COMPLETING THE SCHOOL CASE AND CLUSTER REPORTING FOR COVID-19

The main goal of the school COVID-19 case and cluster reporting form is to monitor the spread of COVID-19 within Georgia's schools and identify effective prevention and control measures.

COVID-19 school data can be used to help public health professionals, school administrators, policy makers, and health care providers monitor the spread of COVID-19 in Georgia's school system and support better understanding of the effectiveness of community and school mitigation strategies. Detailed and accurate data will allow us to better understand and track the size and scope of cases and clusters in the Georgia school system and strengthen prevention and response efforts.

Public school weekly report form link: http://sendss.state.ga.us/survey/form/14139

General Information about Reporting

Each Friday, by 5 p.m., **each school** should complete the Georgia Department of Public Health's "School Case and Cluster Reporting for COVID-19" electronic form. This form does **NOT** take the place of reporting individual COVID-19 cases to your local public health department. Individual schools should notify their local public health departartment IMMEDIATELY, when a COVID-19 case is identified in the school setting, as required by §OCGA 31-12-2.

If your school is VIRTUAL/REMOTE ONLY, you must still complete the form, weekly.

Schools should report **ALL** cases and clusters that occurred during the reporting week. **NOTE: If you are reporting earlier than 5 p.m. on Friday, please be sure to report any cases or clusters identified after you reported in next week's report.**

      a. Case: A laboratory confirmed case-patient. This includes individuals who are antigen positive OR PCR (nasal swab) positive

      b. Cluster: Laboratory-confirmed COVID-19 in two or more people (students, teachers, staff) with earliest symptoms or test dates within 14 days of each other. To be part of a cluster, COVID-19 cases would have to had contact with one another, NOT share a household, and not be identified as close contacts of each other in another setting outside of school or school-related activity. For example, if four friends who attend the same school but are in classes/activities that do not mix have a sleepover and all get sick, this would NOT be a school
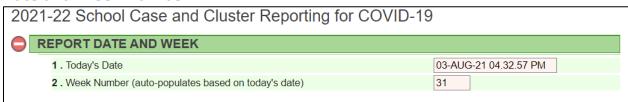
cluster, though it could possibly lead to cases within the school setting. A cluster is over when there are no new cases among students, teachers, or staff for 28 days from the last date an ill individual was at the school while infectious.

! **Reported cases and clusters INCLUDE ANY that occurred not only during regular school hours but also during extracurricular activities or among teachers or staff utilizing the building. If a school is VIRTUAL/REMOTE ONLY but has extracurricular activities that occur outside of the school building (i.e. sports), those should be included on this reporting form.**

Each school should designate an individual to complete the form, weekly. **Only one report should be completed per school per week.** Though the school should designate one individual to complete the form weekly, another person is able to complete the form in that person's absence. Anyone who has the link to the form can complete it.
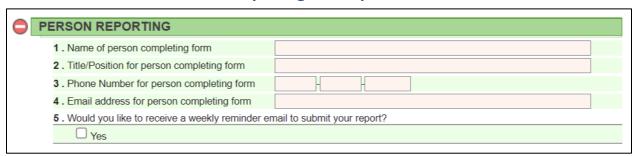
Instructions for Reporting

Date and Week Number:

2021-22 School Case and Cluster Reporting for COVID-19	
REPORT DATE AND WEEK	
1. Today's Date	03-AUG-21 04.32.57 PM
2. Week Number (auto-populates based on today's date)	31

1. <u>Today's Date</u>: Date the user completes the report. This field will auto populate.
2. <u>Week Number</u>: The week of the epidemiologic year. Week number is assigned by the Georgia Department of Public Health for the purpose of surveillance. This field will auto populate.

Information for the Person Completing the Report:

PERSON REPORTING	
1. Name of person completing form	
2. Title/Position for person completing form	
3. Phone Number for person completing form	
4. Email address for person completing form	
5. Would you like to receive a weekly reminder email to submit your report?	
☐ Yes	

1. <u>Name of Person</u>: Name of the person who is completing the form.
2. <u>Title/Position</u>: Title or position of the person who is completing the form.
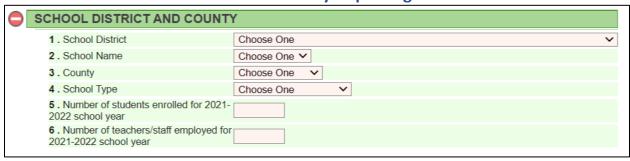3. <u>Phone Number</u>: Phone number of the person who is completing the form.

