

Coronavirus School Communications Plan

As of March 23, 2020

Goals

- School leaders have access to up-to-date information and resources to effectively support their school community.
- Stakeholders receive appropriate, accurate information regarding the impact Coronavirus is having on our schools.
- Consistent and efficient communication with government and health officials.

Sharing information SPCSA -> Schools

Non-emergency information

- Bi-weekly Update Calls to share updates – 4:30pm on Mondays and Wednesdays
 - Each school is required to have at least one team member join to hear updates
 - Meeting will be canceled if there are no updates to share
- Email blasts (Mondays/Wednesdays/Fridays at approximately 1pm)
 - Email to be sent to all “Emergency Contacts”
 - Email blasts will include COVID-19 updates at the top, as well as non-emergency items at the bottom to minimize email volume (our goal is that you only receive three email blast per week from the SPCSA)
- Link on SPCSA website to information and resources
- Dropbox with referenced resources/documents:
<https://www.dropbox.com/sh/f9t3lm4mx5qlzeu/AABHGq4uzDzydc54GtEcnNO3a?dl=0>

Emergency Information

- SPCSA will use phone, email, and/or text message to “Emergency Contacts”
- SPCSA may use mass texting software to send text messages in the event of urgent information

Sharing information School -> SPCSA

In the event that a member of your community is directly impacted by the Coronavirus, your first phone call should always be to the local health district.

Monitoring Day-to-Day Developments

- Each school will be assigned an SPCSA staff member who will contact the school leader every Tuesday and Thursday to check in at your convenience, before 3pm. SPCSA staff will focus on three topics:
 - Updates/developments at the school
 - Challenges/questions the school may be running into
 - Collecting information that the SPCSA needs to monitor or pass along to other agencies (ex. food service, distance education status, etc.)
- Information collected from these calls will be compiled and then used to send requests to other entities (ex. NDE, Health Officials, etc.)
- Information and answers will then be shared back to school leaders via Update Calls or one-on-one

Notification of Coronavirus related incidents

- Call your assigned SPCSA staff member in the event of
 - Student/Staff - presumptive positive OR confirmed case
 - Student/Staff – contact with presumptive positive OR confirmed case
 - Other issues or concerns

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- If you cannot reach that individual, call one of the following people
 - Brian Scroggins: (702)-493-4088
 - Mark Modrcin: (775)-399-3397
 - Ryan Herrick: (775)-399-3458
 - Rebecca Feiden: (775)-546-3021

Keeping SPCSA staff informed about communication to staff/families

- Please copy SPCSA staff listed below on *formal* communications to staff/families
 - You may simply CC us on email communication
 - Please email a copy of letters
- SPCSA staff to email (please include all four individuals)
 - Brian Scroggins bscroggins@spcsa.nv.gov
 - Jennifer J. King Jennifer.King@spcsa.nv.gov
 - Nicole Hardeman-Swindle nicolehs@spcsa.nv.gov
 - Kaylee M. Krupp kaylee.krupp@spcsa.nv.gov
 - Michael Hutchins m.hutchins@spcsa.nv.gov