

# Pandemic Response Guide

Goal: Maximize Learning and Community Health

## LEVEL 1

No Community Spread  
District Open



### Implement Social Distancing and Precautions

- Update emergency operations plans.
- Emphasize staying at home when sick.
- Properly cover coughs and sneezes.
- Clean frequently touched surfaces.
- Wash hands frequently for at least 20 seconds.
- Monitor staff absences.
- Determine what level of absences will disrupt the ability to operate.
- Establish procedures for sick staff and students to go home as soon as possible.
- Identify isolation area for sick staff and students to wait until picked up.
- Develop staggered work schedules.
- Cross-train staff in key functions.
- Develop 3-deep plan identifying who will assume essential roles and tasks.
- Identify essential tasks to be completed during short- and long-term closures.

## LEVEL 2

Minimal to Moderate Community Spread  
District Open



### Implement Social Distancing and Precautions

Everything within Level 1 and the following:

- Implement staggered work from home schedule.
- Disinfect high touch surfaces frequently.
- Provide cloth face covers for staff to wear while working within six feet of each other.
- Cancel in-person meetings, gatherings and celebrations.
- Conduct virtual meetings.
- Implement social distancing in work areas.
- Wear masks as required.
- Implement a procedure to report number of staff and students sent home ill and absent due to illness on a daily basis to Health Services and Human Resources.
- Prepare for closure if a case enters a school or building (2 to 5 days).
- Limit paper tasks between departments and schools.
- Develop plans to blend classroom and distance learning.
- Provide PPE for essential staff.

Action steps with guidance from St. Louis County Health Department

## LEVEL 3

Substantial Community Spread  
District or School Closed



### Implement Distance Learning

- School or district closure.
- Communicate with essential staff that will continue to work on a regular or intermittent basis.
- Implement work from home where possible.
- Provide PPE for essential staff.
- Identify staff who could be layed off or offered voluntary furlough.
- Evaluate reentry plans.

Action steps with guidance from St. Louis County Health Department



### Factors that may lead to movement from Level 1 up to Level 2 include:

- Spread of COVID-19
- COVID-19 identified within a school
- Guidance from St. Louis County Department of Health

### Factors that may lead to movement from Level 2 up to Level 3 include:

- Increasing spread of COVID-19
- Multiple cases of COVID-19 in school
- Recommendation by public health authorities including stay-at-home orders
- Insufficient staff to support operations
- Families requesting distance learning options