

Absence reporting protocol for schools

Updated
September 15, 2022

Why notify public health?

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

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, weather), it is recommended that the school principal notify KFL&A Public Health.



School

Report to KFL&A Public Health by e-mailing **Healthy.Schools@kflaph.ca** or by calling the Healthy Schools phone line at 613-549-1232 ext. 1102. Please provide us with:

- ◆ School name
- ◆ Contact name (administrator or designate)
- ◆ Contact information (email, phone number)
- ◆ Absenteeism percentage above baseline



Work with KFL&A Public Health to review infection prevention and control measures, and provide communications to school community on behalf of public health if required.



KFL&A Public Health

KFL&A Public Health will contact the school to follow-up.

KFL&A Public Health may provide communications (e.g., notification letter, social media) for distribution to the school 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 should continue to report other Diseases of Public Health Significance (DOPHS) through the regular **DOPHS reporting process** at kflaph.ca/ReportableDiseases