



# Reopening Plan PreK-8<sup>th</sup> Grade 2020

PLANNING QUESTION	PHASE 1	PHASE 2	PHASE 3
What is the school system's plan for student learning?	<ul style="list-style-type: none"> <li>● All in-person</li> <li>● All virtual</li> <li>● Combination of in-person and virtual</li> </ul>	<ul style="list-style-type: none"> <li>● All in-person</li> <li>● All virtual</li> <li>● Combination of in-person and virtual</li> </ul>	<ul style="list-style-type: none"> <li>● All in-person</li> <li>● All virtual</li> <li>● Combination of in-person and virtual</li> </ul>
Details:	All Virtual	All Virtual until Labor Day. Will reevaluate. Hybrid model (in-person and virtual) could occur during phase 2 as well. With hybrid model, parents may select 100% virtual if they would like to keep their child home for learning.	Hybrid model (in-person and virtual) With hybrid model, parents may select 100% virtual if they would like to keep their child home for learning.
What is the school system's plan for alternate scheduling?	<ul style="list-style-type: none"> <li>● No alternate scheduling</li> <li>● Morning/Afternoon (Platooning)</li> <li>● Alternating days</li> <li>● Parent choice</li> </ul>	<ul style="list-style-type: none"> <li>● No alternate scheduling</li> <li>● Morning/Afternoon (Platooning)</li> <li>● Alternating days</li> <li>● Parent choice</li> </ul>	<ul style="list-style-type: none"> <li>● No alternate scheduling</li> <li>● Morning/Afternoon (Platooning)</li> <li>● Alternating days</li> <li>● Parent choice</li> </ul>
Details:	No alternate schedule	School may remain 100% virtual for all students in phase 2 through labor day. RSL will reevaluate the learning format and could move to a hybrid choice model. Parent choice will be available for in-person and face-to-face learning model (hybrid) or remain 100% virtual. The calendar will consist of an alternating day format for in person learning (A day/B day) and utilize a virtual format on alternating days. See page 11 for the alternating day schedule.	Parent choice will be available for in-person and face-to-face learning model (hybrid) or remain 100% virtual. The calendar will consist of an alternating day format for in person learning (A day/B day) and utilize a virtual format on alternating days. See page 11 for the alternating day schedule.
If the school system plans to use alternate scheduling, what will be the basis?	<ul style="list-style-type: none"> <li>● Geography</li> <li>● Grade level</li> <li>● Other</li> <li>● NA</li> </ul>	<ul style="list-style-type: none"> <li>● Geography</li> <li>● Grade level</li> <li>● Other</li> <li>● NA</li> </ul>	<ul style="list-style-type: none"> <li>● Geography</li> <li>● Grade level</li> <li>● Other</li> <li>● NA</li> </ul>
Details:	Their will be no alternating day schedule as all students will be virtual.	There will be no alternating day schedule through labor day. The school will revisit the learning format after labor day. If an alternating day is utilized, the basis would be to comply to the six feet recommendation of social distancing in the classroom. Our classrooms on average can serve 13 students at a time in order to comply to the six feet of social distancing between desks.	The alternating day will be utilized. The basis to the alternating day would be to comply to the six feet recommendation of social distancing in the classroom. Our classrooms on average can serve 13 students at a time in order to comply to the six feet of social distancing between desks.

