This Public Health Emergency Plan is a framework to assist in reflecting upon the successes and challenges of your school’s response to the COVID-19 pandemic and developing a response to future public health emergencies. This Plan may be supplemental to your school’s Emergency Operations Plan (EOP). The Public Health Emergency Plan itself is not a required submission.

High quality plans that address potential emergencies consider timelines and settings before, during, and after the emergency. In addition, effective plans are constructed by a diverse group of stakeholders and consider a variety of causes and outcomes.

If your school has completed a [Public Health, Medical, and Mental Health Annex](https://rems.ed.gov/IHEPHMandMHAnnex.aspx) in alignment with recommendations published by the U.S. Department of Education’s Readiness and Emergency Management for Schools Technical Assistance Center (REMS TA Center), it is likely that you have already considered some of the questions below. However, most of the questions are unique to the Public Health Emergency Plan, and if addressed, can be added to your existing Public Health, Medical, and Mental Health Annex.

Additional information and resources can be found through the links provided in the “Resources” section below. Please direct any questions about your school’s public health emergency planning to [Michael McManus](mailto:michaelmcmanus@csi.state.co.us).

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| **Pre-Emergency Planning** | |
| Identify the authority responsible for declaring a public health emergency at the state and local level | State: Colorado Department of Public Health (CDPHE) |
| Local: (*County/Regional Public Health Agency*)  Click or tap here to enter text. |
| Identify the staff member (title) at your school responsible for communicating with public health officials and ensuring compliance with public health orders. | Click or tap here to enter text. |
| Identify the staff member (title) who will serve as the main contact with CSI during a public health emergency. | Click or tap here to enter text. |
| Identify the staff members (titles) who, as part of a formal or informal committee, will serve to direct your school’s response to a declared local public health emergency. | Click or tap here to enter text. |
| How will you communicate to your school community the actions taken in response to public health orders? How will your school communicate this information in languages commonly spoken within your school community? | Click or tap here to enter text. |
| What budgetary considerations need to be identified in the event there is a disruption to learning and school operations due to a public health emergency? | Click or tap here to enter text. |
| What populations of your school community might be particularly vulnerable to a public health emergency? How might your school be able to meet the needs of those populations in this situation, especially those needs that are traditionally met by the school inside the school day (food service, mental health services, special education services, etc.) | Click or tap here to enter text. |
| During a public health emergency, what are the priorities/ goals of your institution to support the health and learning needs of your school community? | Click or tap here to enter text. |
| Outside of your school’s local public health agency, what other local organizations/agencies can support your school during a public health emergency? (addressing physical health, learning, mental health, etc). | Click or tap here to enter text. |
| Can the local public school district in your geographic area provide support or collaboration in the event of a declared public health emergency? If yes, what supports? | Click or tap here to enter text. |

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| **Continuity of Learning and School Operations** | |
| Briefly describe your school’s plan to ensure continuity of learning in the event of a public health emergency and when learning cannot continue inside the school building? | Click or tap here to enter text. |
| Briefly describe your school’s plan to ensure continuity of learning in the event a public health emergency causes a high number of absences? | Click or tap here to enter text. |
| If your school is forced to switch to remote learning, how will students and staff access technology (hardware, wifi, etc)? Does your school need to provide technology above and beyond what is used during a traditional, on campus learning experience? | Click or tap here to enter text. |
| Briefly describe your school’s plan to ensure continuity of school operations (payroll, communications w/ school community, governance, etc) in the event of a declared public health emergency when operations cannot continue inside the school building? | Click or tap here to enter text. |

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| **Infectious Disease Control Measures** | |
| Which staff member (title) is responsible for communicating the promotion of good hygiene and other infectious disease control measures? | Click or tap here to enter text. |
| Briefly describe your school’s strategies/educational opportunities to promote good hygiene habits and mitigate disease spread? (ex. Promoting handwashing, nutritional information, etc.) | Click or tap here to enter text. |
| Does your school have a supply of hygiene supplies (soap, hand sanitizer, tissues, etc) to prevent the spread of infectious diseases? Which staff member is responsible for purchasing and maintaining those supplies? | Click or tap here to enter text. |
| How will your school promptly share and report information about outbreaks other unusual medical situations to the local health department? | Click or tap here to enter text. |
| In the event of a student contracting an infectious disease are procedures in places that allow the student to complete schoolwork, to the extent possible, while out of school? | Click or tap here to enter text. |
| What would initiate a closure of the school for deep cleaning purposes due to the presence of an infectious disease? |  |
| Does the school have a sick-leave policy for students and staff that can be applied under unique circumstances, such as a public health emergency? | Click or tap here to enter text. |
| Does the school have procedures in place to mitigate the spread of infectious disease when a student/staff member develops symptoms inside the school? | Click or tap here to enter text. |

