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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 |  |  |  |  |
|  | 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** | | | | | |
|  | 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/:u:/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 |  |  |  |  |
|  | 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 |  |  |  |  |
|  | Consider deep clean for Easter break |  |  |  |  |
|  | Prepare plan for deep clean following forced closure |  |  |  |
|  | Liaise with catering provider to explore viability of FSM continuity during closure |  |  |  |
|  | Draft school specific [Emergency Response Plan](https://arkschools.sharepoint.com/:w:/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 |  |  |  |  |