**Example school Covid 19 Emergency Plan preparedness – checklist**

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| --- | --- | --- | --- | --- | --- |
|  | Action | Person(s) Responsible | Resource link | Completed Time/Date | Notes |
| **Area: Accountability/ resourcing**  |
|  | Member(s) of staff identified with responsibility for: * Website updates
* Social media updates (if needed)
* Updating voicemail messages
* Checking contact details in MIS
* Communicating with [Local Health Protection Agency](https://www.gov.uk/health-protection-team)
* Communicating with Local Authority
* Communicating with social workers as appropriate for CP/CIN/LAC pupils
* Cascading information to staff
* Cascading information to parents
* Cancelling events/ visits
 |  |  |  |  |
|  | Core staff group who will still be on site in the event of closure and roles |  |  |  |
| **Area: Remote learning**  |
|  | Agree a pragmatic approach to support virtual and home learning based on the technology and IT infrastructure that you have available |  |  |  |  |
| 1.
 | Produce one-page guidance document for teachers outlining requirements for virtual teaching  |  |  |  |
|  | Create teaching staff one-pager outlining expectations for supporting students throughout closure period |  |  |  |
|  | Produce key stage or year group specific one-pagers for parents to attach to any communications related to school closure, guiding them towards any curriculum resources as well as pastoral support for families  |  |  |  |
|  | Produce teaching staff one-pager outlining expectations for providing pastoral support for students throughout closure period (include specific plan for vulnerable/ at risk students)  |  |  |  |
|  | Produce one pager outlining expectations for students during closure period; should include emergency contact details (found in Emergency Response Plan) |  |  |  |  |
| **Area: Communications** |
|  | Gather mobile numbers of all SLT/ all staff  |  |  |  |  |
|  | Ensure school website is up to date with curriculum overviews for the rest of the academic year  |  |  |  |
|  | Ensure school calendar is up to date so events/ visits can be easily cancelled  |  |  |  |
|  | Prepare closedown process to include: * Assemblies for pupils to be delivered before dismissal from school
* Letters to parents including expectations for home learning
* Staff meeting
 |  |  |  |  |
|  | Remind staff of employee assistance programme (EAP) to address any concerns  |  |  |  |  |
| **Area: Systems and IT**  |
| 1.
 | Ensure text messaging contact service is working and has sufficient credits  |  |  |  |  |
|  | Check all students’ parent and carer contact details in MIS are updated  |  |  |  |
|  | Ensure all required staff can access network and all resources from home using home pc’s or laptops or are provided with a school device to support remote working  |  |  |  |
|  | Ensure all required staff have confirmed they have remote access at home to: * Emails
* Intranet
* MS Teams
 |  |  |  |
|  | Identify students who might require tech support to access learning remotely in line with home learning plan  |  |  |  |
|  | Re-issue all passwords for homework apps |  |  |  |
|  | Provide guidance for pupils on how to use [MS Teams](https://arkschools.sharepoint.com/sites/COVID-19_Guidance_to_schools/Shared%20Documents/Resources%20for%20Schools/Emergency%20Preparedness%20Toolkit/Joining%20Teams%20Calls%20v2.pdf?csf=1&e=dfa5aP&cid=21f5d7ee-c773-4aa5-bf1c-8eb1a08d2457) (other) if lessons will be delivered through this  |  |  |  |  |
| **Area: Operations**  |
|  | Ensure [signs](https://arkschools.sharepoint.com/%3Au%3A/r/sites/COVID-19_Guidance_to_schools/Shared%20Documents/Resources%20for%20Schools/Emergency%20Preparedness%20Toolkit/COVID-19%20School%20closure%20poster.pub?csf=1&e=6wENFL) ready for putting on to school gates in case of closure  |  |  |  |  |
| 1.
 | Create [tracker](https://arkschools.sharepoint.com/sites/COVID-19_Guidance_to_schools/_layouts/15/Doc.aspx?sourcedoc=%7B1E7E3DDC-72A9-4D2C-962D-9F6FC8B2A56E%7D&file=COVID-19%20Incident%20Report%20Log.xlsx&action=default&mobileredirect=true) for logging incidences of outbreak while school is closed (should include information on guidance received, diagnosis, date self-isolation began etc). Ensure access to this available for all relevant staff  |  |  |  |  |
| 1.
 | Consider deep clean for Easter break  |  |  |  |  |
|  | Prepare plan for deep clean following forced closure |  |  |  |
| 1.
 | Liaise with catering provider to explore viability of FSM continuity during closure  |  |  |  |
| 1.
 | Draft school specific [Emergency Response Plan](https://arkschools.sharepoint.com/%3Aw%3A/r/sites/COVID-19_Guidance_to_schools/Shared%20Documents/Resources%20for%20Schools/Emergency%20Response%20Template/Template%20-%20Emergency%20Plan.docx?d=w3367a094f10a4e389d80a1bbd076471d&csf=1&e=Qqp4DB) and key contact during closure event  |  |  |  |  |
| **Considerations:**  |
|  | Length of closure – consider messaging to suppliers and contractors to notify of the length of the closure. |  |  |  |  |
|  | Identify a mechanism to reopen.Who makes the decision and what is it based on? |  |  |  |  |
|  | Recovery strategy Impact on exams  |  |  |  |  |