| Department | Essential Function | Person(s) Responsible  (by Position Title) | 0–24 Hours | 2–3 Days | 1 Week | Week 2–3 | Week 4+ |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Business Office | Ensure payroll operations are functional |  |  |  |  |  |  |
| Business Office | Ensure pending invoices are reconciled and paid |  |  |  |  |  |  |
| Purchasing Department | Halt requisitions if closure is predicted to last longer than [one week] |  |  |  |  |  |  |
| Purchasing Department | Halt/reroute deliveries if closure is predicted to last longer than [one week] |  |  |  |  |  |  |
| Business Department | Determine Essential Duty Pay for employees required to report to work |  |  |  |  |  |  |
| Curriculum/ Instruction | Review adjustments needed for state testing |  |  |  |  |  |  |
| Curriculum/ Instruction | Prepare for remote learning transition |  |  |  |  |  |  |
| Curriculum/ Instruction | Evaluate impact on Dual Credit/AP courses |  |  |  |  |  |  |
| Curriculum/ Instruction | Evaluate impact on graduation, class rank, GPA |  |  |  |  |  |  |
| Curriculum/ Instruction | Prepare for grading period processes (i.e., report cards, progress reports, etc.) |  |  |  |  |  |  |
| Special Education | Prepare priority list for resuming accommodations |  |  |  |  |  |  |
| Special Education | Ensure remote services implementation |  |  |  |  |  |  |
| Special Education | Evaluate timeline of required services |  |  |  |  |  |  |
| Communications | Prepare initial communication regarding division closure |  |  |  |  |  |  |
| Communications | Distribute emergency communications information to families |  |  |  |  |  |  |
| Communications | Update website and social media channels with closure information |  |  |  |  |  |  |
| Communications | Establish and activate phone bank (as needed) |  |  |  |  |  |  |
| Maintenance/ Facilities | Evaluate all facilities for priority needs |  |  |  |  |  |  |
| Maintenance/ Facilities | Establish modified schedule of routine services (custodial, etc.) |  |  |  |  |  |  |
| Maintenance/ Facilities | Verify inventory of relevant supplies |  |  |  |  |  |  |
| Maintenance/ Facilities | Establish regular check in/reports for all facilities |  |  |  |  |  |  |
| Safety & Security | Verify functionality of all security systems |  |  |  |  |  |  |
| Safety & Security | Establish communication channels with local Emergency Management |  |  |  |  |  |  |
| Safety & Security | Implement standards for building access |  |  |  |  |  |  |
| Student Support/ Counseling | Identify immediate needs to address |  |  |  |  |  |  |
| Student Support/ Counseling | Confirm resources available through community partners |  |  |  |  |  |  |
| Health Services | Distribute medications from schools (as needed) |  |  |  |  |  |  |
| Child Nutrition | Establish plan for food distribution |  |  |  |  |  |  |
| Child Nutrition | Identify staffing needs for distribution sites |  |  |  |  |  |  |
| School Administration | Cancel school events |  |  |  |  |  |  |
| School Administration | Communicate expectations to staff regarding availability |  |  |  |  |  |  |
| School Administration | Monitor remote learning transition |  |  |  |  |  |  |
| Technology | Ensure server systems are functioning |  |  |  |  |  |  |
| Technology | Ensure security camera system is functioning |  |  |  |  |  |  |
| Technology | Establish technology device checkout system (if needed) |  |  |  |  |  |  |
| Office of Superintendent | Establish regular meetings with staff |  |  |  |  |  |  |
| Office of Superintendent | Establish regular internal communication schedule |  |  |  |  |  |  |
| Office of Superintendent | Obtain Board approval for any modified policies/procedures |  |  |  |  |  |  |
| Office of Superintendent | Establish regular external communication schedule |  |  |  |  |  |  |