

Standard process for positive COVID cases on school site



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Process

Initial contact

Principals need to contact their Regional COVID Lead (RLC) as soon as they become aware that a student, parent, contractor or other member of the school community has tested positive to COVID-19 and was onsite within 48 hours prior to the onset of symptoms consistent with COVID-19. If no symptoms, then calculate from 48 hours before the test.

- If Regional COVID Lead is not available, **the Principal is to contact RGM.**
- If contact is made through another RLC it should be directed through the Regional COVID Lead to manage

First actions

- The Regional COVID Lead will confirm timeline for positive case on site. Principals can use the template provided in this document to record the required information.
- The Regional COVID Lead will provide relevant DH close contact spreadsheet to principal
- Discuss if closure is required (note changed cleaning requirement)
- **If closure is a suitable action Regional COVID Lead/RGM will seek confirmation and approval from Director Learning & Regional Services**
- Once closure has been approved, request the communications pack from your RLC (the communications pack is regularly updated so a new version should be sought)
- If situation is unusual or complicated, the Regional COVID Lead will seek guidance from the Central COVID Lead.

Primary Close Contacts (PCC)

- In primary schools, PCCs are likely to be limited to those in the same class as the confirmed COVID-19 case. However, this will depend on the level of compliance with face-mask requirements and how much classes might have mixed.
- In secondary schools, where students may have mixed across different subjects on particular days, a whole year level may be classified as PCCs. However, this will again depend on the level of face-mask compliance, the degree of mixing across classes and year levels, and the time spent together.
- Principal should complete the spreadsheet and return to Regional COVID Lead. These will be sent on to the Central COVID Lead and then forwarded to the Health Team via the Department of Education.

Communication

- Schools should then contact the identified Primary Close Contacts (PCC) using MACS communication template. This template will include instructions that PCCs should stay at home, isolate and get tested as soon as possible.



Cleaning

- Schools should contact their cleaning contractors and identify any high-touch areas where the case had been that will require additional cleaning. There is no need to do a deep clean. The routine clean is considered sufficient in the COVID affected area.

Reopening

- When any necessary cleaning has been arranged and PCCs identified and contacted, schools should then use a specified communication template to notify all other students they should return to school the following day.
- The school can reopen the following day with Regional COVID Lead support. Schools do not need approval to reopen if the Director, Learning & Regional Services has approved closure.
- If needing more than a 24-hour closure due to lack of staff due to isolation requirements or awaiting test results, additional approval is required.
- Within the new protocol the intention is to open schools as soon as possible.

Department of Health (DH)

- DH will send an SMS to the PCCs advising them of their quarantine, testing and release dates (this may take some days).
- Staff who are identified as a PCC and fully vaccinated are only required to isolate for 7 days
- PCC Staff who are only one dose vaccinated are required to isolate for 14 days until fully vaccinated. If they become fully vaccinated during the 14 days are able to return to school if they have passed the 7 day threshold

Primary school students

- PCC students will be asked to isolate until they clear a Day 13 test.

Secondary school students

- PCC students will be informed that if they are fully vaccinated (double dose), they should isolate for seven days and may be able to return to school after a Day 6 test, depending on local school arrangements
- Regional COVID Lead will need to work with schools to determine if this is feasible, depending on local circumstances.
- If the PCC students are unvaccinated, they will be required to isolate for 14 days and can return to school after a Day 13 test.
- Students will need to show evidence of their test and vaccination status when they return to school.

Families/households of PCCs will no longer be required to limit their movements or stay at home.

Particular arrangements apply to Victorian Certificate of Education (VCE) students for the purpose of attending examinations – the Victorian Curriculum and Assessment Authority (VCAA) will provide information about this separately.



School	
Name	
Date of Birth	
Date of test	
Date of result	
Date of symptoms	
Last date/s onsite	
Has spoken with DH contact tracers?	
School contact / principal	
Email address	
Phone	

