

**Shelby County Schools – Pandemic Response**

| <b>Levels</b>                                                                                                                                                                                                                                 | <b>Communications</b>                                                                                                                                                                                                                                                                                                                                                 | <b>Campus Access</b>                                                                                                                                                                | <b>Educational Delivery</b>                                                                                                                                                                                                                 | <b>Athletics/Co- Curricular Program</b>                                                                                                                                                 | <b>Community Gatherings/ Events/Field Trips/Travel</b>                                                                                                                                                                        | <b>Personnel</b>                                                                                                                                                                                                                                                                             | <b>Health Conditions/Practices</b>                                                                                                                                                                                                                                                                             | <b>School Transportation</b>                                                                         | <b>School Operations/ Food Service</b>                                                                                                                                                                                                                                                                                                              |
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| <p><b>Level 1 (Low Risk)</b><br/>First pandemic case reported in state</p> <p>No reported cases in local community</p>                                                                                                                        | <p>District monitors health advisories</p> <p>Provide communication with stakeholders through email, letters, social media, and Parent Link as needed</p> <p>Post information on district website</p> <p>Classroom instruction to explain situation and to emphasize proper hygiene</p> <p>All communication directed through District Communications Office</p>      | <p>Normal campus access to campus per school and district policy and procedures</p>                                                                                                 | <p>Regular school program</p> <p>Instructional activities provided by teachers for any student staying at home or home hospital students upon referral</p>                                                                                  | <p>All regularly scheduled activities allowed</p>                                                                                                                                       | <p>Field trips allowed, as per normal district and school policy and procedure</p>                                                                                                                                            | <p>Normal working conditions</p> <p>Monitor all out of country travel or exposure to others who had traveled out of country</p>                                                                                                                                                              | <p>SCPS staff and students promote good hygiene such as hand washing and use of hand sanitizer</p> <p>If a person exhibits symptoms, including a temperature over 100, individual must be sent home</p> <p>Disinfect health room between students</p> <p>Recommend flu shot for staff (per CDC guidelines)</p> | <p>Operate buses on a normal schedule</p>                                                            | <p>Normal cleaning and maintenance</p> <p>Disinfecting by custodial personnel</p> <p>Review food handling procedures with staff</p>                                                                                                                                                                                                                 |
| <p><b>Level 2 (Moderate Risk)</b><br/>First pandemic case reported in Shelby County</p> <p>Potential exposure to individuals in school community</p>                                                                                          | <p>Updates to community on status of pandemic in county and potential impact on school program</p> <p>Implement student/staff tracking list for illness</p> <p>In-class instruction to ensure students understand protocol and proper hygiene</p>                                                                                                                     | <p>Normal Campus access to campus per school and district policy and procedures</p>                                                                                                 | <p>Regular school program</p> <p>Monitor daily school attendance. Report any attendance concerns to the Director of Student Services</p> <p>Instructional activities provided by teachers for any student staying at home upon referral</p> | <p>All scheduled activities allowed</p> <p>Monitor area school closures. District shall determine whether our district may participate in activities</p>                                | <p>All events will be monitored by district for the possibility of activities or events to be cancelled</p>                                                                                                                   | <p>Normal working conditions</p> <p>Targeted communication/ education for staff with high risk health conditions such as pregnancy, autoimmune disease, etc. by email or website</p> <p>Monitor health status of all personnel</p> <p>Report any health concerns to immediate supervisor</p> | <p>School will monitor student /staff health conditions</p> <p>Document any staff/students exhibiting symptoms</p> <p>If a person exhibits symptoms, including a temperature over 100, individual must be sent home</p> <p>Disinfect health room between students</p>                                          | <p>Operate buses on a normal schedule</p> <p>Disinfect all buses</p>                                 | <p>Disinfecting throughout the day</p> <p>Full disinfection weekly after school</p> <p>Disinfect between each food service shift</p> <p>Review food handling procedures with staff</p> <p>Staff enter lunch codes for students to reduce cross-contamination</p>                                                                                    |