4. E-mail Address: E-mail address of the person who is completing the form. Please make sure the e-mail address is correct to ensure the weekly reminder e-mail is received.

5. **Reminder: If the person completing the form would like to receive a weekly reminder e-mail to submit the report, select "Yes."**

The same person does NOT need to complete the form each week. However, please be aware that once a person selects "Yes" to receiving the weekly reminder e-mail, they will receive a weekly reminder e-mail each Friday in addition to anyone else who previously completed the form and selected "Yes". **ONLY ONE REPORT SHOULD BE COMPLETED PER SCHOOL PER WEEK.**

Once a person completes these questions and selects "Yes" for the reminder email, these questions will auto-populate weekly based on the answers provided the first time the form is completed. If needed, the person can update any answers the next time s/he submits the form.

NOTE: The link in the weekly reminder e-mail is unique to each individual user/school. Please do not share your link with other schools.
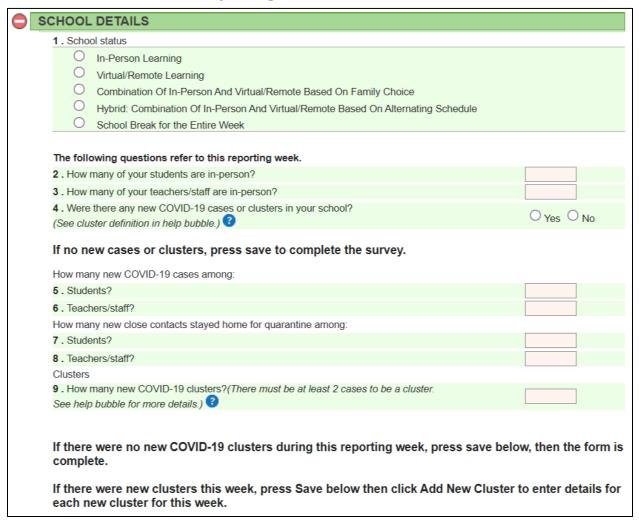
Information for School District and County Reporting:

1. School District: Select the school district you are reporting COVID-19 cases and clusters for.

2. School Name: Select the name of the school you are reporting COVID-19 cases and clusters for. Only one school can be selected. If you are reporting for multiple schools, you will need to complete a separate report for each school.

3. County: Select the county the school is located in. The list of available county options reflects the school district you selected.

4. School Type: Select the type of school that best reflects the school you are reporting for (Elementary, Middle School, High School, Multiple Grade Levels, or Other/Specialized). An example of Multiple Grade Levels is a school that has K-12 or K-8.

5. Number of students enrolled for 2021-2022 school year: Enter the number of students enrolled in the school for the 2021-2022 school year. This field will auto populate with the previous week's answer. If the number of students enrolled drastically changes, please update this variable accordingly, week-to-week.

6. <u>Number of teachers/staff employed for 2021-2022 school year</u>: Enter the number of teachers and staff employed at the school for the 2021-2022 school year. This field will auto populate with the previous week's answer. If the number of teachers and staff employed by the school drastically changes, please update this variable accordingly.

If your school district is not located in the drop-down menu or if your county option is not correct, please contact the Georgia Department of Public Health at 404-657-2588 and ask to speak to someone on the COVID-19 School Team or send an email directly to the team at Covid.SchoolReports@dph.ga.gov

Details about the School Reporting:

