



# 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 Reporting**; this link is specific to your school. If you are unsure who your school administrator is, please email [schoolcovidreporting@la.gov](mailto:schoolcovidreporting@la.gov).
- 2** Click the **COVID-19 Reporting** link to access the reporting portal 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** Forward the **COVID-19 Reporting** link to other personnel in your school who will need to access this system. For all those who expect to use the system, we recommend bookmarking the link to your browser for ease of access. If for some reason the link is lost, please reach out to [schoolcovidreporting@la.gov](mailto:schoolcovidreporting@la.gov) for assistance.

### WHO SHOULD BE ENTERED INTO THIS SYSTEM

- 1** All individuals tested for COVID-19 (SARS-CoV-2)
- 2** Any individual who has a cough, shortness of breath, difficulty breathing, or new loss of taste or smell without an alternative diagnosis
- 3** Any individual who has at least **two** other COVID-19 symptoms without an alternative diagnosis

### SYSTEM USE

Please refer to the following instructions to learn more about:

(1) The **COVID-19 Reporting Email** school administrators will receive; (2) the **Registration Survey**, (3) what happens **after completing the Registration Survey**, and (4) how to use the system moving forward for **reporting new cases of COVID-19**.

We also include instruction on how to bookmark your school's reporting page for easier access in the future. <sup>1</sup>

# 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`

The link in this email can be used in the future to access your school's reporting portal. **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 provided by the Louisiana Department of Education 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.

Please check all that apply.

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

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

School district

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

Please check all that apply

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

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

Set a school password   
**IMPORTANT: Retain this password to access reporting for your school!**  
18 characters remaining  
\*Will be visible to LDH Staff\*

# 3. After Completing the Registration Survey...

The screen to the right will appear.

If schools have a case to report at that time, they can begin by selecting “Begin survey”; they will be prompted to login (shown below).

If there are no cases to report, please retain the link to the “survey queue” (explained on next slide). This can be obtained from the starred button to the right. Additionally, the original link in the email will also bring you to this same page.

To begin surveys or edit previous submissions, enter the password (set in the registration survey) to login to the screen shown on the right.

Status	Survey Title
<a href="#">Begin survey</a>	Case Reporting - #1: Reported on: 08-19-2020, Class/Pod:

Survey title: "Case Reporting"

Before beginning or continuing this survey, you must first log in by successfully entering the correct values below. **You must successfully enter a value for the field below.** Please note that the login is \*not\* case sensitive.

School Name   Show value

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](mailto:schoolcovidreporting@ldh.gov).

# 4a. Reporting New Cases of COVID-19: *The case report form*

This is the form that will appear to report a case (or suspected case) of COVID-19.

\*Please note that not all fields need to be filled to submit the form. Users can return to previous submissions to edit/update.

Resize font: [Survey Queue](#)

## Case Reporting

This form is intended to report a new case of COVID-19 at [REDACTED]. If you are reporting a case associated with any other school, please use the link specific to that school.

If there are any questions regarding this form, please email [schoolcovidreporting@la.gov](mailto:schoolcovidreporting@la.gov). Thank you!

Date of reporting  Today M-D-Y  
Please enter the date this form is submitted on.

### Case

Has this case received laboratory testing for COVID-19 (SARS-CoV-2)?  Yes  No  Unknown [reset](#)

First name

Last name

Role  Faculty Member  Student  Staff Member  Volunteer [reset](#)

Grade

Class or pod name (if applicable)

Date of birth  M-D-Y

Age   
Calculated age in years

Please provide the parish that the case resides in

# 4a. Reporting New Cases of COVID-19: *The case report form cont'*

Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other/Non-binary	reset
Ethnicity	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Unknown	reset
Race	<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Unknown <small>Please check all that apply</small>	
Did the case have symptoms?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	reset
Date the case was last at school	<input type="text"/>  Today M-D-Y	
Was this individual a close contact of another COVID-19 case at this school?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <small>This question is meant to assess if school transmission is occurring.</small>	reset
Was this individual a close contact of another COVID-19 case in the community?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <small>Including another COVID case in the household or anyone NOT in the school</small>	reset

If "Yes" is selected, a list of symptoms will appear, and the user will be prompted to enter the date when the first symptom began.