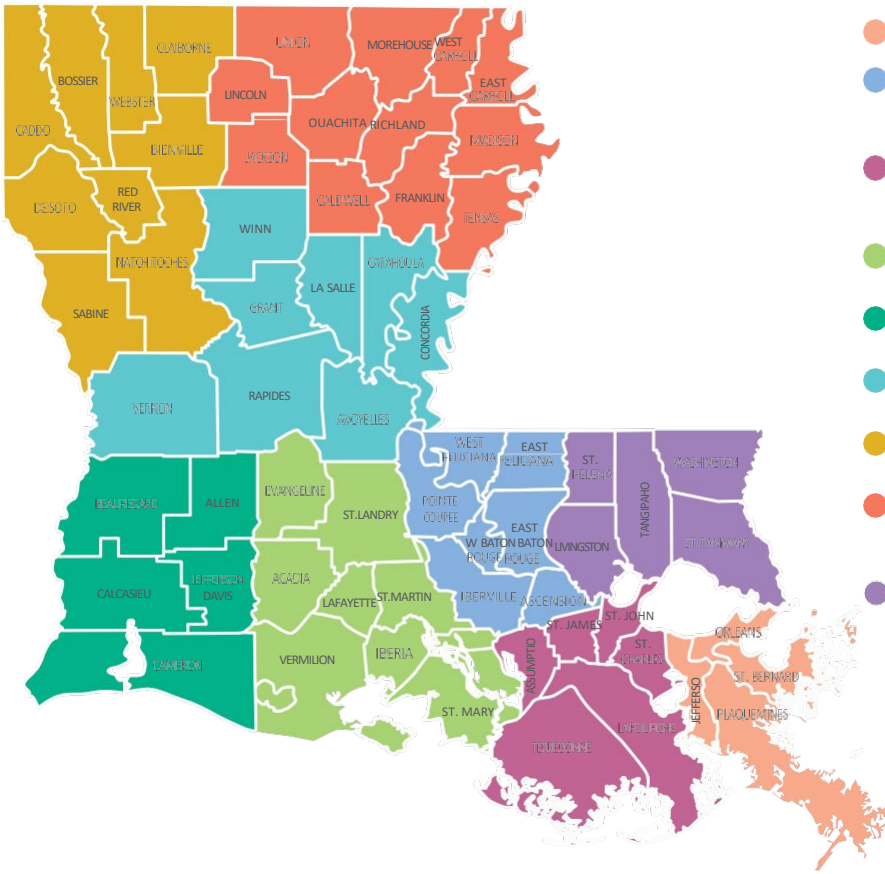
Detail your system's plan for virtual learning.	See page for details	See page for 24 - 26 details	See page for 24 - 26 details
Detail your system's plan for hybrid learning.	No hybrid model will be provided	See pages 24 - 26 for details	See page 24 - 26 for details
Detail your system's plan for taking staff and student attendance should you utilize hybrid or virtual learning.	Attendance will be recorded by the student's teacher each day via powerschool. PreK-5 <sup>th</sup> once daily and 6 <sup>th</sup> -8 <sup>th</sup> each period of instruction.	Attendance will be recorded by the student's teacher each day via powerschool. PreK-5 <sup>th</sup> once daily and 6 <sup>th</sup> -8 <sup>th</sup> each period of instruction.	Attendance will be recorded by the student's teacher each day via powerschool. PreK-5 <sup>th</sup> once daily and 6 <sup>th</sup> -8 <sup>th</sup> each period of instruction.

