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March 6, 2020

TO: Principals, Executive Leadership, Governing Board

FROM: Incident Command Team

RE: Overview of March 6, 2020 Incident Command Team Work

In an effort to ensure that key employees have the latest information, the Incident Command Team is sharing this briefing with you. Should you have any questions, concerns or needs, please direct them to your Assistant Superintendent / Cabinet representative.

Important Facts to Share with Your Employee Groups

- There are no confirmed cases of COVID-19 at this time affecting SUSD staff or students.
- There are no plans right now to close any SUSD schools.
- The official source of information on this situation is www.susd.org/COVID19.
- Employees should make a point of checking www.susd.org/COVID19 periodically to receive any important updates.
- Emergency alerts for SUSD employees will come through the following ways:
 - The employee's official SUSD email account
 - Via robo text to the cell number on file with the District
 - Via robo email to the personal email on file with the District
 - Via robo voice phone call to the home phone number on file with the District. (This can be a cell phone number)
- The robo systems use information that is on file in iVisions. All employees should take a moment to review, verify and, if needed, update the mobile phone, home phone and personal email in iVisions. A step-by-step guide can be found online at www.susd.org/COVID19.
- This is a rapidly evolving situation. Every effort is being made to share the latest developments via SUSD email and www.susd.org/COVID19. Employee these places often for news.

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Incident Command Team Update: March 6, 2020 Meeting

Team's Agenda

1. Overseas Travel & Personal Travel

- a. All employees should inform themselves with the signs and symptoms of the COVID-19 illness at www.cdc.gov/coronavirus. Currently these symptoms are fever, cough and shortness of breath.
- b. If anyone is experiencing signs and symptoms of illness, they should seek medical care and stay out of school and/or their workplace.

2. Communication

- a. Information being issued to parents and employees is being cataloged at www.susd.org/COVID19.
- b. Employees will receive information via SUSD email accounts, and the email/phone/text robo system
- c. A presentation and information was shared to Principals and Executive leadership on 3/5/2020.
- d. An email went out to all employees 3/5/2020 on how to update their contact information in the robo system.

3. Status of Supplies

- a. Supplies including gloves, bleach, disinfectant, spray bottles, hand sanitizer dispensers, hand sanitizer, disinfectant wipes and masks.
- b. A partial shipment of supplies was received today, 3/6/2020.
- c. Supplies will go from Warehouse to sites after Spring Break.

4. Field Trips

- a. No students will be sent to areas that the CDC has at a "[Level 3](#)"
- b. The status for this is at www.cdc.org/coronavirus
- c. Some trips have already been cancelled including Italy (DMHS), Italy/Greece (Coronado); Australia (Arcadia) and Japan has been postponed (DMHS, Arcadia, Coronado).
- d. Finance staff has been coordinating with Travel Vendors to arrange potential rescheduling of trips. Vendors are NOT offering refunds. Dr. Sackos working with some parents. All affected parents/students of cancelled trips have been notified with a letter.

5. Return to School/Work Protocols

- a. We have protocols in place already for sick employees who wish to return to work. They have to be fever-free for 24 hours without the aid of fever reducing medications.
- b. Sick employees who try to come back to work can be asked to provide a note from a doctor indicating they can return to work.

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6. Plan for Distance Learning

- a. IT has been piloting the use of Microsoft Teams in classes for 4 months. This is a platform that can be used for distance learning if the need arises.
- b. As we head into testing season, we will need computers to be wiped down.

7. Plan for Nutrition During School Closure

- a. Nutrition Services will follow USDA guidelines for meal distribution should campuses close due to a health emergency.
- b. This could also double as a distribution site for any needed assignments or instructional materials.

The leaders on the Incident Command Team have been having active discussions on a variety of issues related to the current Corona Virus / COVID-19 situation including what resources are needed in classrooms to help promote a healthy learning environment.

Additional updates not on the agenda but discussed include:

- Facilities is providing Transportation with the appropriate cleaning supplies so drivers can clean buses. A letter was created for Transportation employees on how to recognize symptoms of illness, how to practice good hand/cough/sneeze hygiene and the expectations that exist for daily cleaning of buses including all touchpoints (rails, seat backs), etc.
- Facilities is working with the District's janitorial vendor ABM to disinfect touchpoints and surfaces of ALL SCHOOLS over Spring Break.
- Nurses will be having conversations with employee Field Trip chaperones about health, safety and hygiene on trips.
- No students should be using cleaning supplies. Employees who use cleaning supplies should read the label and act accordingly, using proper precautions.

Additional updates will be shared as more information is available.