ISBA

INDIANA SCHOOL BOARDS
ASSOCIATION

Coronavirus Information and Resources: Part II
Updated March 18, 2020

Because this is a rapidly changing situation, please **frequently check the following websites to access updated information**.

www.cdc.gov

www.who.int

www.in.gov/isdh

www.ed.gov/coronavirus

This guide was written to direct you to the appropriate resources and services and should not be used to replace local, state, and federal guidelines. All references have been provided in-line and on a resource page to help you continue your research.

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School Board Guidance 3/18

On March 16, Gov. Holcomb signed an executive order that contained some information on public meetings in conjunction with Open Door Law. The following has been paraphrased, but the whole executive order can be found here: https://www.in.gov/gov/files/ExecutiveOrder20-04FurtherOrdersforPublicHealthEmergency.pdf.

- Public meetings should be limited to only essential matters critical to the operations of the government agency or entity for the duration of this public health emergency.
- Statutory deadlines requiring a governing body to meet during the public health emergency are suspended for the duration of the emergency insofar as cancellations do not disrupt essential government function or when the meetings are otherwise required by federal law.
- Governing bodies may adopt electronic participation without having to adopt an explicit policy.
- Notices and agendas for meetings may be solely posted by electronic means for the duration of the public health emergency.

The following guidelines have been set forth by the Indiana Public Access Counselor, which has not yet been posted on the PAC website but can be found on our website:

- The use of technology for remote public attendance is encouraged. If a governing body broadcasts or livestreams its proceedings, consider viewing those meetings from home, especially for high-risk or symptomatic individuals.
- Regardless of anticipated attendance, utilizing larger venues to reduce attendee density is a wise option if possible.
- Governing bodies are urged to practice social distancing in any venue. This includes adding distance between attendee seating areas. Consider instituting a 1/3 capacity policy at least. A reasonable reduction of capacity in the immediate public seating area will not be considered a violation of the Open Door Law during the time of emergency. Governing bodies should prioritize attendance of the public and media over other non-essential staff and government personnel.
- Governing bodies should, if possible, shorten the length of their meetings and exclude non-essential agenda items.
- Review public comment policies to ensure consistency with public health guidance. If a hearing requires the acceptance of public comment, encourage remote submissions as opposed to in-person feedback.

School board members should also view the following memo sent by the State Examiner, regarding the payment of employees, work-from-home, and other policies: https://www.in.gov/sboa/files/Coronavirus%20Items%20to%20Consider%2003.16.2020%20(002).pdf

COVID-19 & Schools

Quarantine and Travel Advisories

The list of quarantinable communicable diseases for which federal public health orders are authorized is defined by Executive Order and includes 'severe acute respiratory syndromes.' COVID-19 meets the definition for 'severe acute respiratory syndromes' as set forth in Executive Order 13295, as amended by Executive Order 13375 and 13674, and, therefore, is a federally quarantinable communicable disease" (CDC 2020) (https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html). So, in conjunction with the Indiana State Department of Health, a school can bar some students and employees from coming to the school until their quarantine is over (this would include only those individuals who are considered by the Indiana State Department of Health to pose a significant threat to others).

All individuals coming from a CDC warning level 3 country must self-quarantine for a period of 14 days. Additionally, ISDH has advised, "With spring break approaching, you may want to ensure that students who travel abroad understand they could be subject to quarantine and other delays upon return as the circumstances change," and the regions that necessitate quarantine are changing rapidly (https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf).

The CDC has a website containing the most current travel notices which include the most current travel ban to most European countries: (https://wwwnc.cdc.gov/travel/notices).

> **Updated 3/18:**
> At this time, any travel outside of the U.S. is strongly discouraged. Even travel within the U.S. is discouraged, as "shelter-in-place" orders could be put in place at any time, meaning travelers from other states and cities would have to stay where they are until the order is lifted. Encourage students, staff, and parents to not travel during spring break, and to leave their homes only for necessary reasons (to get groceries and supplies, medical attention, or medicines). For up to date CDC guidelines, visit: https://wwwnc.cdc.gov/travel.

General School Considerations

The CDC has provided guidance for school administrators, which include the following suggestions:
- Monitor and plan for absenteeism.
- Review the usual absenteeism patterns at your school among both students and staff.

- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to symptoms of COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.

Gov. Holcomb's Guidelines 3/16

The following selected guidelines were given in an address on 3/16; you can find the press release containing all guidelines here: https://calendar.in.gov/site/gov/event/gov-holcomb-announces-more-steps-to-slow-the-spread-of-covid-19/. To see the Governor's Executive Order: https://www.in.gov/gov/files/ExecutiveOrder20-04FurtherOrdersforPublicHealthEmergency.pdf. For up-to-date Indiana-specific information, visit: https://www.in.gov/coronavirus/

- Indiana will adhere to the Centers for Disease Control and Prevention for large events and mass gatherings. The guidance recommends no in-person events of more than 50 people. Here is a link to the guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html.
- Under the current guidance for schools, 273 public school districts are closed, using e-learning days, or on spring break and have announced a future closure
- The state's Emergency Operations Center has been raised to a Level 1 status and will work in conjunction with the incident command center at the Indiana State Department of Health for planning, coordination, predictive analysis and other functions
- The Department of Workforce Development (DWD) has suspended rules requiring certain unemployment insurance claimants to physically appear at a Work One location to engage in reemployment services for the next four weeks. This will ensure that individuals who may be symptomatic do not have to physically appear to continue their unemployment insurance eligibility
- The DWD will also request flexibility under federal and state law to expand eligibility for claimants and ease burdens on employers
- Communities are encouraged to work together to provide childcare options for all who need assistance and delivery services of meals and other necessities for senior citizens

School Dismissal

The following are guidelines set forth by the CDC in "Interim Guidance for Administrators of US Childcare Programs and K-12 Schools."

If an ill student or staff member attended school prior to being confirmed as a COVID-19 case:

- Local health officials may recommend temporary school dismissals if a student or staff member attended school prior to being confirmed as a COVID-19 case. Local health officials' recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- Schools should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure. This communication to the school community should align with the communication plan in the school's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- If a student or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

If schools are dismissed, schools can consider the following steps:

- Temporarily cancel extracurricular group activities and large events.
  - o Cancel or postpone events such as after-school assemblies and pep rallies, field trips, and sporting events.
- Discourage students and staff from gathering or socializing anywhere.
  - o Discourage gatherings at places like a friend's house, a favorite restaurant, or the local shopping mall.
- Ensure continuity of education.
  - o Review continuity plans, including plans for the continuity of teaching and learning. Implement eLearning plans, including digital and distance learning options as feasible and appropriate.
  - o Determine, in consultation with school district officials or other relevant state or local partners:

- If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
- How to convert face-to-face lessons into online lessons and how to train teachers to do so;
- How to triage technical issues if faced with limited IT support and staff;
- How to encourage appropriate adult supervision while children are using distance learning approaches; and
- How to deal with the potential lack of students' access to computers and the Internet at home.
  - Ensure continuity of meal programs.
    - Consider ways to distribute food to students.
    - If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as "grab-and-go" bagged lunches or meal delivery.
  - Consider alternatives for providing essential medical and social services for students.
    - Continue providing necessary services for children with special healthcare needs, or work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program."

(https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html)

Remote Learning/ eLearning 3/18

For information on the implementation of eLearning, please visit: https://www.doe.in.gov/elearning/elearning-day-program.

- Best Practice Considerations and Checklist: https://www.doe.in.gov/sites/default/files/elearning/elearning-day-best-practices.pdf
- Implementation Toolkit: https://www.doe.in.gov/sites/default/files/elearning/elearning-day-toolkit.pdf

For more information on policies, and parent and educator resources on remote learning, visit: https://www.doe.in.gov/elearning/2020-covid-19-remote-learning.

For more information on protecting the civil rights of students during school dismissals and eLearning periods, please see: https://www2.ed.gov/about/offices/list/ocr/docs/ocr-coronavirus-fact-sheet.pdf.

