

Absence Reporting Protocol for Schools and Childcare

When to Notify Public Health

- If the absence rate in the school increases notably above the typical/baseline rate and absences are not perceived to be linked to other factors (e.g. holidays), it is recommended that the school principal notify their local public health unit.

Why Notify Public Health?

- A sudden and/or large increase in students/children/staff absences is one way of signalling a potential increase in COVID-19 or other gastrointestinal or respiratory infections in the school.



School/Childcare

Report to PHU by completing online [absenteeism reporting form](#) (preferred) or by calling the Communicable Disease Intake line at 613-966-5513 ext 349. The form OR a call should be completed each day the rate of absenteeism remains notably over baseline.

- School/childcare facility name
- Contact name (administrator or designate)
- Contact information (email, phone number)



Work with HPEPH to review IPAC protocols, and provide High Absenteeism Letter to school/childcare community on behalf of public health if required.



HPEPH

HPEPH will contact the school/ childcare facility to follow-up.

HPEPH may provide a letter for distribution to the school/child care community on behalf of Public Health, and/or arrange a follow up Infection Prevention and Control visit to the school, to determine if any additional public health protocols should be implemented.

School principals and childcare operators should continue to report other Diseases of Public Health Significance (DOPHS) through the regular [DOPHS reporting process](#).