

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: 2020 Corona Virus Pandemic	2. Operational Period: Date From: 03/24/20 Time From: 0730	Date To: 04/20/20 Time To: 1930
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3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

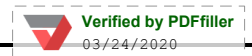
This safety message supplements the 03/24/20 safety message

In an effort to prevent the spread of COVID 19, the district will begin implementing restricted building access as a stable state becomes achieved.

1. With the exception of assigned nutritional service workers and paraprofessionals who volunteer to work in nutrition services, custodians, maintenance and ground personnel, all staff is being asked to work from home unless assigned otherwise by their supervisor.
2. On Wednesday, March 25, 2020 - Friday March 27th, 2020, the buildings will be open from 10:00 AM until 2:00 PM in order to facilitate the development of academic plans and materials for students through April 9th, 2020. These materials are being prepared in advance to ensure that staff have them to reference when working from home. Paraprofessionals not working with nutritional services will assist with packets and other academic support as directed by site administration. Employees must avoid groups of ten congregating.
3. The buildings will be closed to all staff on March 28th and March 29th, 2020
4. On Monday March 30th and Tuesday March 31st, 2020, nutrition services will be provided; nutrition staff and volunteer paraprofessionals will enter the buildings to prepare and distribute meals. When paraprofessionals have completed the nutritional staff assignment for the day, they will be relieved of on-call duty. Two weeks of academic packets will be distributed as directed by the site administrator. Paraprofessionals not supporting nutrition are expected to support packet distribution as directed by the site administrator. Other than nutrition and paraprofessional support, only a site administrator, clerical staff member and a custodian are to be in the buildings. The buildings will be open from 8:00 AM -2:00 PM. Nutrition staff will enter as scheduled by the Nutritional Director. Employees must avoid groups of ten congregating,
5. On Wednesday, April 1st through Thursday April 9th nutrition services will be provided; nutrition staff and volunteer paraprofessionals will enter the buildings to prepare and distribute meals. Employees must avoid groups of ten congregating. When paraprofessionals have completed the nutritional staff assignment for the day, they will be relieved of on-call duty. Schools will be closed to the public. Only essential personnel are permitted in the buildings; all other personnel are expected to work from home. Administrators and clerical staff will make arrangements to have office phones synchronized with their mobile devices.
6. On April 10-17th all schools will be closed for spring break. All buildings are closed during the break and no academic materials or meals will be prepared or delivered.
7. Upon determination of the Governor, schools will reopen on April 20th, 2020

4. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located At:



5. Prepared by: Name: Richard Stokes Position/Title: Incident Commander Signature: Richard Stokes

ICS 208

IAP Page 5

Date/Time: 03/25/20 0730