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| FIRST CONTACT  After receiving information, the faculty or staff should maintain confidentiality of information reported. | * Faculty or Staff member is to immediately notify CCS Headmaster, Robbie Hinton **(205) 383-8155 or** [**rhinton@carychristianschool.org**](mailto:rhinton@carychristianschool.org), or COO, Jim Dickman, at **(919) 656-6386 or** [**jdickman@carychristianschool.org**](mailto:jdickman@carychristianschool.org) * Headmaster will contact COO, Jim Dickman at **(919) 656-6386**. * Headmaster will contact the Medical Advisory Panel. |
| Headmaster or COO    Risk will be the owner of the COVID response, working with necessary departments and supports to ensure necessary, appropriate response. | * If an employee is involved, notify HR, Renee Bunton, immediately at **(919) 454 1661.** * Work with local Health Department to follow directives and provide information to assist with exposure tracing which may include any of the following:   + Employee’s recent work schedule and/or volunteer/student’s last attendance/participation over last 14 days?   + Job functions, classes, etc. performed during that time.   + Should the staff/volunteer/student’s guardian be willing, we should collect CCS based contact tracing.   + Develop list of individuals the employee/volunteer/student may have had close contact with. Close contact is defined as “being within approximately 6 feet (2 meters) of a COVID-19 case for 15+ minutes.”   + Maintain a confirmed case log based on date reported to track when staff can come back to work.   + Risk and HR will advise on the Return to Work/Program Plan and Timing. |
| COMMUNICATIONS  Communications will work with the Headmaster in executing the communication plan: | * Arrange (if needed) initial conference call with appropriate members (COO, Dean of Students, Dean of Academics, Headmaster, HR, Athletic Director, Communications, Medical Officer etc). * In coordination with the Health Department and other health agencies, COO and Communications will work appropriately to manage the communication. * Communications will develop, implement, and approve any communication that is shared.   + Prepare and send necessary communication as related to the circumstances of each instance.   + In collaboration with legal, HR and COO, and Communications, the Headmaster will lead the communications plan, be the final voice and establish the appropriate cadence and stakeholders of communications.   + Communications will be timely and designed to ensure necessary transparency and will balance reputation risk, health and privacy considerations along with any legal implications.   + Communicate with staff/faculty/families about any program/facility closures. * Prepare and send communication to notify stakeholders (Board members, staff, and families) of confirmed case. |
| FACILITIES | * Initiate facility/program cleaning and closure response protocols. * Initiate CCS in-house cleaning and sanitation mitigation team for a Facility Deep Clean with electrostatic spraying technology. * Ensure any leasees comply with facility closures and expectations. For instance: Christ Church. * Close the facility and close off areas used by the presumed infected? * Cleaning staff/vendor will clean and disinfect all areas of the facility (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces. * School facilities would be ready to open once the facility is cleaned. There is no other ‘dry-in’ time required. Typically cleaning/disinfection will take 24-48 hours. * Once clean, the school could resume normal business activities. |

A close up of a sign

Description automatically generated**Cary Christian School Intake Form**

*This chart was adapted from the YMCA’s COVID protocol*