phrases)*
> *Any possible close contact or covid exposure with your student or in your household?*
>
> **If YES**
> *Thank you for letting us know.*
> *Are there school age siblings in the household?*
> > *- If yes, what schools do they attend? (list sibling information on pertinent details section of the report form.)*
> *This information will be relayed to our district Covid team.*
> *Please have your student(s) stay home and not attend school or any school related activities until you have received a call from a 4J district team member.*
>
> > Submit a [Student COVID reporting form](#)
> >
> > Excuse code - XCA: duration 1 week - (*Flag and exclusion updates are viewable on your school student COVID reporting spreadsheet and in Synergy*)
>
> **If NO**
> Make a note of the information provided by the parent/guardian, including the student's name and any other details they may share about the student's illness. See Illness reporting document. (10/1)
> > Enter an absence reason code of **SCK: Sick-E** for the student.

*If information is received via phone message or email:

Determine if the information provided is COVID related.

If YES

See **"**When to submit **a** [Student COVID reporting form](#)**" 1a.**

If NO

Make a note of the information provided by the parent/guardian, including the student's name and any other details they may share about the student's illness.

Enter an absence reason code of **SCK: Sick-E** for the student.

Out-going attendance messages

Please add to your recorded voicemail outgoing message & your out of office dial(school)@4j.lane.edu message. [Setting up auto reply for emails](#)

Voicemail-

If the illness you are reporting is COVID related, mention that in your message along with any important details. Students must stay at home and may not participate in any school related events or activities until you are contacted by the school district COVID team.

Please make sure students stay home when they are ill and do not return until symptoms have resolved.

Email out of office-

If the illness you are reporting is COVID related and you did not mention that in your message, please contact the school to provide the COVID related details.

Students must stay at home and may not participate in any school related events or activities until you are contacted by the school district COVID team.

Please make sure students stay home when they are ill and do not return until symptoms have resolved.

Do NOT Submit a COVID report form when…

Scenario	CODE	Individual school Health Log processes apply	Follow up
Student has no known exposures to a COVID positive person. Student is ill with **non-primary COVID symptom(s).**	SCK-E	Log information to share with Nurse.	Student should stay home until symptoms resolve. Communicable disease response Page. 8-10
Student has no known COVID exposures to a COVID positive person. Parent is keeping student home with a **primary COVID symptom(s).**	SCK-E	Log information and share with Nurse.	School nurse follows up on a report of student feeling ill with **primary symptoms** and determines the symptoms warrant exclusion until testing or resolution of symptoms. Nurse flags quarantine in synergy.
A message is received that a student is home sick with no specific details of illness. *outgoing school message should remind students to stay home until symptoms resolve.	SCK-E	Log information and share with Nurse.	Student should stay home until symptoms resolve and report results to school. Communicable disease response Page. 8-10
Student is going to take a COVID test. Student has no symptoms, but parent is keeping student home.	PAR-E	Log information.	Parent notifies school of results and if results are positive, submit student COVID report

Primary Symptom	Cough * Temperature of 100.4$_o$F or higher * Chills * Shortness of breath * Difficulty breathing * New loss of taste or smell	Non-primary Symptoms	Fatigue * Muscle or body aches * Headache * Sore throat * Nasal congestion or runny nose * Nausea or vomiting * Diarrhea

Submit a student COVID report form when…

Scenario	CODE
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