

## Stakeholder Communication and Outreach

### 5.01 Overview-

SCSD has developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. This plan includes, but is not limited to, signage across all schools, videos for health-related information and practices, Webinars providing opportunities for families to answer building-specific questions.

### 5.02 Calendar of Communications

SCSD recognizes the need to communicate with each of the various stakeholder groups. The district will communicate with stakeholders BEFORE, DURING, and in the event of a CLOSURE utilizing multiple channels of communication, including:

- School ConnectEd Communication System - email and robocalls
- Website - dedicated COVID section
- Social Media – Facebook/Facebook Live

#### Prior to Opening Schools

For **Employees**, the district will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Provide information and training on how to assess the mental health of students
- Provide information and training on new workplace policies and changes
- Notify staff of required employee training programs to be completed prior to schools opening
- Provide information on how to self-report exposures and infections
- Provide information on the requirements for the use of face-covering

For **Students & Families**, the district will:

- Conduct virtual meetings and webinar sessions regarding reopening procedures
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Communicate with parents and students to minimize the mixing of children from different households at bus stops and adhere to proper distancing when boarding school buses.

- Instruct parents on the requirement and procedure for labeling of personal property and preventing it from mixing with other students' property
- Provide information on how to self-report exposures and infections
- Provide information on the requirements for the use of face-covering and how to make them at home
- Provide a Virtual Orientation event for students
- Share information on the district website containing crisis hotlines, and county mental health resources

### **While Schools are Open, the district will:**

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Conduct a virtual Back to School Night for parents
- Provide families on-going, easy to implement tips and tools for behavior support (e.g., time management in a distance learning environment)
- Provide staff professional development on engagement strategies for online learning
- Provide ongoing communication for families regarding school updates and access to resources
- Share information on the district website containing crisis hotlines, and county mental health resources

### **When Schools are Closed the district will:**

- Provide information on Continuity of Instruction Procedures
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Share information on the district website containing crisis hotlines, and county mental health resources

## **5.03 Communication with Vendors**

In order to safeguard building occupants, SCSD will implement restrictions as follows:

- Notify vendors that access to the facilities will be restricted
- Request that vendors reduce the frequency of deliveries while simultaneously meeting the demand of ordered goods
- Request that vendors use the same delivery driver for all deliveries for the duration of school
- Request vendors to suspend deliveries and/or adjust maintenance schedules for services in the event school is closed for health reasons.
- Notify vendors that, during deliveries, they are required to take precautions including:
  - Maintain physical distancing between themselves and building occupants
  - Wear appropriate PPE (a face mask and gloves)
  - Do not make deliveries if they have symptoms associated with COVID-19