PLANNING QUESTION	PHASE 1	PHASE 2	PHASE 3
How will the school system provide transportation?	RSL will not provide transportation during Phase 1.	RSL will provide transportation at 50% capacity per bus. Students will sit every other seat unless they are of the same family/household where they will sit within the same seat up to bus allowability. Buses will be cleaned/sanitized after each route. Parents/Guardians dropping their students off either in car or by foot at the school site will be required to wear mask and maintain social distance from all staff.	RSL will provide transportation at 50% capacity per bus. Students will sit every other seat unless they are of the same family/household where they will sit within the same seat up to bus allowability. Buses will be cleaned/sanitized after each route. Parents/Guardians dropping their students off either in car or by foot at the school site will be required to wear mask and maintain social distance from all staff.
How and where will the school system provide meals to students?	<ul style="list-style-type: none"> <li><input type="radio"/> Cafeteria</li> <li><input type="radio"/> Classrooms</li> <li><input type="radio"/> Other common space</li> <li><input checked="" type="checkbox"/> Off-site feeding and/or curbside pick up</li> <li><input type="radio"/> Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Cafeteria</li> <li><input checked="" type="checkbox"/> Classrooms</li> <li><input checked="" type="checkbox"/> Other common space</li> <li><input checked="" type="checkbox"/> Off-site feeding and/or curbside pick up</li> <li><input type="radio"/> Other</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Cafeteria</li> <li><input checked="" type="checkbox"/> Classrooms</li> <li><input checked="" type="checkbox"/> Other common space</li> <li><input checked="" type="checkbox"/> Off-site feeding and/or curbside pick up</li> <li><input type="radio"/> Other</li> </ul>
Details:	Curbside Pickup at the school site will take place (frozen and shelf stable meals on Tuesdays and Thursdays). Parents/Guardians are required to stay in car and wear masks as meals are brought to their car window.	For families electing Virtual Learning, Curbside Pickup at the school site will take place (froze and shelf stable meals on Tuesdays and Thursdays). Parents/Guardians are required to stay in car and wear masks as meals are brought to their car window. For families Students engaged in Blended Learning will receive breakfast and lunch delivered on cart to their classroom or designated outside area, weather permitting, by authorized personnel. Authorized personnel will clean/sanitize after eating is complete and carts will be cleaned/sanitized after each delivery. Trash will be disposed of after each meal. These same Blended Learning Students will receive the following take home meals: Group A will be given a take-home bag with breakfast and lunch at the end of the day on Mondays for Tuesdays, and at the end of the day on Wednesdays for Thursdays and Fridays. Group B will be given a take-home bag with breakfast and lunch at the end of the day on Tuesdays for Wednesdays, and at the end of the day on Thursdays for Fridays and Mondays.	For families electing Virtual Learning, Curbside Pickup at the school site will take place (froze and shelf stable meals on Tuesdays and Thursdays). Parents/Guardians are required to stay in car and wear masks as meals are brought to their car window. For families Students engaged in Blended Learning will receive breakfast and lunch delivered on cart to their classroom or designated outside area, weather permitting, by authorized personnel. Authorized personnel will clean/sanitize after eating is complete and carts will be cleaned/sanitized after each delivery. Trash will be disposed of after each meal. These same Blended Learning Students will receive the following take home meals: Group A will be given a take-home bag with breakfast and lunch at the end of the day on Mondays for Tuesdays, and at the end of the day on Wednesdays for Thursdays and Fridays. Group B will be given a take-home bag with breakfast and lunch at the end of the day on Tuesdays for Wednesdays, and at the end of the day on Thursdays for Fridays and Mondays.

<p>Who is responsible for developing and overseeing cleaning and personal hygiene?</p>	<p>Ashley Eason, Director of Operations and Charter Management Organization</p>
<p>Details:</p>	<p>Each school has established an area used to isolate anyone showing signs of being sick which will be at an exterior location as weather permits.</p> <p>Upon arriving at the school facility, each adult and student will be assessed for symptoms of COVID-19, as defined by the CDC. <b>This includes an initial temperature check.</b></p> <p>High-touch surfaces will be cleaned multiple times per day, including bathrooms. Students will wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment and before exiting the school facility. Hand Sanitizing Stations will be available in or just outside each classroom or common area.</p> <p><b>Face Coverings:</b> While inside the school facility, all adults, including but not limited to teachers, administration, support staff, and other adults/visitors on campus, and students in grades PreK through 8 must wear a face covering to the greatest extent possible and practical within the local community context. The face covering requirement does not apply for children under two years old and individuals with respiratory issues or other disabilities that prevent mask wearing.</p> <p><b>* Medical or disability impact exceptions will be addressed on an individual basis by the school system in accordance with local policies.</b></p>

	<p><b>Hygienic Supplies:</b> School employees will be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels and tissues. Face coverings will also be provided when needed.</p>
<p>How will the school system communicate with families?</p>	<p>Point of contact: <u>Office Staff and Teacher</u></p> <p>Hotline or phone number: <u>Dalton 225-357-0244 Glen Oaks 225-771-8128 Lanier 225-308-3273 as well as Employer Provided Cell Phone.</u></p> <p>Dedicated email address: <u>info@rsl.org</u></p> <p>Dedicated web address: <u>www.rsl.org</u></p> <p>Other: <u>See attached Communication Plan</u></p>

# OFFICE OF PUBLIC HEALTH REGIONAL CONTACTS



- REGION 1: Orleans, Plaquemines, Jefferson, St. Bernard
- REGION 2: Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, West Feliciana
- REGION 3: Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, St. Mary, Terrebonne
- REGION 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermilion
- REGION 5: Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
- REGION 6: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
- REGION 7: Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster
- REGION 8: Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll
- REGION 9: Livingston, St. Helena, St. Tammany, Tangipahoa, Washington

System level support for medical, isolation, quarantine issues can be directed to Regional Medical Directors. Outreach to Regional Medical Directors should come from Superintendent level leadership or equivalent.

