

## DHHS/DET: Guidance for independent schools with positive COVID cases

The Department of Health and Human Services (DHHS) has established a dedicated team with education sector experience to support schools with a positive case of coronavirus disease.

### **If you have a positive case at your school**

Upon being advised of a positive case attending the school, the school should close.

Contact Independent Schools Victoria (ISV) [and](#) the DHHS Contact Identification and Notification Hotline (1800 338 663) and provide information about the positive case, who may be a student, staff member or visitor.

ISV can support you to notify your school community about the positive case.

### **DHHS will interview the positive case**

If the DHHS's interview of the positive case identifies that the case was not infectious on site, the principal of the school will be advised by DHHS in writing when the school is safe to open.

If the DHHS's interview of the positive case identifies that the case was infectious at the school site, the school will remain closed, and the principal will be supported by DHHS to complete close contact tracing and the school will need to arrange cleaning.

### **Contact tracing**

Following your call to the Hotline, DHHS will support you during the contact tracing process. DHHS will guide you in collecting information about close contacts of the positive case in the period they were infectious at the school premises.

All close contacts will be contacted by DHHS and will be required to undertake a COVID-19 test at Day 11 (or later) before ending their quarantine 14 days following the most recent exposure to the case while infectious.

### **Multi-Campus school, OSHC or onsite Early Childhood Education and Care Services**

Please advise your DHHS Case Manager if your school is multi-campus or there is an outside school hours care (OSHC) service, early childhood education and care (ECEC) service, or kindergarten on site or whether there are any other organisations who use the facility. The operation of ECEC or OSHC services may also be affected by a positive case.

### **Cleaning your school**

If the case at your school is confirmed and has been on site while infectious, the school must be cleaned in accordance with the *Cleaning and Disinfection Guidelines Following COVID-19 Case(s) in Victorian Government Schools* available on the Independent Schools Victoria [website](#) ( 'Links and downloads — returning to school'; 'Member School support - cleaning and PPE').

You may select your own cleaning contractor and the clean must be undertaken in accordance with the guidelines. When the clean of the school is complete, the cleaning contractor must provide a certificate to certify that the school has been cleaned in accordance with the Guidelines.

The cleaning certificate should be provided to DHHS when the clean has been completed.

### **Reopening your school following a positive case**

DHHS will determine that a school may open when all close contacts have been notified and a cleaning certificate has been provided. You must have public health advice from DHHS in writing before opening your school.

The written advice from DHHS that your school can reopen will be provided via ISV.

**Key Contacts:**

<p><b>INDEPENDENT SCHOOLS VICTORIA</b> During office hours, ring (03) 9825 7200 or email <a href="mailto:IndependentSchools.Enquiries@is.vic.edu.au">IndependentSchools.Enquiries@is.vic.edu.au</a></p> <p>After hours, contact Peter Roberts Telephone: 0457 524 232 Email: <a href="mailto:peter.roberts@is.vic.edu.au">peter.roberts@is.vic.edu.au</a></p>	<p><b>DHHS HOTLINE 1800 338 663</b> For Principals required to close their school due to confirmed cases of COVID-19</p>
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