# CORONAVIRUS: reactive school closure PROCESS independent SCHOOLS Victoria (ISV)

Response to a confirmed case of COVID-19 within a school (staff or student)

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| EVENT: COVID-19 Case CONFIRMED |
| **STEP 1** | **Notification** | **NOTES** |
| **1A** | * Affected staff member or student/parent to notify School Principal (*following medical confirmation*)
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| **1B** | * School Principal to:
	+ collect initial information from affected person to assist reporting including:
		- the date the staff/student last attended the school site and if unwell at the time
	+ contact DHHS to:
		- verify the case
		- (if confirmed) assess possible exposure to the school, including any initial close contacts
		- determine whether the school may need to close for containment and contact tracing
* If directed to close by DHHS, School Principal to:
	+ close school for the period advised by DHHS
	+ notify school community
		- *[ISV is available to provide media and comms support]*
	+ notify other providers occupying the site (e.g. OSHC)
	+ enact education continuity plan
	+ notify ISV
		- *[ISV may provide support if appropriate]*
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| **1C** | * ISV to notify DET Education Commander and Principal Health Advisor:
	+ - CovidNotifications@edumail.vic.gov.au
		- CovidHealthAdvisor@edumail.vic.gov.au
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| **1D** | * Principal Health Advisor to:
	+ liaise with DHHS to verify the advice
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| **STEP 2** | **Direction to close is confirmed by DHHS *[Responsible Lead: Principal Health Advisor]*** |
| **2A****2B** | * Principal Health Advisor to:
	+ prepare Issues Alert and forward to DET Education Commander
	+ notify ISV
* DET Education Commander to notify:
	+ Deputy Secretary School Education Programs and Supports (SEPS)
	+ Deputy Premier’s Office (DPO)
	+ Communications and Media Advisor
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| **2C** | * ISV to liaise with School Principal and offer support as required
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| **STEP 3** | **Contact tracing complete/ School reopening*****[Responsible Lead: ISV]*** |
| **3A** | * School Principal to notify ISV
* ISV to advise DET Education Commander and Principal Health Advisor the date that the school reopened:
	+ - CovidNotifications@edumail.vic.gov.au
		- CovidHealthAdvisor@edumail.vic.gov.au
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