## LOUISIANA DEPARTMENT OF HEALTH

● 628 North 4th St.      Baton Rouge, LA 70802      225-342-6933      Dawn Marcelle      225-342-3266

# THREE KEY PRINCIPALS

1. WASH HANDS OFTEN
2. WEAR A FACE COVERING
3. PRACTICE 6 FT OF SOCIAL DISTANCING

## WHAT ARE THE STEPS WHEN A STUDENT IN SCHOOL TESTS POSITIVE FOR COVID-19?

- 1) If a school becomes aware of a presumptive positive or positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor.
- 2) Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps.
- 3) If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.



## Instructional Practices

### Setting the Stage

Families at RSL are presented with two choices regarding educational format: a) virtual learning or b) blended learning. The choice is fluid based on family selection. Meaning, families may go from virtual to blended or vice versa throughout the year depending on comfortability.

Type of Instruction	RSL Provided Items	Action Steps
<p><b>Virtual Instruction (Parent choice Full Time, A/B Day Virtual day format)</b>  <b>*Virtual Instruction for all will be in place for Phase 1</b></p>	<ul style="list-style-type: none"> <li>● Laptop</li> <li>● Internet for a year (If Family does not have internet)</li> <li>● Tier I curriculum and workbooks</li> <li>● Online platform (Codes, User Names, and Passwords)</li> <li>● Parent Square</li> <li>● Fast Talk</li> <li>● Accommodation Tools (Headsets, calculator, etc..)</li> <li>● Powerschool</li> <li>● Student Email address</li> <li>● Helpdesk Service</li> <li>● Access to Saint Gabriel Health Services</li> <li>● Academic Schedules and Expectations</li> </ul>	<ol style="list-style-type: none"> <li>1. Laptops will be provided to all students at RSL</li> <li>2. Internet will be provided to families for one year if they do not have internet</li> <li>3. Tier I curriculum will be available and accessible to students who are conducting in person or distance learning. Students are responsible for bringing their laptop and materials to and from school if they are choosing to do blended learning.</li> <li>4. Training, development, and user access will be provided to the student and family prior to the start of school regarding all online platforms (Google Classroom, Nearpod, Zoom, Parent Square, Powerschool, Schoolnet, Study Island, St Math, CommonLit, Zearn, Edulastic, Kahootz, Learnzillion, Reading Eggs, Fast Talk, History/Social Studies Alive, Corrective Reading)</li> <li>5. Students who require accommodations such as calculator, head phones, 100's chart, etc.. will be provided two sets of materials (School and Home).</li> <li>6. Students will be provided a RSL gmail email account (If not provided already)</li> <li>7. All students will have access to mental health and physical health services through our Saint Gabriel partnership. Parent permission is required.</li> <li>8. All students and families will have access to technology helpdesk access provided by Verapro. <b>225-369-5132</b></li> <li>9. Strict academic schedules will be provided to families who select blended or virtual learning. (See Sample Schedules Below)</li> <li>10. Virtual and Blended Learning Procedures will be defined and reviewed between all stakeholders. (See below for procedures)</li> <li>11. Teachers will be conducting live lessons 3 to 4 times over a two day period (Monday/Tuesday and Wednesday/Thursday). Friday will be a pure virtual day for all students where assessments and</li> </ol>

