

## School Closure Checklist

Activity	Date Complete
<b>Pre-school Closure Activities</b>	
<ul style="list-style-type: none"> <li>• Development of school closure parent letter template and/or robotic message</li> </ul>	
<ul style="list-style-type: none"> <li>• Gather attendance data               <ul style="list-style-type: none"> <li>○ Number of students absent daily</li> <li>○ Number of students absent daily for a week with flu-like symptoms</li> <li>○ Symptoms of the student's absent with flu-like symptoms</li> <li>○ Number of days students are absent with the illness</li> <li>○ Probable or confirmed cases of illness</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Notification of school district administrator when absentee rates start to rise</li> </ul>	
<ul style="list-style-type: none"> <li>• Consultation with local public health department when absentee rates start to rise</li> </ul>	
<ul style="list-style-type: none"> <li>• Decision made by public health in consultation with school district administrator and nurses to close school</li> </ul>	
<b>School Closure Activities</b>	
<ul style="list-style-type: none"> <li>• Implement school closure plan based on pandemic plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Release of school closure parent letter and/or robotic message</li> </ul>	
<ul style="list-style-type: none"> <li>• Notification of school staff               <ul style="list-style-type: none"> <li>○ Food service</li> <li>○ Transportation</li> <li>○ Human resources</li> <li>○ Collective Bargaining Units</li> <li>○ On-site after school child-care</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Announce closure decision to students</li> </ul>	
<ul style="list-style-type: none"> <li>• Cancellation of all extra-curricular events (sports, music, debate, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Notification of off-campus organizations               <ul style="list-style-type: none"> <li>○ CDC and state agency notification.</li> <li>○ Child-care centers off campus</li> <li>○ Organizations that may use the school campus after hours (technical colleges, churches, scouts)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Release of daily medications to student if school is closed during the school day (following local medication policies)</li> </ul>	
<ul style="list-style-type: none"> <li>• Collaborate with local health department to create consistent media message</li> </ul>	
<ul style="list-style-type: none"> <li>• Release information to media               <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ TV</li> <li>○ Newspapers</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• School closure signs on all school doors</li> </ul>	