

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH
Acting Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

COVID-19 School Submission Reporting Guidance (Updated 12-11-2020)

When should a report be submitted?

A report should be submitted for each school when a new student or staff is notified to the school as being positive for COVID-19. This report should be done the same day the school is notified or as soon as possible (if notified on a weekend) regardless of the learning model (in-person, hybrid, remote) utilized.

What cases should be reported?

Any new student or staff person in a school who is identified to have a new confirmed positive test result for COVID-19 should be reported. This includes any students or staff who are working or attending in a fully remote model. Persons who are symptomatic but are not tested do not need to be reported.

What is the definition of a student?

Any PK-12 student enrolled at the school, regardless of the learning model they are engaged in (in person, hybrid, remote)

What is the definition of staff?

In addition to certified educators, staff also includes non-certified individuals who may be employed or contracted by the district such as those providing instructional support, technical services, related special education services, food service, transportation, security, who either work in the school or directly interact with students. Administrative staff that work in a central district office who do not spend time in any school buildings do not need to be reported. Staff that work or interact with students or staff from multiple schools should be reported for the school where they have had the most interaction.

Who needs to submit a report?

Any schools (public or private) with grades PK-12 should submit a report when a new student or staff with confirmed COVID-19 infection is identified. Daily reporting is not required.

Where should a report be submitted?

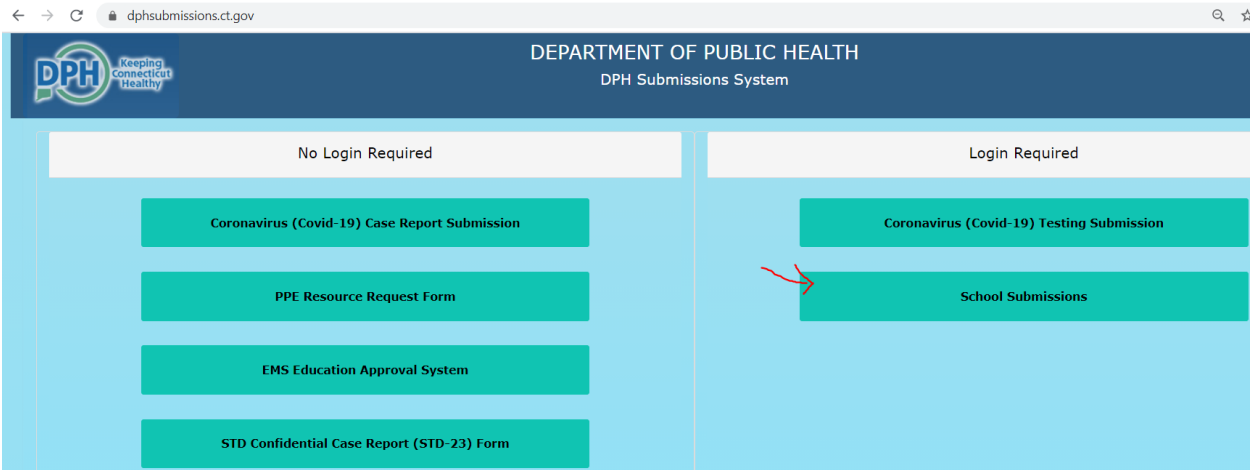
All reports should be submitted via the DPH Submission Portal: <https://dphsubmissions.ct.gov/>



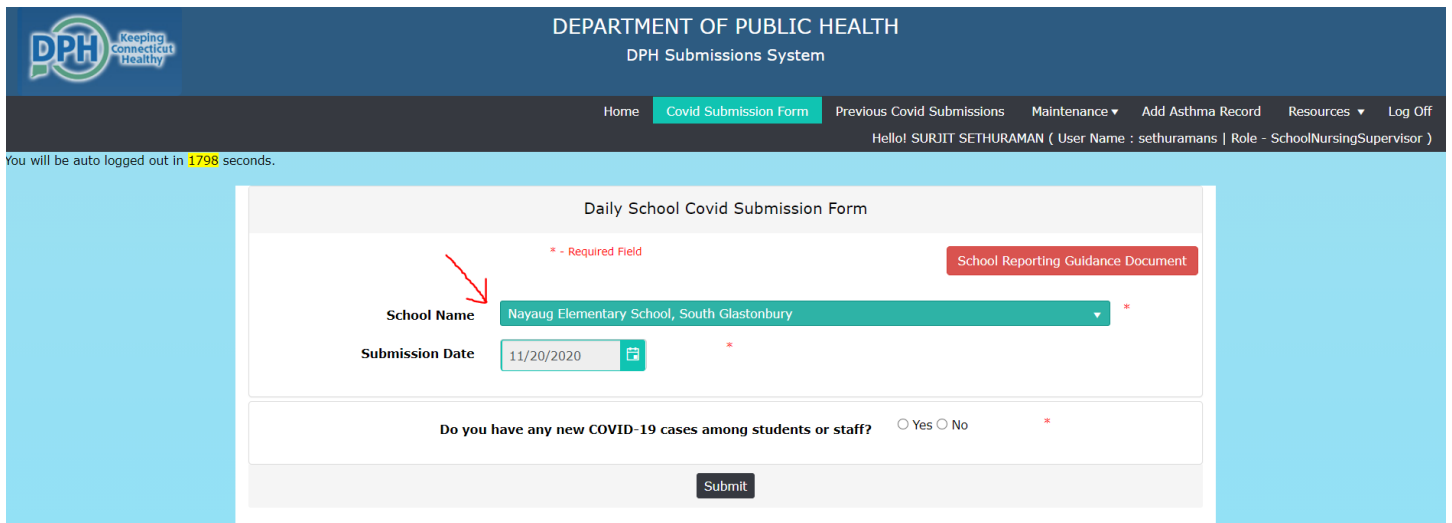
Phone: (860) 509-7994 • Fax: (860) 509-7910
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer





