* Reportable COVID events includes one or more confirmed cases of COVID-19 among staff or students.
* Reporting should take place the same day a school learns of an exposure from a Health Authority.
* Schools anticipating receiving Health Authority confirmation of an exposure are welcome to connect with the FISA Rapid Response Team for information or advice.
* **DO NOT INCLUDE ANY PERSONAL INFORMATION RE: CONFIRMED CASES.**
* Requesting students or staff to self-isolate or self-monitor falls under the authority of the MHO/HA, not school administrators.
* School Authority decisions to transition in part or whole to online learning should only be made after endeavoring to consult with the local MHO/HA and sending prior notification to the Independent School Sector COVID-19 Lead (address below).

|  |  |
| --- | --- |
| **School name:** |  |
| **School mincode:** |  |
| **School COVID-19 Lead name:** |  |
| **School COVID-19 Lead phone:** |  |
| **School COVID-19 Lead email address:** |  |
| **FISA Association (if a FISA member):** |  |
| 1. Number of cases (indicate student or staff exposure if known):
 |  |
| 1. Date(s) of exposure(s):
 |  |
| 1. Attach communications from the School (including those distributed on behalf of the Health Authority) to staff and/or families:
 |  |
| 1. List measures required by the Health Authority (e.g. self-monitoring, self-isolation, school closure):
 |  |
| 1. Is the School considering deploying additional continuity of learning? If yes, describe:
 |  |
| 1. Do you require assistance? If yes, describe:
 |   |
| 1. Additional comments:
 |  |

|  |  |
| --- | --- |
| **Email completed form to:****Independent School Sector COVID-19 Lead** | *ISCovidLead@fisabc.ca* |
|  |
| **Email Cc Copy of completed form to FISA Association/Diocesan COVID-19 Lead** |
| *ACSIBC* | Philip\_Hills@acsi.org | CISPG: | cis@cispg.ca  |
| *AMS* | info@amsoffisa.ca  | CISVA: | superintendent@cisva.bc.ca |
| *CISDV:* | kgroves@cisdv.bc.ca | ISABC: | elizabeth.moore@isabc.ca  |
| *CISKD:* | superintendent@ciskd.ca | SCSBC: | ed.noot@scsbc.ca |
| CISND: | superintendent@cisnd.ca | Non-FISA members: | *EDUC.independentSchoolsOffice@gov.bc.ca*  |