CARLISLE COMMUNITY SCHOOL DISTRICT

CRISIS RESPONSE PLAN

MARCH 16 – APRIL 13, 2020

CANCELING SCHOOL DUE TO AN INFECTIOUS DISEASE OUTBREAK
Carlisle CSD will collaborate with state and local health departments to monitor disease outbreaks in our schools and to determine if and when school should be canceled. The information provided by IDPH will also guide Carlisle CSD decisions on the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc.

**Legal Authorities for Cancellation of School:**
The Carlisle CSD Superintendent has the authority to cancel classes when it is deemed necessary for the health and safety of students and staff. If school is canceled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, after school activities, field trips, etc.) will also be canceled. In some cases, non-academic events may be canceled even if classes are not.

**Continuity of Operations Plan:** Certain essential district-level functions will need to continue even during a school closure situation. Essential services may include:

- Payroll, Accounts Payable
- Communications, Technology (website, press releases, learning at home resources, etc.)
- Facilities Coordination
- Emergency Operations Center (planning for the reopening of schools)

**District Closure Notice**
Carlisle Community School District is closed beginning **March 16 through April 13.** Only essential staff will be allowed in the buildings during the time of the closure. The only facilities that will be open are the track and football field. Students, staff and patrons are directed to stay out of the buildings for the duration of the closure.

**DISTRICT PLAN FOR CURRENT SCHOOL CLOSURE PERIOD OF MARCH 16 – APRIL 13**

**District Advance Payroll Plans for Employees**

**Staff Pay – Hourly Employees**
Hourly employees who are off work due to the school closure will be paid based upon scheduled hours at their regular hourly wage from March 23 through April 10. Paycheck on April 20th will reflect payment for the days missed due to the closure, not including spring break which was not considered paid leave prior to the closure.

**Staff Pay – Salaried Employees**
Salaried employees who are off work due to the school shutdown will be paid their regular monthly wage. Paycheck on April 20th will reflect one month of contracted salary.

**Making up school days:**
The Superintendent’s office will collaborate with the Iowa Department of Education and local union groups to develop a plan for making up lost school days, if needed.

**Communication Protocol**
District will send out information to staff and parents via direct email, social media and district website. Frequency of communication will be scheduled for weekly updates. Communication schedule may change due updates and guidance received from local/state/national authorities. Superintendent or designee will communicate with school board members.

**Decision Making Process**
District administration closely monitors the impact of the Coronavirus Disease 2019 (COVID-19) around the world, across the nation and the state. We have been in constant communication and collaboration with school board members, health authorities, state officials, and area superintendents. All decision making is focused on taking proactive and precautionary measures to address the well-being of all individuals in our school community.

Food Service for Students
District will provide “Grab-and-Go” lunch services starting March 23, 2020 and will continue through the school shutdown. Lunches will be available from 11:30-1:00 pm in the high school commons. Lunches are for CCSD students and are available at 1 per person. Each student must be in attendance to receive a lunch. Students will not stay on site to eat; meals are intended to be taken off campus. Lunches will include a meat and cheese sandwich, fruit, chips and a bottle of water.

Staff Access
Only designated essential staff will have access to district facilities. Essential staff will report as directed by their immediate supervisor. Superintendent or designee will determine the work days and hours of identified essential staff during closure. Essential staff may be directed to work off site during closure periods.

Buildings will be open Monday, March 23 from 8:00 am - Noon for staff to pick up necessary items from classrooms and laptops. District and school administrators will supervise to ensure district is following CDC guidelines when staff are in the building (please take into account: past travel history, contact with people and their travel history, illness and fever over 100.4, washing hands, don't touch face, etc.). If staff are unable to come in on March 23rd due to concerns of health, staff may contact their principal and make arrangements.

Instructional Programming
At this time virtual/online learning is not an option for the district. Carlisle CSD also does not currently have the resources to adequately and equitably provide virtual learning to all our students. The district will provide a list of educational resources for parents during closure period.

The district will follow guidance from the Iowa Department of Education concerning instruction for students with IEP and/or 504 plans. If a school is closed for an extended period of time (generally, more than 10 consecutive school days) and educational services are not provided to other students, then services are not required for students with disabilities during the closure. If a school provides services through virtual learning, the school should make all reasonable efforts to provide students with disabilities equal access to the same opportunities, and, to the greatest extent possible, special education and related services are provided.

Mental health issues
Depending on the severity of the outbreak, we will collaborate with local mental health partners to assist with providing students and staff with the appropriate support.

Student Medication
Medication for all Carlisle students will be available to be picked up on Friday, March 20, 2020 from 7:30 to 11:00 a.m. at the Elementary Nurse’s office. District will use the security system in the Elementary Nurse’s office to secure transfer in a no-contact environment. Parents will be required to bring photo identification with to pick up medications. If parents are unavailable to come at designated time, they can call the district office to make arrangements to pick up of medications.
Extra/Co-Curricular Activities
IGHSAU, IHSAA, IHSMA, and IHSSA announced that all spring activities are prohibited through the state’s K-12 school recommended closure of four weeks. Effective immediately from now through April 12, all IHSAA and IGHSAU sports are now in a prohibited period for practice, competition, and sanctioned activity until the closure is lifted.

In-person contact between coaches/sponsors and students for the duration of the period is prohibited. This means no practices, no competitions, no scrimmages, no strength and conditioning activities, no training sessions or participation with other school programs. Visit the IGHSAU/IHSAA website for more information: https://ighsau.org/news/frequently-asked-questions/

School/District Events
Effective March 16 through April 13 all events are postponed. As such, all events and activities previously scheduled to occur during school closure will be cancelled/postponed. District will communicate information becomes available and as we seek additional guidance from national, state, and local authorities.

School Board Meetings
In the interest of public health and/or to comply with federal or state health department recommendations or guidance, the Board may limit the number of people who can physically attend Board meetings and may, instead, encourage the public to attend or listen to its open public meetings via video conference, live streaming and/or the internet and the Board may also limit public comment to written comments.

Cleaning Measures - Busses
Busses are being cleaned thoroughly with disinfectant spray during our school closure. When schools reopen, busses will continue to be cleaned by hand and electrostatic spray. In the event of sickness on a bus the bus is always disinfected and mopped.

Cleaning Measures - Schools
School custodians have prioritized disinfecting common, high use areas in school buildings multiple times a day. Supplies are allocated for each building to ensure that all areas can be cleaned thoroughly. Good hygiene habits are the most effective way to reduce the spread of COVID-19 according to Public Health and the CDC. Hard surfaces and frequently touched areas such as stair rails and doorknobs are wiped down with a disinfectant solution multiple times a day. Cafeteria surfaces are disinfected before and after each lunch. The district also has a Clorox 360 machine that uses electrostatic spray to clean rooms and other areas in the buildings. There are also hand sanitizer stations in labs and libraries.

Our school custodians clean daily:

- All doorknobs/bars/handles
- All stair handrails
- All light switches
- All pencil sharpeners
- All floors
- All drinking fountains/water refilling stations
- All sink faucets
- All urinal/toilet handles
- All dispensers
REOPENING SCHOOLS
Our primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include determining if schools need disinfection measures before reopening, staffing levels, and grief/mental health issues. The Superintendent’s office may also need to develop a plan for students/staff to make up for lost school days.

As the district resumes normal operation, it will remain in contact with IDPH/WCPH regarding disease surveillance. An infectious disease outbreak often comes in waves and the response and recovery process may be repeated several times.