# 4a. Reporting New Cases of COVID-19: *The case report form cont'*

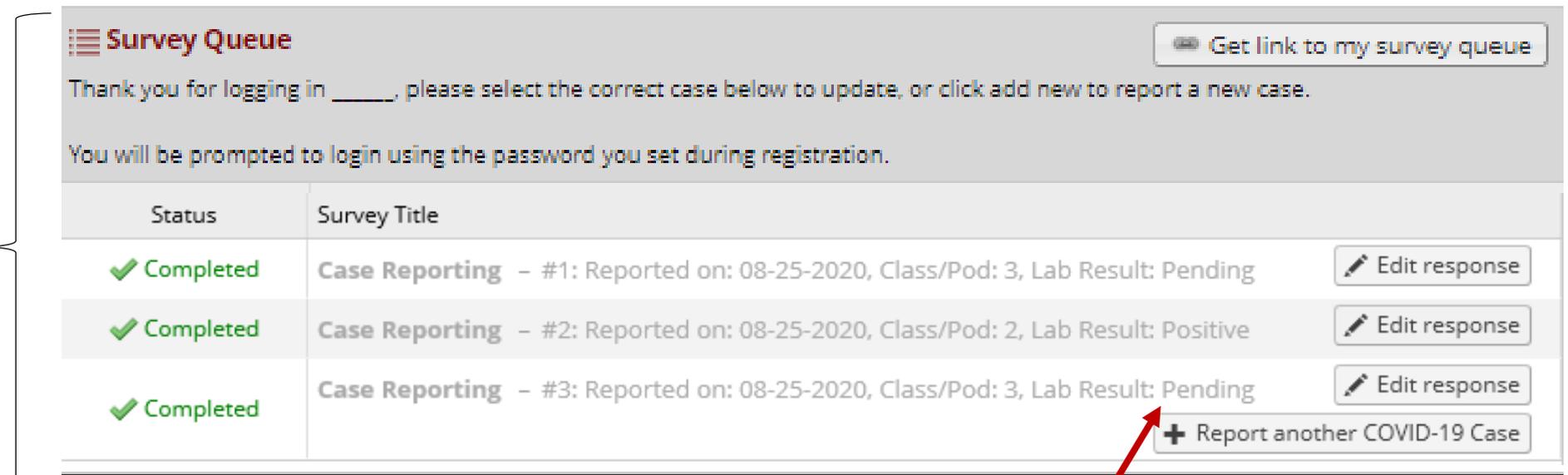
Upon submission, the school administrator will receive an email confirming that an entry was created.

This email will also contain guidance documents to assist schools in next steps.

Was this individual a close contact of another COVID-19 case in the community?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	reset
Including another COVID case in the household or anyone NOT in the school		
<b>Actions Taken</b>		
Have the parents/guardians and school employees been notified that a COVID-19 case has been identified in their school?	<input type="radio"/> Yes <input type="radio"/> No	reset
The Department of Education recommends that all parents/guardians and school employees are notified.		
Was cleaning/disinfecting performed in the school?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	reset
Have close contacts of the case within the school setting been identified?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	reset
This includes contacts identified through contact tracing performed by the school.		
Are there plans for a partial/full school closure?	<input type="text" value=""/>	
Submit and		
<input type="button" value="Report another COVID-19 Case"/>		
- or -		
<input type="button" value="Submit"/>		
<input type="button" value="Save &amp; Return Later"/>		

# 4b. Reporting New Cases of COVID-19: *The survey queue*

The survey queue is a screen that will display all previously submitted data and will allow schools to report new COVID-19 cases in their school. Again, this link is **specific to your school**. From this page, users can add new submissions (report new cases) or edit previous submissions.



The screenshot shows a web interface titled "Survey Queue". At the top right is a button "Get link to my survey queue". Below the title is a message: "Thank you for logging in \_\_\_\_\_, please select the correct case below to update, or click add new to report a new case." Below that is another message: "You will be prompted to login using the password you set during registration." The main content is a table with two columns: "Status" and "Survey Title".

