COVID-19 IN LOUISIANA SCHOOLS
GUIDE FOR SCHOOL REPORTING

In collaboration with the Louisiana Department of Education, the Louisiana Department of Health is implementing a statewide reporting system for all school-associated cases of COVID-19. This system is intended to record COVID-related illness in schools and to give schools a platform to document case information, assisting in their ability to mitigate potential for school spread.

The guidance below is intended for schools and explains how to register and use this system.

SCHOOL REGISTRATION SUMMARY

1 School administrators will receive an email with a link to **COVID-19 School Reporting**; this link is specific to your school. If you are unsure who your school administrator is, please email schoolcovidreporting@la.gov.

2 Click the **COVID-19 School Reporting** link to access the registration survey for your school. You will have the chance to set a password which will be used for all reporting in your school and must be retained to use the system.

3 You will receive the **COVID-19 School Reporting** link every Friday and will have until noon the following Tuesday to enter data. If you are not receiving these weekly emails, please contact schoolcovidreporting@la.gov for assistance.

WHAT SHOULD BE ENTERED INTO THIS SYSTEM?

- Weekly aggregate student cases and weekly aggregate teacher/staff cases.
- The number of core group outbreaks identified over the last week.
- Additional information about each core group outbreak, if available.

1. COVID-19 Reporting Email

Be on the lookout for an email arriving to the school administrator inbox. If you have not received this, please check your junk folder.

The sender will be: schoolcovidreporting@la.gov

This link is specific to your school; please do not share this link with other schools.

When you click on this link, you will first be directed to a registration survey.

2. Registration Survey

This information was carried over from previous school year reporting and will be pre-populated in the survey. If there are any blank lines here, please select "Incorrect" below and provide the missing information.

If this information is NOT correct, a field will appear allowing the user to update.

This school year, a survey link will be sent weekly. If you would like to change the individual who receives these emails, please list them here. If that contact changes during the school year, please email SchoolCOVIDreporting@la.gov.

Please check all **that** apply.

Is this information correct?
Site Name: _____
Site Administrator First Name: _____
Site Administrator Last Name: _____
Physical Street Address: _____
Physical City: _____
Physical Zip Code: _____
Mailing Street Address: _____
Mailing City: _____
Mailing Zip: _____
Phone Number: _____
Fax Number: _____
* must provide value

○ Correct   ○ Incorrect

reset

If there are any blank lines, please select "Incorrect" and provide the missing information.

The site administrator will receive the weekly report survey emails. If you would like to change the contact for the weekly emails, please provide their information below:

Contact name: [   ]

Contact email: [   ]

School district, diocese, or charter [▽]
* must provide value

Parish [▽]
* must provide value

Grade configuration
- ☐ Preschool
- ☐ Pre-kindergarten
- ☐ Kindergarten
- ☐ Elementary
- ☐ Middle School/Junior High School
- ☐ High School

Please check all that apply

2. Registration Survey

- IMPORTANT: Retain your password to access weekly reporting for your school
- When all required variables have been entered, press submit to complete registration

Number of students enrolled
* must provide value

Please enter an approximate number for the students enrolled at your facility.

Number of staff members
* must provide value

Please enter the approximate number of staff members employed at this facility; this includes teachers, aids, janitorial staff, cafeteria workers, volunteers, etc.

First Day of 2022-2023 School Year

Today M-D-Y

Set a school password
IMPORTANT: Retain this password to access reporting for your school!

18 characters remaining
Will be visible to LDH Staff

Submit

3. The Weekly Report Survey

- Each Friday, you will receive an email with a link to that week's report.
  - The survey will be open until noon the following Tuesday.
- You will need to log in to the survey using the password you created in your registration survey.
  - Note: All efforts should be made to retain the unique password that was established. If, however, assistance is needed with credentials, please contact schoolCOVIDreporting@ldh.gov
- You are asked to report the number of student cases and number of teacher/staff cases identified at your school during that week.

Weekly Case and Outbreak Report

A A A

Please complete the weekly survey below and submit by Monday at 5:00 PM.

School Name	"Auto-filled"

Weekly Case Counts
Please report total number of COVID-19 cases reported to the school over the last week (Saturday - Friday). If no cases were reported this week, please enter 0. If you missed a week, please enter all cases reported to the school since the last survey was completed.

Number of student cases:
* must provide value

Number of teacher/staff cases:
* must provide value

Outbreaks

Core group outbreak: At least three (3) student, teacher, or staff cases within a specified core group with symptom onset or positive test result within 14 days of each other, **AND NO** likely known exposure to a case outside of the school setting (e.g., household).

Were any core group outbreaks identified this week?
○ Yes
○ No

reset

Submit

Save & Return Later

3. The Weekly Report Survey Continued

- You are also asked to report if you've identified any core group outbreaks during that week.
- If you're reporting core group outbreaks, and the data is available, you will complete additional data entry for up to 5 outbreaks.
- At the end of the survey, there is a space for you to leave any additional comments.
- To save your report, press submit.
- You will be redirected to a page that allows you to download a PDF of your survey response, if desired.

Outbreaks

Core group outbreak: At least three (3) student, teacher, or staff cases within a specified core group with symptom onset or positive test result within 14 days of each other, **AND NO** likely known exposure to a case outside of the school setting (e.g., household).

Were any core group outbreaks identified this week?
- ● Yes
- ○ No

reset

How many core group outbreaks were identified this week?
- ○ 1
- ● 2
- ○ 3
- ○ 4
- ○ 5
- ○ >5

reset

If the data is available, please provide additional information about each core group outbreak. If you've identified >5 outbreaks during this week, please provide details for the outbreaks with the most cases.

Core Group Outbreak #1

Name of core group 1:

Name of class, extracurricular event, bus number, event, etc.

Total number of students/teachers/staff in core group 1:

Number of COVID-19 cases in core group 1:

Core Group Outbreak #2

Name of core group 2:

Name of class, extracurricular event, bus number, event, etc.

Optional

Additional Comments:

Expand

Submit

Save & Return Later