ABC’s of COVID-19 Within School Web App
Instructions

Registration

1. Click the link: Submit Information
2. Click Login at the top right of the screen
3. During your initial login, click Sign-up
4. Provide your email address and create a password
   
   Your password must contain:
   - At least 8 characters
   - At least 3 of the following:
     - Lower case letters (a-z)
     - Upper case letters (A-Z)
     - Numbers (0-9)
     - Special characters (ex. !@#$%^&*)
5. Click Continue
First Week Survey

The First Week Survey includes district and policy information that should be completed on your first login. You will only need to fill this survey out once.

1. Click the link: Submit Information

2. Click Login at the top right of the screen

3. Put in your email and password (note: if you forget your password you can click Forgot password?)

4. You will be taken to your school district’s reporting site

5. Find the section labelled First Week Survey

6. Provide the date for the First Day of School by clicking the field and selecting the date from the presented calendar.
7. Provide a numeric response to the following questions:
   a. Number of Schools in your district
   b. How many students are enrolled in your school district for this year?
   c. How many enrolled students in your school district will be on campus for in-person learning this year?
   d. How many staff are employed with your district this year? (include all certified and support staff)
   e. How many staff employed by your district will be working on campus for in-person learning this year? (include all certified and support staff)

8. Select the appropriate responses from the picklist for the following questions (Note: these items allow multiple options to be selected. Click in the box which indicates “Select an option”, then click each selection that is appropriate, when you are done click to the next question you wish to answer)
   a. In my district, masks are required indoors for the following groups:
   b. If Other was selected for the previous question, then please respond with a text description for If Other was selected for Masking Policy, please specify. Otherwise skip this item.
   c. My district has the following quarantine policy:
   d. If Other was selected for the previous question, then please respond with a text description for If Other was selected for Quarantine Policy, please specify. Otherwise skip this item.
   e. My district excludes the following people from its close contact definition:
   f. If Other was selected for the previous question, then please respond with a text description for If Other was selected for Close Contact Policy, please specify. Otherwise skip this item.
   g. My district has the following policy for lunch

9. Select the appropriate responses from the picklist for the following questions (Note: these items allow single options to be selected. Click in the box which indicates “Select an option”, then click the selection that is appropriate)
   a. My district has the following policy for lunch:
   b. If Other was selected for the previous question, then please respond with a text description for If Other was selected for Lunch Policy, please specify. Otherwise skip this item.
   c. Does your district require the COVID-19 vaccination for eligible students as a condition of in-person learning?
   d. Does your district require the COVID-19 vaccination for staff as a condition of employment?
10. Once you are satisfied with your responses, please hit the Submit button.

<table>
<thead>
<tr>
<th>Weekly Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>This survey should be completed weekly and includes information each school in your school district.</td>
</tr>
<tr>
<td>1. Click the link: Submit Information</td>
</tr>
<tr>
<td>2. Click Login at the top right of the screen</td>
</tr>
</tbody>
</table>

10. After submission, if you wish to make updates to the data provided, please contact the ABC Help Desk: ABC_Help_Desk@dm.duke.edu.
3. Put in your email and password

4. You will be taken to your school district’s reporting site

5. Find the Weekly Survey Section

6. For the previous week, provide a numeric response to the following questions for both students and staff. If necessary you can provide a value of NA to any of these questions:
   
   a. How many new student primary infections (community-related infections) have you had in this school?
   
   b. How many new student secondary infections (school-related infections) have you had in this school?
   
   c. How many of your new student secondary infections were related to sports?
   
   d. How many of your new student secondary infections were related to lunch?
   
   e. How many new student quarantine cases have you had this week?
   
   f. How many of your new student quarantines were related to sports?
   
   g. Approximately what percent of the students were consistently masked this week?
h. How many students did you have this week that would have previously been considered a close contact or quarantined, but were able to remain at school because exposures were fully masked or because they were vaccinated?

i. How many new staff primary infections (community-related infections) have you had in this school?

j. How many new staff secondary infections (school-related infections) have you had in this school?

k. How many of your new staff member secondary infections were related to sports?

l. How many of your new staff member secondary infections were related to lunch?

m. How many new staff quarantine cases have you had this week?

n. How many of your new staff member quarantines were related to sports?

o. Approximately what percent of the staff members were consistently masked this week?

p. How many staff did you have this week that would have previously been considered a close contact or quarantined, but were able to remain at school because exposures were fully masked or because they were vaccinated?

Please Note: You may need to scroll side to side to see all survey questions for both students and staff.

7. If you need to make updates to previously reported data, click the All Weeks button.

10. If you would like to see all of the data from all current and future weeks for your district, please click the All District Data Button.
11. Once you are satisfied with your responses, please click the Logout button.

**Monthly Survey**

This survey should be completed monthly and is

Please note that this Survey will appear at the beginning of a new month. It is expected that you will enter the data for the previous month at that time. This report will remain available for the duration of the current month or until data is supplied.

1. Click the link:  **Submit Information**

2. Click Login at the top right of the screen

3. Put in your email and password

4. You will be taken to your school district’s reporting site
5. Find the Monthly Survey Section

6. For the previous month, provide a numeric response to the following questions for both students and staff:

   a. How many students were absent at least 1 full day for any reason in the past month?

   b. How many staff were absent at least 1 full day for any reason in the past month?

7. Select the appropriate responses from the picklist for the following questions (Note: these items allow single options to be selected. Click in the box which indicates “Select an option”, then click the selection that is appropriate)

   a. Have you had a Masking Policy Change in the past month?

   b. If Yes was selected for the previous question, then please respond with a text description for If Yes, please explain the Masking Policy Change. Otherwise skip this item.

   c. Have you had a Quarantine Policy Change in the past month?

   d. If Yes was selected for the previous question, then please respond with a text description for If Yes, please explain the Quarantine Policy Change. Otherwise skip this item.

   e. Have you had a Close Contact Policy Change in the past month?

   f. If Yes was selected for the previous question, then please respond with a text description for If Yes, please explain the Close Contact Policy Change. Otherwise skip this item.
g. Have you had a lunch Policy Change in the past month?

h. If Yes was selected for the previous question, then please respond with a text description for If Yes, please explain the lunch Policy Change. Otherwise skip this item.

8. Once you are satisfied with your responses, please hit the Submit button.

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<td>How many students were absent at least 1 full day for any reason in the past month?:</td>
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<td>Have you had a Masking Policy Change in the past month?: Select an option</td>
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<tr>
<td>If Yes, please explain the Close Contact Policy Change:</td>
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**Final Week Survey**

Please note that this Survey will not be available until near the end of the reporting period, so you will not see it until that time.

1. Click the link: [Submit Information](#)

2. Click Login at the top right of the screen
3. Put in your email and password

4. You will be taken to your school district’s reporting site

5. Find the section labelled Final Week Survey

6. Provide a numeric response to the following questions:
   a. How many students were on campus this school year?
   b. How many staff members were on campus this school year?

7. Once you are satisfied with your responses, please hit the Submit button.

8. After submission, if you wish to make updates to the data provided, please contact the ABC Help Desk: ABC_Help_Desk@dm.duke.edu.