Status	Survey Title
✓ Completed	Case Reporting - #1: Reported on: 08-25-2020, Class/Pod: 3, Lab Result: Pending <span>Edit response</span>
✓ Completed	Case Reporting - #2: Reported on: 08-25-2020, Class/Pod: 2, Lab Result: Positive <span>Edit response</span>
✓ Completed	Case Reporting - #3: Reported on: 08-25-2020, Class/Pod: 3, Lab Result: Pending <span>Edit response</span>

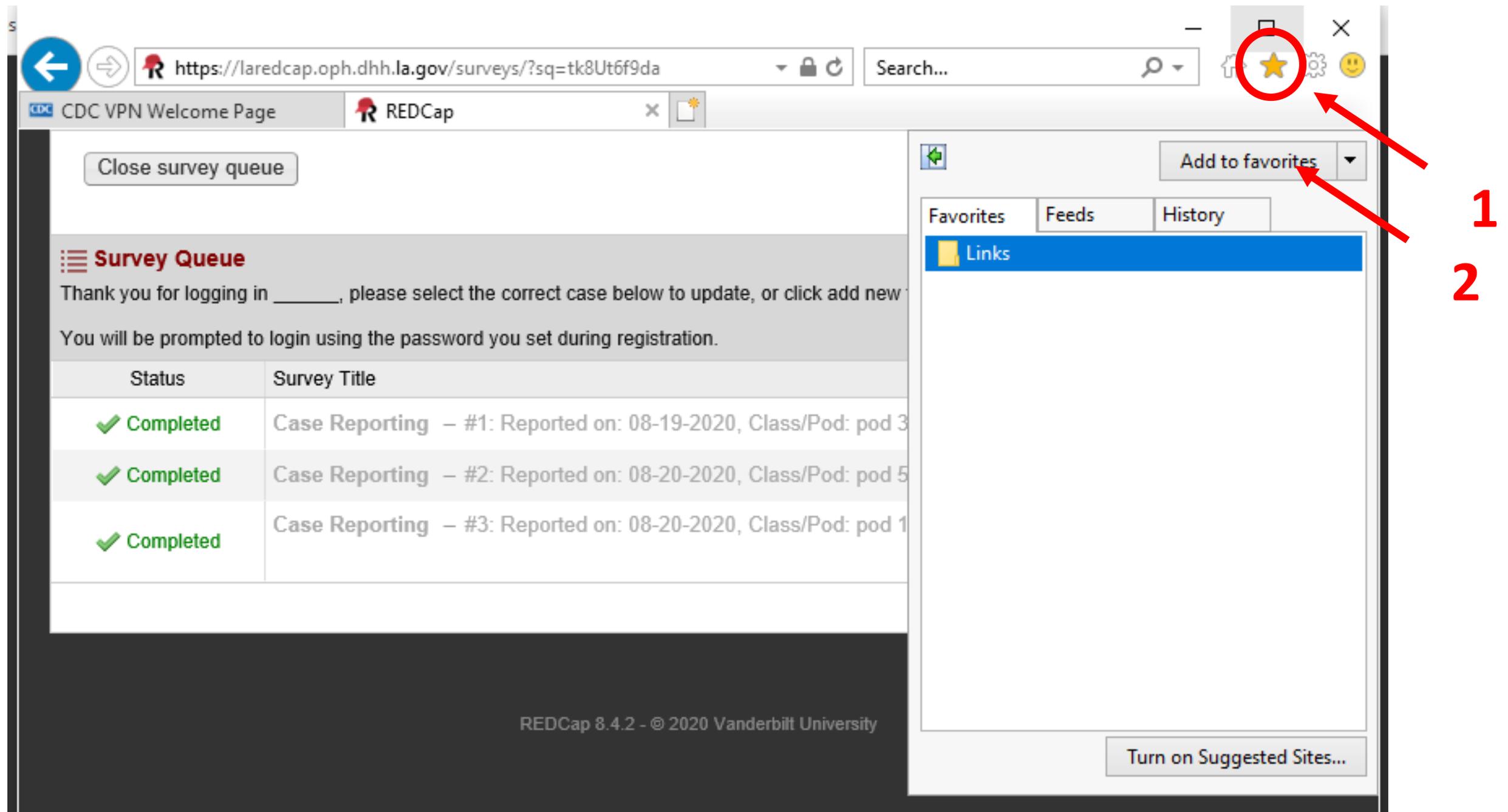
At the bottom right of the table is a button "+ Report another COVID-19 Case". A red arrow points from the text below to this button.

