



### **LEA Preparation Plan**

Please fill out the information below and submit to [info@ride.ri.gov](mailto:info@ride.ri.gov) by Thursday, March 19, 2020.

LEA Name:

Superintendent's Name:

Email:

Cell Phone:

Point person for COVID-19:

Point person's title:

Point person's email:

Point person's cell phone:

Have you reviewed your school emergency operations plans?

<Insert explanation, supporting details, relative links>

What preventative actions are you taking with students and staff (i.e. advising to stay home when sick; appropriately covering coughs and sneezes; and washing hands often)?

<Insert explanation, supporting details, relative links>

Do you have a plan in place for frequent cleaning?

<Insert explanation, supporting details, relative links>

Are you actively monitoring absenteeism patterns among both students and staff?

<Insert explanation, supporting details, relative links>

Have you reviewed your attendance and sick leave policies?

<Insert explanation, supporting details, relative links>

Do you have a plan for alerting the RI Department of Health about increases in absences, particularly those that appear due to respiratory illnesses? Who is your point person?

<Insert explanation, supporting details, relative links>



Have you communicated with families about school closure policies and procedures?

<Insert explanation, supporting details, relative links>

In the case of any possible exposure to COVID-19 do you have a plan to provide guidance to the students or staff while maintaining confidentiality in accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act?

<Insert explanation, supporting details, relative links>

If a child or staff member has been identified with Covid-19 are you prepared to coordinate with the RI Department of Health and follow all guidance and protocols?

<Insert explanation, supporting details, relative links>

Do you have any planned activities of more than 250 participants?

<Insert explanation, supporting details, relative links>

In case of a school closure, how will you inform families and staff?

<Insert explanation, supporting details, relative links>

In case of a school closure, what do you have in place for continuous instruction?

<Insert explanation, supporting details, relative links>

Does your instructional contingency plan include how you would manage days out of school? Does it include virtual learning options?

<Insert explanation, supporting details, relative links>

Have you tried any virtual learning options already?

<Insert explanation, supporting details, relative links>