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| **Returning to Pre-emergency Operations** |  |
| In the event of a declared public health emergency, how will your school know when it is appropriate to resume normal school/learning operations? | Click or tap here to enter text. |
| Who will make the decision regarding when to return to pre-emergency operations? | Click or tap here to enter text. |
| What temporary space(s) may be available if your school’s buildings and facilities cannot be immediately reopened? | Click or tap here to enter text. |
| Briefly describe your school’s plan to accommodate the needs of students and staff not yet able to return to school when most students and staff are able to return? | Click or tap here to enter text. |
| What resources are available to provide the school community with mental health and social-emotional supports upon the return to pre-emergency operations? | Click or tap here to enter text. |

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| **COVID-19 Response Reflection** | |
| What were the successes of your school’s response to the COVID-19 pandemic? | Click or tap here to enter text. |
| What challenges did your school encounter during implementation of the response to the COVID-19 pandemic? | Click or tap here to enter text. |
| What are three (or more) actionable steps your school took during the COVID-19 pandemic that you would want to implement in a future public health emergency? | Click or tap here to enter text. |
| What was the impact to your school’s budget and do you have any ongoing financial needs because of the COVID-19 pandemic? | Click or tap here to enter text. |
| Which, if any, community partners provided assistance to your school community during the COVID-19 pandemic? | Click or tap here to enter text. |
| What elements of your school’s existing Emergency Operation Plan were relevant to developing a response to the COVID-19 Pandemic? | Click or tap here to enter text. |
| What were the most immediate needs of your school at the beginning of the 20-21 school year? At the end of the 20-21 school year? | Click or tap here to enter text. |
| How did school leadership and the school’s governing board work together to address the needs of the school during the COVID-19 pandemic? What was effective? What could be improved? | Click or tap here to enter text. |
| How did school leadership and the school’s authorizer work together to address the needs of the school during the COVID-19 pandemic? What was effective? What could be improved? | Click or tap here to enter text. |

**Resources**

* U.S. Dept of Education Readiness and Emergency Management For Schools (REMS) [6-Step Planning Process To Support EOP Development](https://rems.ed.gov/Resource_Plan_Basic_EOP.aspx)
  + Step 1: Form a Collaborative Planning Team
  + Step 2: Understand the Situation
  + Step 3: Determine Goals and Objectives
  + Step 4: Plan Development (Identifying Courses of Action)
  + Step 5: Prepare, Review, and Approve the Plan
  + Step 6: Implement and Maintain the Plan
* [REMS EOP Functional Annexes](https://rems.ed.gov/IHEFuncAnnex.aspx) - Functional annexes focus on critical operational functions and the courses of action developed to carry them out.
  + Evacuation Annex
  + Deny Entry or Closing (Lockdown) Annex
  + Shelter-in-Place/Secure-in-Place Annex
  + Accounting for All Persons Annex
  + Communications and Notification Annex
  + Continuity of Operations (COOP) Annex
  + Recovery Annex
  + Public Health, Medical, and Mental Health Annex
  + Security Annex
  + Rapid Assessment Annex
* [School District (K-12) Pandemic Influenza Planning Checklist](http://www.idph.state.il.us/pandemic_flu/school_guide/sppg_checklist.pdf) (*US Department of Health and Human Services*)
* [Get Your School Ready for Pandemic Flu](https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ed-set.pdf) (*US Department of Health and Human Services/Centers for Disease Control*)
* [Preparing for a Pandemic Illness: Guidelines for School Administrators and School Crisis Response Teams](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/preparing-for-a-pandemic-illness-guidelines-for-school-administrators-and-school-crisis-response-teams) (*National Association of School Psychologists*)
* [Practical Information on Crisis Planning](https://www2.ed.gov/admins/lead/safety/crisisplanning.html) (*US Department of Education*)
* [Disaster Preparedness](https://www.nasn.org/nasn/nasn-resources/practice-topics/disaster-preparedness) (*National Association of School Nurses*)
* [Caring for Children in a Disaster](https://www.cdc.gov/childrenindisasters/index.html) (*Centers for Disease Control*)
  + [Tools and Resources](https://www.cdc.gov/childrenindisasters/schools.html)
* [Teaching Kids About Emergency Preparedness](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/teaching-kids-about-emergency-preparedness.html#Tips-for-School) (*American Red Cross*)
* [Highly Infectious Disease Preparedness Plan](https://www.jeffcopublicschools.org/UserFiles/Servers/Server_627881/File/Jeffco%20PS/District%20Services/Health%20Services/HighlyInfectiousEmergencyPreparednessPlan_JPS_Public_022620.pdf) (*Jefferson County CO School District*)
* [Most Schools Have Long Had Pandemic Plans. But a Watchdog Warned Years Ago That Half of All Districts Had No Real Strategy for How to Operate If Classrooms Remained Closed](https://www.the74million.org/article/most-schools-have-long-had-pandemic-plans-but-a-watchdog-warned-years-ago-that-half-of-all-districts-had-no-real-strategy-for-how-to-operate-if-classrooms-remained-closed/) (*The 74*)