Users can see the test status of previously submitted cases for easier tracking and the ability to quickly see which were "Pending" and need to be updated.

# Bookmarking the COVID-19 Portal

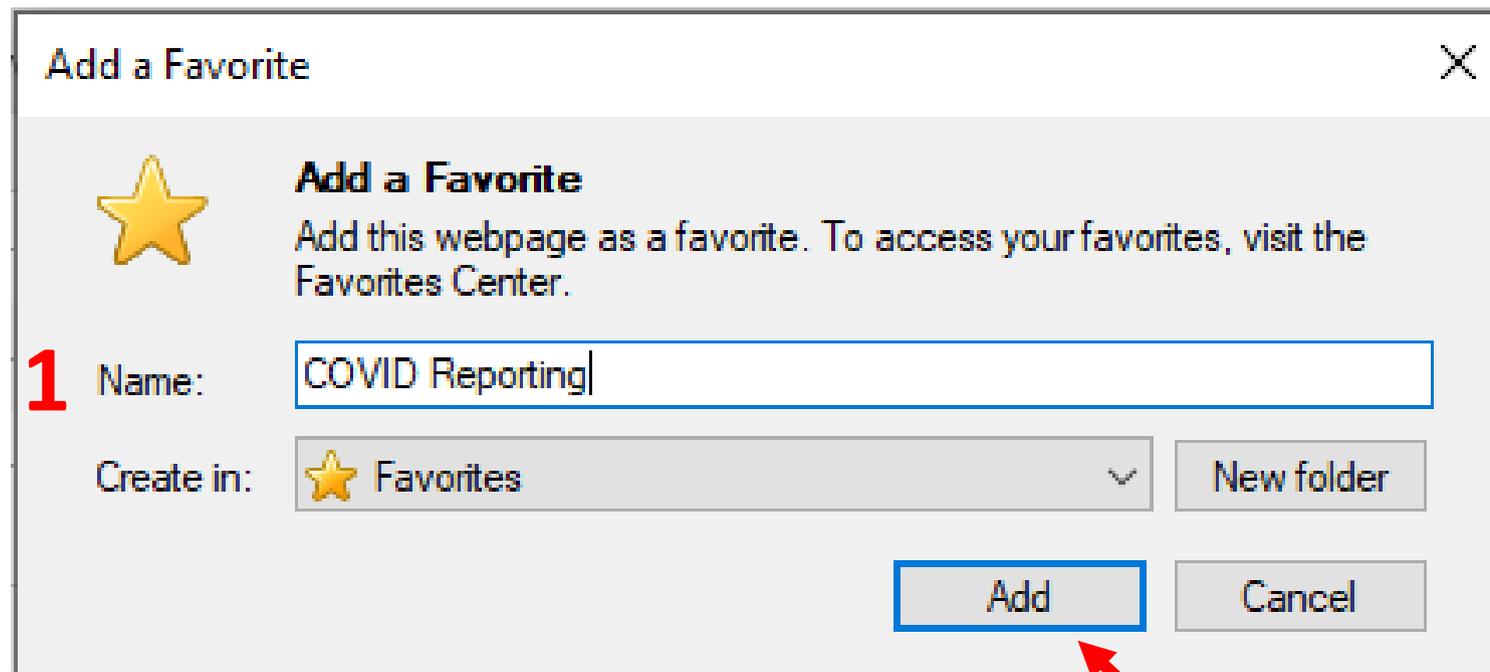
Bookmarking this portal to your web browser for quick access in the future; here we outline these steps for Internet Explorer and Google Chrome.