		<p>additional educational support will occur weekly. Meaning, the lesson will be repeated so if your child needs to catch the lesson twice, they can do so virtually.</p> <p>12. All students virtual will have live lessons from 8:00am – 3:05pm with a lunch break scheduled.</p>
<p><b>Hybrid Learning</b>  <b>*Parent Choice</b>  <b>during Phase 2 and Phase 3 Only</b></p>	<ul style="list-style-type: none"> <li>● Laptop</li> <li>● Internet for a year (If Family does not have internet)</li> <li>● Tier I curriculum and workbooks</li> <li>● Online platform (Codes, User Names, and Passwords)</li> <li>● Parent Square</li> <li>● Fast Talk</li> <li>● Accommodation Tools (Headsets, calculator, etc..)</li> <li>● Powerschool</li> <li>● Student Email address</li> <li>● Helpdesk Service</li> <li>● Access to Saint Gabriel Health Services</li> <li>● Academic Schedules and Expectations</li> <li>● Promethean Board</li> <li>● Desks (6ft apart)</li> <li>● Personal Protective Equipment (PPE)</li> <li>● Bathroom Schedules</li> <li>● Guidelines for adherence to social distancing at school</li> </ul>	<ol style="list-style-type: none"> <li>1. Laptops will be provided to all students at RSL</li> <li>2. Internet will be provided to families for one year if they do not have internet</li> <li>3. Tier I curriculum will be available and accessible to students who are conducting in person or distance learning. Students are responsible for bringing their laptop and materials to and from school if they are choosing to do blended learning.</li> <li>4. Training, development, and user access will be provided to the student and family prior to the start of school regarding all online platforms (Google Classroom, Nearpod, Zoom, Parent Square, Powerschool, Schoolnet, Study Island, St Math, CommonLit, Zearn, Edulastic, Kahootz, Learnzillion, Reading Eggs, Fast Talk, History/Social Studies Alive, Corrective Reading)</li> <li>5. Students who require accommodations such as calculator, head phones, 100’s chart, etc.. will be provided two sets of materials (School and Home).</li> <li>6. Students will be provided a RSL gmail email account (If not provided already)</li> <li>7. All students will have access to mental health and physical health services through our Saint Gabriel partnership. Parent permission is required.</li> <li>8. All students and families will have access to technology helpdesk access provided by Verapro. <b>225-369-5132</b></li> <li>9. Strict academic schedules will be provided to families who select blended or virtual learning. (See Sample Schedules Below)</li> <li>10. Virtual and Blended Learning Procedures will be defined and reviewed between all stakeholders. (See below for procedures)</li> <li>11. Teachers will be conducting live lessons 3 to 4 times over a two day period (Monday/Tuesday and Wednesday/Thursday). Friday will be a pure virtual day for all students where assessments and additional educational support will occur weekly. Meaning, the lesson will be repeated so if your child</li> </ol>

		<p>needs to catch the lesson twice, they can do so virtually.</p> <p>12. The student will be assigned an A day or B day for blended learning attendance. “A day” means that the student will attend a full day of school on Monday and Wednesday. “B day” means that the student will attend a full day of school on Tuesdays and Thursdays. On days that the student is not scheduled to be in person, they will have a structured virtual schedule from 8:00am – 3:05pm daily to complete and assignments to complete.</p> <p>13. Students and families will be provided guidance regarding safety actions that the school and student will need to adhere to while on campus.</p>
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Sample Blended “A Day” Schedule