| <p><b>Level 3 (Medium Risk)</b><br/>First pandemic case reported within school community</p> <p>Increased spread of pandemic in Shelby County</p>                                                                                             | <p>Increase communication with all stakeholders by providing timely advisories via email, letters, social media, phone, and web page regarding community health related services</p> <p>Continue in-class instruction as well as demonstrations to ensure students understand protocol and proper hygiene</p> <p>Continue student/staff tracking list for illness</p> | <p>Limited visitors/volunteers permitted beyond reception area without permission from principal/designee</p>                                                                       | <p>Sno-Go plan in effect for any student staying at home upon referral.</p>                                                                                                                                                                 | <p>After-school programs such as practices will be closed to the public</p> <p>District will monitor all after-school activities to determine if activities should be suspended</p>     | <p>All activities require district approval prior to holding event</p> <p>Field trips with district approval</p> <p>Community groups permitted to use district facilities with approval</p>                                   | <p>Continue targeted communication/ education for staff with high risk health conditions such as pregnancy, autoimmune disease, etc. by email or website</p> <p>Assign staff to work from home or offsite as needed</p>                                                                      | <p>School will monitor student /staff health conditions</p> <p>Document any staff/students exhibiting symptoms</p> <p>If a person exhibits symptoms, including a temperature over 100, individual must be sent home</p> <p>Disinfect health room between students</p>                                          | <p>Disinfect buses daily</p>                                                                         | <p>Disinfecting throughout the day including common areas and classrooms</p> <p>Full disinfection every three days after school</p> <p>Discontinue self-service in cafeterias</p> <p>Disinfect between each food service shift</p> <p>Staff enter lunch codes for students to reduce cross-contamination</p>                                        |
| <p><b>Level 4 (High Risk)</b><br/>Progressing pandemic cases in community and school community</p> <p>Significant reduction in district wide student/staff attendance</p>                                                                     | <p>Regular communication with all stakeholders</p> <p>Utilize news media</p> <p>In-class instruction as well as demonstrations to ensure students understand protocol and proper hygiene</p> <p>Consider no visitors/volunteers on campus</p> <p>Continue student/staff tracking list for illness</p>                                                                 | <p>No students or staff permitted off campus during the school day without approval</p> <p>No visitors/ volunteers beyond reception area without approval of principal/designee</p> | <p>Sno-Go plan in effect for any student staying at home upon referral</p>                                                                                                                                                                  | <p>All activities will require district approval prior to participation, including but not limited to, home and/or away games and practices</p> <p>Large gatherings will be limited</p> | <p>All special events, field trips, travel etc. limited</p> <p>Large faculty or staff gatherings will be limited</p> <p>Extended travel will be limited</p> <p>All facilities closed to the public without prior approval</p> | <p>All high risk personnel in building recommended to stay home and follow CDC guidelines</p>                                                                                                                                                                                                | <p>School will monitor student/staff health conditions</p> <p>If a person exhibits symptoms, including a temperature over 100, individual must be sent home</p> <p>Disinfect health room between students</p>                                                                                                  | <p>No extra-curricular trips unless approved by district</p> <p>Disinfect buses after all routes</p> | <p>Consider food service provided in classrooms</p> <p>Consider no large group activities or gatherings</p> <p>Disinfecting including common areas, classrooms and isolation area</p> <p>Full disinfection every day</p> <p>Staff enter lunch codes for students to reduce cross-contamination</p> <p>Disinfect between each food service shift</p> |
| <p><b>Level 5 (Severe Risk)</b><br/>Spread of pandemic within the school community</p> <p>Continued significant reduction in district wide staff/student attendance</p> <p>Confer with community health agencies regarding school closure</p> | <p>All communication through Superintendent or designee</p>                                                                                                                                                                                                                                                                                                           | <p><b>School Closed</b><br/>No classes held on campus</p> <p>School facility closed to public</p> <p>SCPS employees may be required to report</p>                                   | <p><b>School Closed</b><br/>Sno-Go plan in effect for the district</p>                                                                                                                                                                      | <p><b>School closed</b><br/>All after-school programs including, but not limited to, games and practices may be suspended</p>                                                           | <p><b>School Closed</b><br/>Activities Canceled</p>                                                                                                                                                                           | <p><b>School Closed</b><br/>No staff permitted in building without prior approval</p>                                                                                                                                                                                                        | <p><b>School Closed</b></p>                                                                                                                                                                                                                                                                                    | <p><b>School Closed</b><br/>No Transportation</p>                                                    | <p><b>School Closed</b><br/>Full disinfection every day</p> <p>Staff enter lunch codes for students to reduce cross-contamination</p> <p>Disinfect between each food service shift</p>                                                                                                                                                              |