# Bookmark Your School Portal: *Internet Explorer*



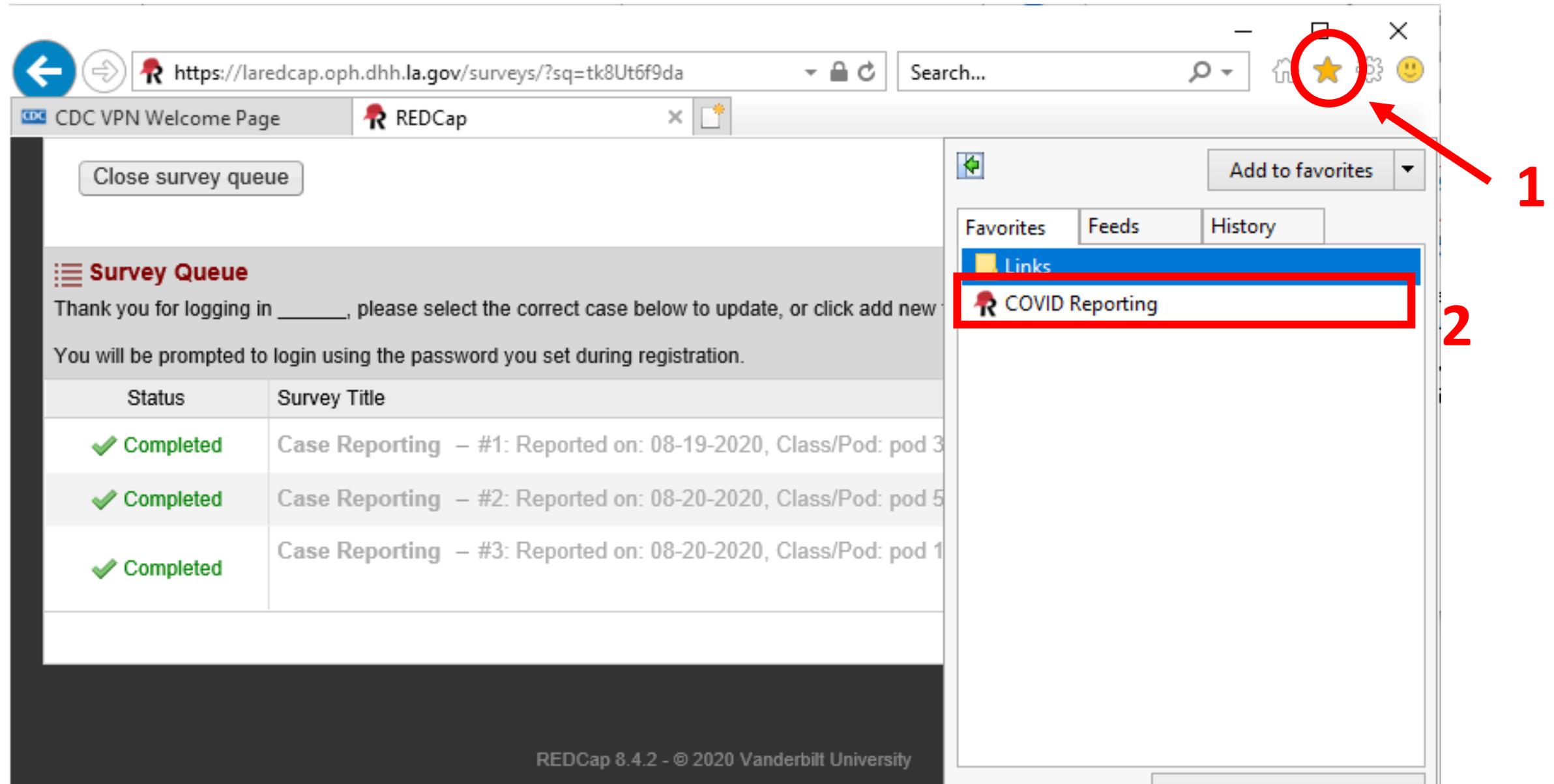
1. Click the star in the upper right corner of the browser.
2. Click “Add to favorites”.

