



## COVID-19 Case Notification Steps

When a CYC Athletic Association or member organization has a COVID-related situation coaches, parents, or officials should contact the Athletic Association President or designated organization contact and they will need to complete the following steps:

1. Find out as many details about the case as possible and complete the attached Notification Form:
  - a. Timeline of symptoms
  - b. Have they been tested, received results or awaiting results?
  - c. Last practice or game attended.
2. The Athletic Association or designated organization contact should contact your local health department to report the situation. The parent/guardian of the minor participant or official should also be contacting the health department as well as any adult coach or official.
3. The Athletic Association or designated organization contact should send one email containing all information concerning the situation to the individuals listed below. Please also include when you notified the health department and your cellphone number for contact purposes. These individuals will collaborate with you on drafting and coordinating communications to the team.
  - a. Your Parish Pastor
  - b. Your Parish Principal
  - c. Your District Designate
  - d. CYC Office: [DanFitzgerald@archstl.org](mailto:DanFitzgerald@archstl.org) and [LauraBailey@archstl.org](mailto:LauraBailey@archstl.org)
4. **For CYC COVID instances that overlap with an Archdiocesan School:** The CYC Office will work with the District/Parish first to gather required information. The CYC Office will then include the Office of Catholic Education and Formation and the Office of Communications and Planning. If this event overlaps a situation in one of our schools, the school principal will lead with a communication to the school community. Once the principal has shared the communication, the CYC Office will work with the CYC District and Parish to add context for the impacted CYC including attaching of the principal's letter. This will allow for consistency in messaging.
5. **For CYC COVID instances that do not overlap with an Archdiocesan School:**  
The CYC Office will work with the District/Parish first to gather required information. CYC will then the Office of Communications and Planning in drafting a communication for the review and distribution by the District/Parish.

**Special Note:** As you may not receive an immediate or timely response from your local health department, the CYC Office may provide an intermittent step until guidance from the health department is received.