

Coronavirus School Communications Plan

As of June 29, 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

- Weekly Update Calls to share updates – 3:30pm 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 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 two 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

Monitoring Day-to-Day Developments

- Each school will be assigned an SPCSA staff member who will contact the school leaders once a week. The logistics for these check ins will be determined by the school leader and SPCSA staff member to best meet the needs of both parties. 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

Emergency Developments (see next section regarding community members that test positive for COVID-19)

- 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

[continued on next page]

- 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@spsca.nv.gov
 - Jennifer J. King Jennifer.King@spsca.nv.gov
 - Nicole Hardeman-Swindle nicolehs@spsca.nv.gov
 - Kaylee M. Krupp kaylee.krupp@spsca.nv.gov
 - Michael Hutchins m.hutchins@spsca.nv.gov

Confirmed Cases of COVID-19

Now that schools have been closed for over a month, your school is unlikely to present a risk for community spread. If a member of your school community (student/staff/relative) test positive for COVID-19:

- Work to support that community member as needed and based on the circumstances
- In general, there is no requirement to notify local health officials as cases are reported by doctors
- Keep the SPCSA informed if a high number of confirmed cases are identified or if there are supports/resources that we can provide
- *In the event that the individual that tested positive was on your school's campus or made contact with other members of the school community, reach out to local health officials for guidance AND notify the SPCSA*