READY SCHOOLS, SAFE LEARNERS

GUIDANCE FOR SCHOOL YEAR 2020–21

Weekly School Status Report

Information & Frequently Asked Questions

Updated: January 19, 2021

The goal of this document is to clarify and support the Ready Schools, Safe Learners guidance, especially as it relates to the COVID-19 Weekly School Status Report. We will be adding questions as they arrive.

Is the weekly report still required now that the metrics are advisory?

Yes. The weekly report supports coordination with OHA on case reports, testing, and vaccination. The report is as important as ever. The change does simplify some of the reporting and removes the need to track related to prior exceptions.

How do I submit weekly updates?

1. Receive an auto generated email - each week an email is auto generated and sent out to the listed contact for each school from "Evan Fuller via Smartsheet <automation@app.smartsheet.com>" and will have the subject line "[Required Report] COVID-19 School Status Weekly Update Request." (As a reminder: this email is sent out every Wednesday at noon (12 pm) asking for an update for the week (Sunday to Saturday) to be submitted by 5pm on Friday. For example, the email you receive tomorrow (10/21) will ask for an update for the week of 10/18 to 10/24 and asks that the update be submitted by 5pm on Friday (10/23).
2. Look for the blue box - In the email you will see a blue box with the words "open update form."click the box to access the update form.
3. Submit your weekly update - once you have submitted that week's update, the link will no longer work to submit updates. A new link will be sent the following week.

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Why am I not receiving auto-generated email updates?

If you are not receiving the update email there are two possibilities. First, you should check your spam and junk mail folders as well as with your IT department to make sure the email is not being filtered out as spam. If you are still unable to find the email it could mean that your email has been entered incorrectly. If that is the case you can email ODECOVID19@ode.state.or.us and request we check your email address.

How should I submit if I have no changes?

Starting this week (10/21) there will be a new check box on the weekly update form to indicate "No Changes." If your report has no changes from the previous week, you will simply need to check that box and click submit. This will ensure you do not get the subsequent reminder email saying we did not get your submission.

What happens if I forget to submit?

If you do not submit an update by 5pm on Friday, the Smartsheet will send another automatic email similar to the one described above. This email is sent out on Monday at noon and asks that you submit as soon as possible for the prior week. If you receive this email, but have already submitted your update and received your confirmation from Smartsheet, you can simply ignore this message.

How should we change our school contact person?

The contact person's information can also be changed when submitting the weekly update. We do ask that schools use this process to submit contact person changes, rather than reach out to us to change. Further, we know that districts are approaching this differently. Some have a single contact for all of their schools who submit the weekly report. Others have building administrators do the submission. Either is an acceptable way to do the submission but we do ask the districts and schools to make the determination for themselves and submit contact information accordingly.

Thank you again for your patience as we have launched and refined this collection. If you have questions regarding the collection that have not been answered above you can send those to ODECOVID19@ode.state.or.us and we will respond to you as quickly as possible.

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