



## Notification of COVID-19 Cases in Schools

### Quick Reference Guide for School and Public Health Officials

Last Updated: February 15, 2022

This document is for internal use only and includes resources that support the [Toolkit](#).

#### Overview of Steps for Managing Cases in Schools

##### 1. Monitor information on cases and absenteeism.

School officials will monitor:

- COVID-19 cases at the school from self-reported cases. Record the affected grade, class or cohort.
- Student and staff absenteeism. Track the number of absences known due to COVID-19 or related respiratory illness in a school, class, or cohort to determine if absenteeism rates exceed what would be expected.

##### 2. Report on absenteeism rates and reported cases in schools.

Schools will regularly communicate unusual or unexpected attendance patterns due to COVID-19 activity in schools to their school community.

##### 3. Complete [alert form](#) to identify reported cases or absenteeism concerns.

School officials will submit an [alert form](#) when there are high numbers of reported cases and/or unusual or unexpected absenteeism. Alert forms are sent directly to the appropriate [regional health authority](#). If schools officials have questions they can contact the [regional health authority](#) and the Notification Support Team at [casesinschools@gov.mb.ca](mailto:casesinschools@gov.mb.ca).

##### 4. Consult with public health officials.

Public health officials will consult with school officials to investigate and determine if the following are required:

- Further preventive measures
- Rapid antigen test distribution
- Remote learning

An automated follow-up email/form will be sent to schools to confirm the outcome and details of the public health investigation. Public health will direct which community notification letters will be sent to the school community.

##### 5. Public health and school officials continue monitoring.

If new concerns arise related to an alert already submitted or there is a concern about a different class or cohort, school officials will complete a new alert form. The new alert will trigger a new public health investigation and risk assessment.

## Toolkit Templates

*Required Letter templates must be verified by a public health official before being sent.*

*Note that in order to access the most recent versions of the letter and form templates, you may need to clear your browsing history and cache.*

Template	Purpose
<a href="#">School Community Notification of Increase in COVID-19 Activity</a> - <b>required</b>	This notification follows an investigation by public health and advises the school community of increased COVID-19 cases and respiratory disease activity in a class, cohort, or school.
<a href="#">Rapid Antigen Test Distribution Letter</a> - <b>required</b>	This notification follows an investigation by public health and makes recommendations that a class or cohort use rapid antigen tests if they develop COVID-19 symptoms.
<a href="#">School Community Notification Letter of Remote Learning Period</a> - <b>required</b>	This notification follows an investigation by public health and informs individuals in a class, cohort, or school that they will be shifted to remote learning.

## Frequently Asked Questions

### Q1. If there are positive cases in a school would all close contacts need to isolate?

Close contacts are no longer required to self-isolate (quarantine) in Manitoba. Household members of cases are advised to self-monitor for symptoms and isolate if any develop. Students and staff who are exposed to cases in any setting can continue to attend as long as they are asymptomatic.

### Q2. If a parent or caregiver notifies the school that their child tested positive for COVID-19 and the child was at school earlier this week, how do schools notify the school community?

Notification letters on individual cases will no longer be sent out by schools. A school may notify their school families about known COVID-19 cases in school through a weekly newsletter or email. The school may give information about the grades affected, but should not identify any individual or personal information about a case.

If school officials have questions regarding the [Toolkit](#) or the notification process, they can contact the Notification Support Team at [casesinschools@gov.mb.ca](mailto:casesinschools@gov.mb.ca).