# Bookmark Your School Portal: *Internet Explorer*



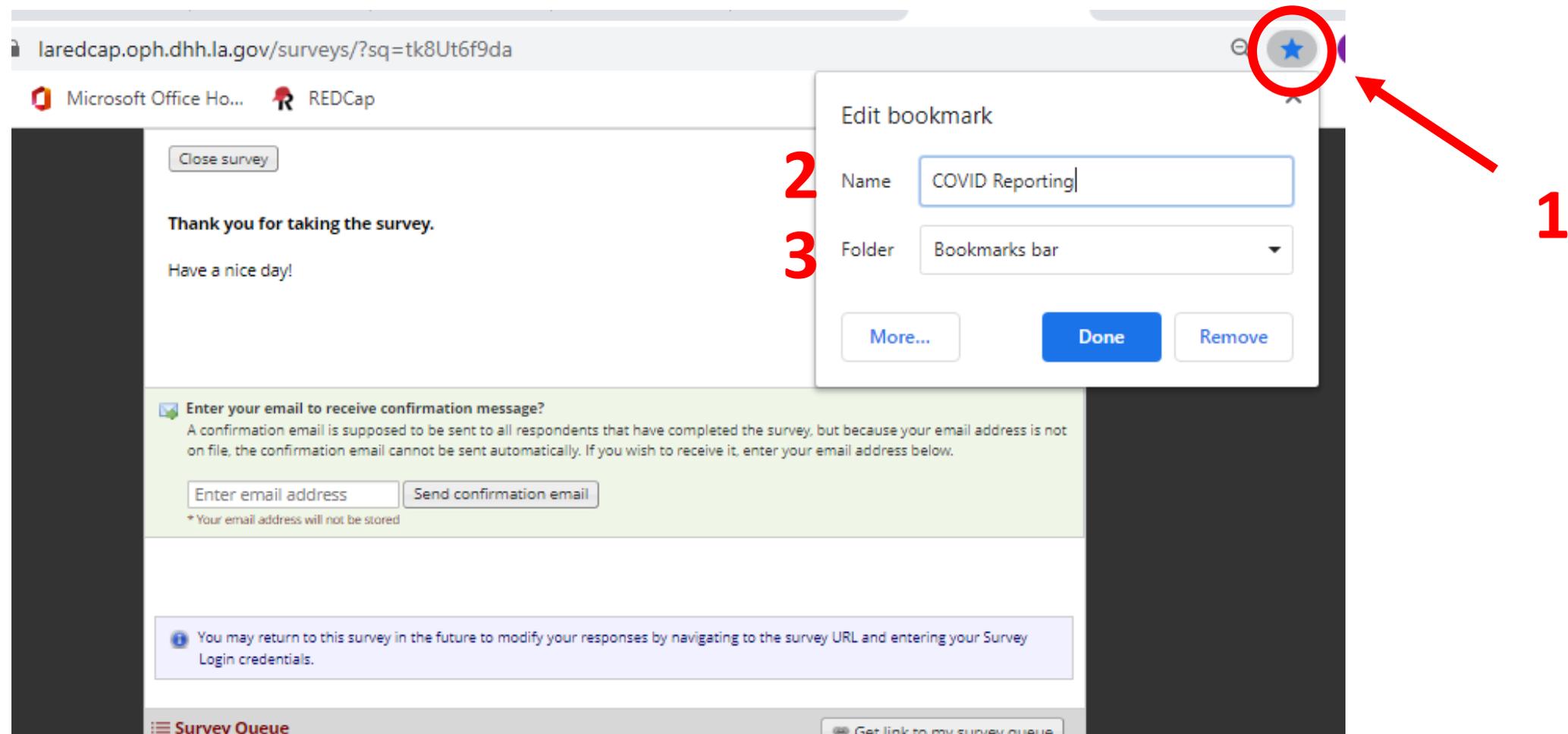
1. Complete the “Name” field with a label for this page.
2. Press “Add”.