After logging in, select “School Submissions” and the screen will look similar to the following:



Select your school, from the drop down list provided.

Daily School Covid Submission Form

* - Required Field

[School Reporting Guidance Document](#)

School Name *

Submission Date *

Do you have any new COVID-19 cases among students or staff? Yes No *

Number of new cases among students since last report submission *

Attendance Status

For each new student cases reported today,

How many In person (Attending school in person 5 days a week)	<input type="text" value="0"/> *
How many Hybrid (Attending school in person less than 5 days a week)	<input type="text" value="0"/> *
How Many Fully remote (Not attending school in person)	<input type="text" value="0"/> *
Don't know	<input type="text" value="0"/> *

Number of new cases among staff since last report submission *

What questions do I need to answer?

The questions to be answered are the following:

Do you have any new COVID-19 cases among students or staff? Yes or No

If you select Yes, additional data elements are required to be completed.

Enter the number of new cases among students since the last report submitted for that school. A student case is defined as any student that attends the school that has a positive COVID-19 test result (PCR or antigen).

Then enter the number of positive student cases by attendance status. The total number of student cases must match the total entered for attendance status. If an attendance category does not apply, enter a zero. The attendance status options are In person (attending school in person 5 days per week), Hybrid (attending school in

person less than 5 days per week), and Fully remote (not attending school in person). If the attendance status of the student(s) is/are unknown at the time the report is being submitted, enter that number in “Don’t know” option.

Then enter the number of new cases among staff since the last report submitted for that school. A staff case is defined as any staff that works at the school that has a positive COVID-19 test result (PCR or antigen). District staff that test positive and work in school settings should be reported for the school they work in. District staff that work in a separate building with no potential for student contact, should not be included. Staff that work in multiple buildings should be reported for the school where they spend the most time.

How do I enter data for more than one school in a day?

1. Login to <https://dphsubmissions.ct.gov> using your credentials
2. Select the school from the drop down and complete the form and submit.

Home Covid Submission Form Previous Covid Submissions Maintenance Add Asthma Record Resources Log Off

Hello! SURJIT SETHURAMAN (User Name : sethuramans | Role - SchoolNursingSupervisor)

You will be auto logged out in 1799 seconds.

Daily School Covid Submission Form

* - Required Field

School Reporting Guidance Document

School Name Select a School Name *

Submission Date 11/20/2020 *

Do you have any new COVID-19 cases among students or staff? Yes No *

Number of new cases among students since last report submission 0 *

Number of new cases among staff since last report submission *

Submit

3. You will see a successful submission confirmation. Click “Back to Home Page” button

Daily School Covid Submission Form Confirmation Page

Daily School Covid Submission has been successfully submitted.

Back to Home Page

4. Keep repeating steps 1-3 to complete your submissions for all your schools.

How do I correct a previous day’s entry?

To correct a previous day’s entry, please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select “School Submissions” for What system do you need assistance with?. When submitting this ticket, you must include the following information so that the it can be updated: Name of the school; date you are looking to correct; the number of

student and staff cases for that day; if student cases, if those students are remote, hybrid or in person. The entry cannot be updated if this information is not provided.

How do I get a login/password to the system?

If you are a district submission contact for your school district identified by CSDE please register yourself by clicking “Register as a DPH Submission User” at <https://dphsubmissions.ct.gov> and DPH will activate and assign the respective schools to your account.

If you are an individual school user trying to submit data for your school please contact your district submission contact to establish a user account for the School Submissions portal.

How do I get help or report a problem?

Please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select “School Submissions” for **What system do you need assistance with?** and submit the ticket. This is the easiest and fastest way to contact DPH.