# 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*) |  |
| **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]* |  |
| **1C** | * ISV to notify DET Education Commander and Principal Health Advisor:   + - [CovidNotifications@edumail.vic.gov.au](mailto:CovidNotifications@edumail.vic.gov.au)     - [CovidHealthAdvisor@edumail.vic.gov.au](mailto:CovidHealthAdvisor@edumail.vic.gov.au) |  |
| **1D** | * Principal Health Advisor to:   + liaise with DHHS to verify the advice |  |
| **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 |  |
| **2C** | * ISV to liaise with School Principal and offer support as required |  |
| **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](mailto:CovidNotifications@edumail.vic.gov.au)     - [CovidHealthAdvisor@edumail.vic.gov.au](mailto:CovidHealthAdvisor@edumail.vic.gov.au) |  |