1. <u>School Status</u>: Select the status of your school during the reporting week (e.g. In-person learning, virtual/remote learning, combination of in-person and virtual/remote based on family choice, hybrid).
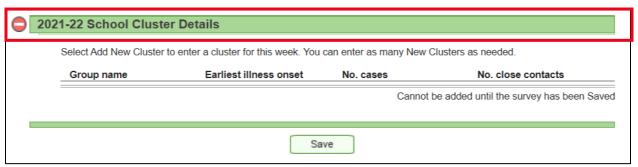
2. How many of your students are in-person?: If your school is currently offering a combination of in-person and virtual/remote based on family choice, enter the number of students who currently are attending in-person.
3. How many of your teachers/staff are in-person?: How many of your teachers/staff are in-person. A teacher or staff member is defined as being in-person if **they spend at least 1 full day in the school building**/on campus per week.
4. Any new COVID-19 cases OR clusters: **Since the last reporting week**, were you made aware of any NEW COVID-19 cases or clusters. This includes cases or clusters among students, teachers, or staff and extracurricular activities.
   a. Case: A laboratory confirmed case-patient. This includes individuals who are antigen positive OR PCR positive
   b. Cluster: Laboratory-confirmed COVID-19 in two or more people (students, teachers, staff) with earliest symptoms or test dates within 14 days of each other. To be part of a cluster, COVID-19 cases would have to had contact with one another, NOT share a household, and not be identified as close contacts of each other in another setting outside of school or school-related activity. For example, if four friends who attend the same school but are in classes/activities that do not mix have a sleepover and all get sick, this would NOT be a school cluster, though it could possibly lead to cases within the school setting. A cluster is over when there are no new cases among students, teachers, or staff for 28 days from the last date an ill individual was at the school while infectious.
5. New COVID-19 cases among students: Enter the number of new cases among students during the reporting week. If you did not have any new cases among students, enter 0.
6. New COVID-19 cases among teachers/staff: Enter the number of new cases among teachers/staff during the reporting week. If you did not have any new cases among teachers/staff, enter 0.
7. New close contacts staying home for quarantine among students: Enter the number of students who were in quarantine due to being a close contact to a COVID-19 case during the reporting week. If no students were quarantined, please enter 0.
8. New close contacts staying home for quarantine among teachers/staff: Enter the number of teachers/staff who were quarantine due to being a COVID-19 close contact to a COVID-19 case during the reporting week. If no teachers/staff were quarantined, please enter 0.
9. How many new COVID-19 clusters?: Enter the number of new clusters [among students OR teachers/staff]. If you had new cases, but no new clusters enter 0 here.

!

IF YOU DO NOT HAVE ANY NEW COVID-19 CLUSTERS FOR THE REPORTING PERIOD (YOU ENTERED 0 FOR QUESTION 9), THE FORM IS COMPLETE. SCROLL TO THE BOTTOM AND CLICK SAVE. YOU MUST CLICK SAVE FOR THE FORM TO BE SUBMITTED TO THE GEORGIA DEPARTMENT OF PUBLIC HEALTH.

TO COMPLETE THE REMAINDER OF THE FORM AND ENTER INFORMATION ABOUT INDIVIDUAL CLUSTERS, SCROLL TO THE BOTTOM OF THE PAGE AND SELECT SAVE. THE REMAINDER OF THE FORM WILL NOT BE AVAILABLE UNTIL YOU CLICK SAVE.
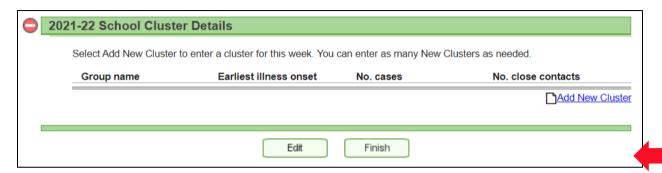
ONCE YOU SAVE THE DOCUMENT, THE SCHOOL CLUSTER DETAILS SECTION WILL BE AVAILABLE.

If you need to make changes to previous sections once you have clicked save, you can select "Edit" to make changes.

Once you SAVE the survey, you will see the option to "Add New Cluster".

! **THE BELOW SECTION ONLY NEEDS TO BE COMPLETED IF THE SCHOOL IDENTIFIED A NEW COVID-19-RELATED CLUSTER. DO NOT ENTER INFORMATION ABOUT INDIVIDUAL CASES (NOT ASSOCIATED WITH A CLUSTER) HERE.**
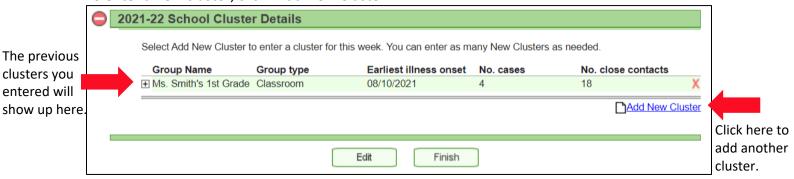
School Cluster Details:

2021-22 School Cluster Details

Select Add New Cluster to enter a cluster for this week. You can enter as many New Clusters as needed.

