# Initial Response to Any Scenario Checklist

*Checklist for School Leaders to Use when initially responding to a COVID-19 scenario in their school.*

*The initial response by school leaders will differ from event to event. The initial response checklist below is in the event that a positive case is identified at the school and/or an outbreak has occurred.*

**Confirm Details with Local Public Health Authority**

Local public health officials call the superintendent with details.

❏ Who - student / staff name, gender, race/ethnicity, age, grade or occupation/role

❏ When - date, time

❏ Where - specific location, including school name, classroom(s)

❏ How - any related details that connect the positive COVID-19 case to the known person

❏ Current status - is the positive individual self-isolating? hospitalized?

**Assign Response Team Duties**

Use protocols from Communicable Disease Management Plan to:

❏ Designate team members to specific jobs during the day

❏ Prepare emergency communication methods and scripts

❏ Establish remote learning

**Initiate Emergency Communication Methods**

Staff is informed via a written notice:

❏ Share the facts

❏ Identify School Level Crisis Team members including Emergency Counseling Support (if necessary)

❏ Share clear action steps and what this means for school operations, instructional time, families, etc.

❏ Pass out a prepared script of information for staff to use with students

❏ Discuss how students may react and how to help reduce fear, anxiety

❏ Give plans for the day: e.g., tell students at the start of the school day, notify families.

❏ Refer all media contacts to district office spokesperson

❏ Respond to questions, reactions

**Students and Families are informed via email alert / notification:**

❏ Share facts

❏ Define initial actions and what this means for school operations, instructional time, students, etc.

❏ Share where to go for more information and where to direct questions.