	KA1	KA2		1A1	1A2		2A1	2A2		3A1	3A2		4A1	4A2		5A1	5A2
8:00 - 11:00	ELA	ELA	8:00 - 11:00	ELA	ELA	8:00 - 11:00	ELA	ELA	8:00 - 9:30	ELA	Math	8:00 - 9:30	ELA	Math	8:00 - 9:30	ELA	Math
11:00 - 11:20	Lunch	Lunch	11:00 - 11:30	PE	PE	11:00 - 11:45	SS	SS	9:30 - 11:00	SS	Sci	9:30 - 11:00	SS	Sci	9:30 - 11:0	SS	Sci
11:20 - 11:50	PE	PE	11:30 - 11:50	Lunch	Lunch	11:45-12:05	Lunch	Lunch	11:00 - 11:30	PE	PE	11:00 - 11:30	PE	PE	11:00 - 11:	PE	PE
11:50 - 1:20	Math	Math	11:50 - 1:20	Math	Math	12:05-12:35	PE	PE	11:30 - 11:50	Lunch	Lunch	11:30 - 11:50	Lunch	Lunch	11:30 - 11:	Lunch	Lunch
1:20 - 2:05	Sci	Sci	1:20 - 2:05	Sci	Sci	12:35- 2:05	Math	Math	11:50-1:30	Math	ELA	11:50-1:30	Math	ELA	11:50-1:30	Math	ELA
2:05 - 2:50	SS	SS	2:05 - 2:50	SS	SS	2:05 - 2:50	Sci	Sci	1:30-3:00	Sci	SS	1:30-3:00	Sci	SS	1:30-3:00	Sci	SS
2:50-3:05	Assignment	Assignment	2:50-3:05	Assignme	Assignment	2:50-3:05	Assignme	Assignme	3:00-3:05	Assignme	Assignme	3:00-3:05	Assignme	Assignme	3:00-3:05	Assignme	Assignm

\*Virtual day for blended learning would consist of Interest and Opportunity classes, Foreign Language, ST Math, and other classroom Assignments.

\*B Day schedule will be very similar. Please see our website [www.rsl.org](http://www.rsl.org) for more details.

Hybrid Choice Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A Day (In Person) B Day (Virtual)	B Day (In Person) A Day (Virtual)	A Day (In Person) B Day (Virtual)	B Day (In Person) A Day (Virtual)	All Virtual



RSL’s Communication plan is focused on keeping stakeholders informed about system safety guidelines and operations during the COVID-19 pandemic.

**Communications Plan Prior to First Day of School**

<b>Communication</b>	<b>Date</b>	<b>Communications Channels</b>	<b>Purpose</b>	<b>Staff Member/s Responsible</b>
School Reopening/Operations Landing Page <a href="http://www.rsl.org">www.rsl.org</a>	7/22/20	System website & social media.	This webpage is a “one-stop-shop” for anyone in our community seeking updated information on school reopening/operations plans and processes. This page will stay active and updated throughout the school year.	<i>Network and CMO Staff</i>
School Reopening Dedicated Email Address: <a href="mailto:info@rsl.org">info@rsl.org</a> <u>Dalton 225-357-0244</u> <u>Glen Oaks 225-771-8128</u> <u>Lanier 225-308-327</u>	7/22/20	System website, phone, text, & social media.	The <a href="mailto:info@rsl.org">info@rsl.org</a> email address and the dedicated school information line gives families and other stakeholders an outlet for questions about reopening/operations plans. This email/hotline will stay active throughout the school year. Emails will filter to a staff member responsible for answering. Backup staff members will all respond to questions and concerns when necessary.	<b>CMO Staff and Office Managers</b>
COVID-19 School Operations & Resources <a href="http://www.rsl.org">www.rsl.org</a>	7/22/2020		Our website will the most up to date resources for families and other stakeholders.	<b>Network Staff</b>

## Communications Plan During the School Year

Communication	Date	Distribution Channels	Purpose	Staff Member/s Responsible
Weekly Internal Message	<b>Weekly</b>	<b>Via email or virtual meetings</b>	We plan to keep employees informed of the latest developments with a regular weekly message. This will be done at the system and/or school level.	<b>Superintendent or Principals</b>
Weekly Family & Stakeholder Message	<b>Weekly</b>	<b>Via Email</b>	We plan to keep families and other community stakeholders informed of the latest developments with a regular weekly message. This will be done at the system and/or school level.	<b>Superintendent or Principals</b>
Family & Stakeholder Survey	<b>9/1/2020</b>	<b>Phone and Website Survey</b>	Gain feedback and data from families and stakeholders about 2020-2021 scenario preferences, COVID-19 impacts, home technology availability, transportation preferences given safety limitations, communication preferences, etc...	<b>Office Staff (Phone) &amp; CMO Staff (Website)</b>
Family & Stakeholder Survey Results	<b>9/1/2020</b>	<b>Virtual Staff &amp; Virtual Parent Meeting</b>	Share survey results with families and stakeholders, which will give them insight into challenges faced by the district and a basis for understanding future decisions.	<b>Principals</b>
Employee Survey	<b>9/1/2020</b>	<b>Via Virtual Meetings and Email</b>	Along with surveying our families and community, we also understand the importance of understanding how the pandemic is specifically impacting employees. We will use this this opportunity to survey reopening preferences, employee well-being, effectiveness of internal communications, and how they can be improved.	<b>Principals and Network Staff</b>