Group name	Earliest illness onset	No. cases	No. close contacts

Add New Cluster

⊟ SCHOOL CLUSTER DETAILS

1 . In what group did this cluster primarily occur? (for example: Ms. Reed's 2nd grade, varsity football team, or Spanish club)

2 . Earliest date of symptom onset (or test date if no symptoms) for this cluster

3 . In which type of group did this cluster primarily occur?

- ○ Classroom
- ○ Extracurricular Sports Team (E.G Football, Basketball, Track)
- ○ Extracurricular Non-Sports Club/Team (E.G. Yearbook, Language, Debate Club)
- ○ Musical Group (E.G Band, Chorus)
- ○ Before/Aftercare group
- ○ Teachers/Staff Only
- ○ School bus
- ○ Multiple groups (e.g. multiple classrooms or groups within the same school)
- ○ Other
- ○ Unknown

4 . Number of cases included in this cluster
(There must be at least 2 cases to be a cluster. Enter close contacts in the next field.)

5 . Number of close contacts identified in this cluster

Please press SAVE at the bottom right to save these cluster details.

You can then press ADD NEW CLUSTER if you need to add details for another cluster.

When you're finished adding all cluster details, press FINISH at the very bottom.

Close	Save

1. <u>In what group did this cluster primarily occur</u>: Enter a brief name/description of the group the cluster **primarily** occurred in (e.g. varsity softball team, chorus, debate team, Mrs. Thomas's Kindergarten class).
2. <u>Earliest date of symptom onset (or test date if no symptoms) for this cluster</u>: Enter the earliest date of symptom onset for the cluster. If the 1st case did not have symptoms, enter the date the individual was tested.
3. <u>In which type of group did this cluster primarily occur</u>: Select the type of group the cluster **primarily** occurred in.

4. <u>Number of cases included in this cluster</u>: Enter the number of cases in this cluster (include teachers and staff in the total number, if appropriate).
5. <u>Number of close contacts identified in this cluster</u>: Enter the number of close contacts that were identified from this cluster (include teachers and staff in the total number, if appropriate)

! **CLICK SAVE TO SAVE THE CLUSTER INFORMATION.**

4 . Number of cases included in this cluster
(There must be at least 2 cases to be a cluster. Enter close contacts in the next field.)

5 . Number of close contacts identified in this cluster

Please press SAVE at the bottom right to save these cluster details.

You can then press ADD NEW CLUSTER if you need to add details for another cluster.

When you're finished adding all cluster details, press FINISH at the very bottom.

Close   Save

To enter a new cluster, click "Add New Cluster."

2021-22 School Cluster Details

The previous clusters you entered will show up here.

Select Add New Cluster to enter a cluster for this week. You can enter as many New Clusters as needed.

Group Name	Group type	Earliest illness onset	No. cases	No. close contacts	
⊞ Ms. Smith's 1st Grade	Classroom	08/10/2021	4	18	X

Add New Cluster
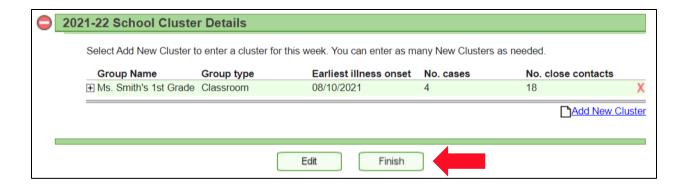
Click here to add another cluster.

Edit   Finish

To Edit a previous cluster entry, click on the plus ⊞ sign to the left of the cluster name. **Click "Save" after making any edits.**

Once you have added all the clusters that occurred during the reporting week, click "Finish."

2021-22 School Cluster Details

Select Add New Cluster to enter a cluster for this week. You can enter as many New Clusters as needed.

Group Name	Group type	Earliest illness onset	No. cases	No. close contacts	
⊞ Ms. Smith's 1st Grade	Classroom	08/10/2021	4	18	X

📄Add New Cluster

Edit   Finish   ⬅

Once you have completed the form, you will receive the below message.

Questionnaire Complete

Thank you very much for taking the time to complete this questionnaire. Your help is greatly appreciated.

This electronic form does NOT take the place of reporting individual COVID-19 cases to your local public health department. Individual schools should notify their local public health departartment IMMEDIATELY, when a COVID-19 case is identified in the school setting, as required by §OCGA 31-12-2.