# Initial Response to Any Scenario Checklist

*Checklist For School Leader 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 Comprehensive Distance 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.