



# School & District Action Teams for COVID-19 Response

**As schools and districts launch the 2020-2021 academic year, School & District Action Teams should be formed to serve as the initial response command unit should a positive case of COVID-19 be identified within a school community. The action teams will collaborate with local health authorities to ensure coordinated response and communication efforts.**

## Purpose

Upon a positively identified case of COVID-19, the School & District Action Team will convene immediately to initiate response action steps. The team will serve as the primary point of contact with the local health department and coordinate communications to the school or district community and stakeholders.

## Team Members

At both school sites and the district level, Action Team members should represent both the operational and academic leads necessary to support an effective response. Strong communication between school and district level teams will be critical for information sharing and decision making. Team composition will vary by local context but may potentially include many parallel roles. The lists below provide example of how school and district action teams could be comprised.

### School Action Team

- Principal
- Family Engagement Lead
- Student Health Coordinator / Nurse
- School Operations Supervisor
- School Safety Lead
- Nutrition Supervisor
- Academic Lead
- Technology Lead

### District Action Teams

- Superintendent
- Communications Lead
- Coordinated School Health/ School Nurse Leads
- Operations Lead
- SAVE Act/ School Safety Lead
- Nutrition Director
- Chief Academic Officer
- Technology Directors

*District Action Team should designate one team member to be the single liaison with the local health department for all schools.*

## Action Steps

School and district teams may implement any locally determined response plans. Those steps should, at a minimum, include the following:

- Action Team contacts local health department
- Action Team collaborates with local health department to make decisions on building closure
- Action Team facilitates supports for contact tracing led by local health department
- Action Team initiates staff and family communications, inclusive of any notes on building closures and continuity of services
- Action team triggers the launch of the Continuous Learning Plans (CLP) for instruction as applicable