Employee Survey Results	<b>9/3/2020</b>	<b>Via Virtual Meetings and Email</b>	Survey results will be shared with employees.	<b>RSL Network Staff</b>
Family Webinars/Virtual Meetings	<b>Monthly</b>	<b>Via Virtual Meetings</b>	RSL principals will provide monthly virtual parent meetings to offer assistance/development on virtual academic platforms utilized with students daily.	<b>School Principals</b>
Weekly Internal Message	<b>Weekly</b>	<b>Via email and virtual meetings</b>	RSL network will keep employees informed of important information weekly through the Superintendent's Address or through email blasts.	<b>Superintendent or School Principal</b>
Weekly Family & Stakeholder Message	<b>Weekly</b>	<b>Website, social media, texts, and school messenger calls.</b>	We will keep families and other community stakeholders informed of the latest developments with a regular weekly message. This will be done at the system and/or school level.	<b>Principal, Office Manager &amp; CMO Staff</b>
Student Safety Social Media Campaign	<b>Monthly</b>	<b>Website and Social Media</b>	We will use social media to share new processes and safety tips on a daily or weekly basis leading up to the first day of school.	<b>RSL Staff and CMO Staff</b>
Student Communications	<b>Weekly</b>	<b>Via virtual meetings, text, and phone</b>	We will ensure consistent messaging across system schools and encourage all RSL schools to collaborate when developing messaging to help ensure students in the same family receive the same messaging.	<b>RSL Staff and CMO Staff</b>
Safety & Resources Social Media Campaign	<b>Weekly</b>	<b>Via Email, Social Media, Text Messages or Phone Calls</b>	Regular social media posts will be utilized to inform stakeholders of RSL safety practices, school processes, available academic resources, and important school related information	<b>RSL Network and CMO Staff</b>

**Communications Plan for Various Scenarios**

Communication	Date	Distribution Channels	Purpose	Staff Member/s Responsible
Student Tests Positive for COVID-19	N/A	<b>Via phone or virtual meetings</b>	All stakeholders will be informed.  Questions from the community and local media will be answered as needed.	<b>Superintendent and CMO Staff</b>
Employee Tests Positive for COVID-19	N/A	<b>Via phone or virtual meetings</b>	All stakeholders will be informed.  Questions from the community and local media will be answered as needed.	<b>Superintendent and CMO Staff</b>
School/s Closure Announcement	N/A	<b>Via phone or virtual meetings</b>	All stakeholders will be informed.	<b>Superintendent</b>
System Closure Announcement	N/A	<b>Via phone or virtual meetings</b>	All Stakeholders will be informed.	<b>Superintendent</b>
COVID19 Phase Change Announcement	N/A	<b>Via phone or virtual meetings</b>	The Governor will declare an appropriate phase designation as the Covid-19 virus cases rise and fall over the course of the academic year. RSL will follow all BESE required phase safety protocols as denoted by ACT 9. The RSL superintendent will inform parents of the appropriate academic format (all students face-to-face, hybrid learning model, or virtual learning model) based on the declared phase.	<b>Superintendent</b>

			information with stakeholders.	
False School/System-Related COVID-19 Rumor Message	<b>N/A</b>	<b>Via phone or virtual meetings</b>	The RSL superintendent will address all rumors regarding the Covid-19 virus in a timely manner. An investigation of the individual's intent when formulating the rumor will be conducted by the RSL network and CMO team. Rumors formulated by individuals to cause harm to the organization will be addressed on a case- by-case basis	<b>Superintendent &amp; CMO Staff</b>