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| FIRST CONTACTAfter 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**, or COO, Jim Dickman, at **(919) 656-6386 or** **jdickman@carychristianschool.org**
* Headmaster will contact COO, Jim Dickman at **(919) 656-6386**.
* Headmaster will contact the Medical Advisory Panel.
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| 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.
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| COMMUNICATIONSCommunications 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.
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| 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.
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**Cary Christian School Intake Form**

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