# Bookmark Your School Portal: *Internet Explorer*



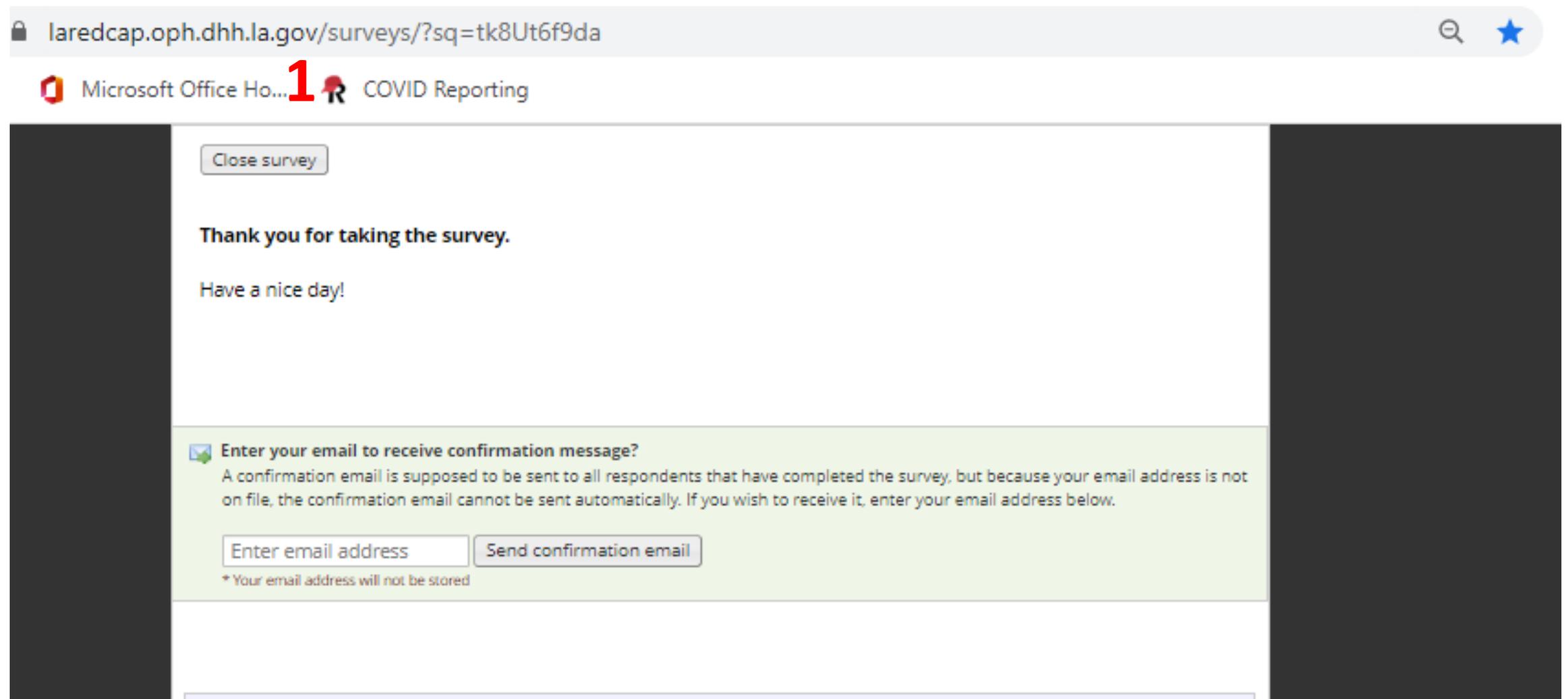
1. Click the star in the upper right corner of the browser.
2. Your new bookmark has been added.

# Bookmark Your School Portal: *Google Chrome*



1. Click the star in the upper right corner of the browser.
2. Complete the “Name” field with a label for this page.
3. Keep the “Folder” set to “Bookmarks bar” (this should be the default).

# Bookmark Your School Portal: *Google Chrome*



1. This link will now appear at the top of your Google Chrome browser. Clicking it will take you to your school reporting portal.