



Cary Christian School Intake Form

FIRST CONTACT After receiving information, the faculty or staff should maintain confidentiality of information reported.	<input type="checkbox"/> 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 <input type="checkbox"/> Headmaster will contact COO, Jim Dickman at (919) 656-6386 . <input type="checkbox"/> 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.	<input type="checkbox"/> If an employee is involved, notify HR, Renee Bunton, immediately at (919) 454 1661 . <input type="checkbox"/> Work with local Health Department to follow directives and provide information to assist with exposure tracing which may include any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Employee's recent work schedule and/or volunteer/student's last attendance/participation over last 14 days? <input type="checkbox"/> Job functions, classes, etc. performed during that time. <input type="checkbox"/> Should the staff/volunteer/student's guardian be willing, we should collect CCS based contact tracing. <input type="checkbox"/> 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." <input type="checkbox"/> Maintain a confirmed case log based on date reported to track when staff can come back to work. <input type="checkbox"/> 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:	<input type="checkbox"/> Arrange (if needed) initial conference call with appropriate members (COO, Dean of Students, Dean of Academics, Headmaster, HR, Athletic Director, Communications, Medical Officer etc). <input type="checkbox"/> In coordination with the Health Department and other health agencies, COO and Communications will work appropriately to manage the communication. <input type="checkbox"/> Communications will develop, implement, and approve any communication that is shared. <ul style="list-style-type: none"> <input type="checkbox"/> Prepare and send necessary communication as related to the circumstances of each instance. <input type="checkbox"/> 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. <input type="checkbox"/> Communications will be timely and designed to ensure necessary transparency and will balance reputation risk, health and privacy considerations along with any legal implications. <input type="checkbox"/> Communicate with staff/faculty/families about any program/facility closures. <input type="checkbox"/> Prepare and send communication to notify stakeholders (Board members, staff, and families) of confirmed case.
FACILITIES	<input type="checkbox"/> Initiate facility/program cleaning and closure response protocols. <input type="checkbox"/> Initiate CCS in-house cleaning and sanitation mitigation team for a Facility Deep Clean with electrostatic spraying technology. <input type="checkbox"/> Ensure any leasees comply with facility closures and expectations. For instance: Christ Church. <input type="checkbox"/> Close the facility and close off areas used by the presumed infected? <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Once clean, the school could resume normal business activities.

¹ This chart was adapted from the YMCA's COVID protocol