

SCHOOL REPORTING PROTOCOL FOR POSITIVE CASES OF COVID-19
STUDENTS AND STAFF

STEP 1 Principal will:

- Notify TCDSB OHS Department and Area Superintendent:

Email Corrado Maltese, corrado.maltese@tcdsb.org CELL 416-574-8389

Email Marta Radic, marta.radic@tcdsb.org CELL 647-227-3584

OHS Department will notify:

- Emergency Operations Center (EOC)
- Communications (Shazia Vlahos)
- Facilities Operations (Marty Farrell, Fabrizio Macieri and Frank Ferrante)
- TPH Liaison, Angela Pisan, Registered Nurse, angela.pisan@toronto.ca
- Ministry of Education, Donna Randall, Education Officer, donna.randall@ontario.ca
- Ministry of Labor, 1-877-202-0008
- Transportation (Michael Loberto and Kevin Hodgkinson)

STEP 2 Principal will:

- Notify Toronto Public Health by submitting the following information to the TPH intake email address:

CovidSchools@toronto.ca

- Name of School, address
- Name of school contact, phone number
- Name of ill student / staff
- Contact information for student / staff (parent name if student is under age 14, phone number, address and if possible, date of birth)
- Onset of symptoms
- Last day at school
- Who reported the case to the school
- Any other ill staff or student reports

STEP 3 Principal will:

- Report the positive case on the Ministry of Education's Online COVID Reporting Tool (GO-Secure site)

STEP 4

- TPH will investigate and prepare a communication for the school community.
- Share this draft with TCDSB Communications Department (Shazia Vlahos) before sending to your school community.
 - **The Area Superintendent will notify the local Trustee of a confirmed case before any public communications.**
 - Once letter(s) approved by Shazia, Principal will forward this communication to all staff (itinerant/occasional staff ie. social worker, APT/PAT, SLP, psychologist, guidance, etc.) and parents.
 - School should review screening forms to ensure everyone is notified in general letter.
 - Please do not report the case to staff and parents until TPH has completed their investigation and has provided you with their letter(s).
 - OHS Department will provide a copy of the TPH letter to the JHSCs and Unions.

STEP 5

- TCDSB Communications will post the relevant information on the COVID-19 Advisory section found on the [TCDSB web site](#) and on your school's page.