Internet Connection 3/18

The following information on providing internet connection to households in need comes from IDOE's remote learning page:

- Charter Communications announced on March 13, 2020 that for 60 days the company will offer free Spectrum broadband and Wi-Fi access to homes with K-12 and/or college students who do not already have a subscription. Installation fees will also be waived for these households. Enroll by calling 844-488-8395.
- Comcast, which owns Xfinity, will offer 60 days free and increased speeds for new families who join the Internet Essentials program, an internet access program for low income families that is normally $9.95 a month.
- AT&T announced on Friday it would not cancel service and would waive late fees for any wireless, home phone, broadband residential or small business customer experiencing hardships because of the coronavirus pandemic and can't pay their bills. Qualifying low income households can apply for $10 a month internet access through the Access from AT&T program. Fixed Wireless Internet and Wireline customers can use unlimited internet data. AT&T will also keep public Wi-Fi hotspots open.

Educating Students with a Disability 3/18

The Office of Civil Rights webinar on eLearning and Remote Learning: https://www.youtube.com/watch?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=&v=DCMLk4cES6A.

- Recipients of federal financial assistance and public entities must ensure individuals with disabilities are given an equal opportunity to individuals without disabilities to participate in programs, services, and activities.
- Being accessible means that those with disabilities can acquire the same information and enjoy the same programs and activities as their non-disabled peers with substantially equivalent ease of use.
- Assistive technology may be used to provide individuals with disabilities these opportunities, including:
  - Speech recognition software
  - Mouth sticks, eye tracking, and pointing devices
  - Screen-reader software
- Educators should engage in routine checking of online activities to ensure that they are accessible.

For eLearning information and guidance for students with disabilities, please see: https://www.doe.in.gov/sites/default/files/elearning/elearning-day-program-guidance-students-disabilities-rev-052219.pdf.

For answers to frequently asked questions, please see the FAQ document provided by the DOE: https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf.

Employee Leave/Absences due to Coronavirus

School employers have a duty to do as much as they can to prevent the spread of illness among their employees. Given the rapidly changing situation surrounding the coronavirus (COVID-19), schools should be prepared for a potential outbreak among employees.

The CDC is currently recommending the following actions from employers:

- "Actively encourage sick employees to stay home
- Separate sick employees
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees
- Perform routine environmental cleaning
- Advise employees before traveling to take certain steps"

The CDC further recommends for employers to be flexible and quick to respond as the situation continues. An employer should do as much as possible to prevent an outbreak of coronavirus, and the spread of illness in general.

(https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

Employee Leave

Employees can use any accrued paid time off or request unpaid time off to cover any inability to come to work due to self-quarantine. Schools should be flexible regarding anyone who has reasonable cause to self-quarantine such as having been to a CDC level 3 warning country, having been in contact with someone who has recently returned from travel to those countries, displaying symptoms of coronavirus, or having been in contact with someone who is being tested for or has coronavirus.

Suggestions for Schools

1. Encourage all students and employees to stay home if they are sick, have a fever, or are displaying symptoms of the coronavirus (cough, shortness of breath, fever).

2. Share accurate information. Notify parents, students, and employees about the coronavirus and how it spreads. Hang handwashing signs in the bathroom, include information in morning announcements, and send information home with students. Fight misinformation and stigma within the school and try to keep the community calm but informed.

3. Review your School Emergency Operations Plans and Employment/Sick leave policies. Provisions may need to be added that are specific to the Coronavirus.

(Employment info: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

 (School Emergency Operations Plans Info: https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf & https://rems.ed.gov/docs/District_Guide_508C.pdf)

4. Use EPA-approved products while cleaning the school. (CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html) (EPA-approved products: https://www.epa.gov/coronavirus)

5. Consider special meetings and training for staff. Some staff may need to be cross trained to ensure that essential operations are maintained. (Readiness and Emergency Management for Schools Technical Assistance Center: https://rems.ed.gov/)

6. Discourage staff and students from traveling out of the country, by cruise, or to destinations where they will encounter high volumes of people over Spring Break. With how rapidly the Coronavirus situation is changing, it is difficult to say what countries—or states/regions—might incur a large outbreak even if they are currently rated at low risk. Theme parks and popular beaches may also pose a threat for the transmission of coronavirus. Encourage students and their families to stay home and stay away from large gatherings. (Cruise: https://wwwnc.cdc.gov/travel/page/covid-19-cruise-ship) (Travel advisories: https://wwwnc.cdc.gov/travel/notices) (ISDH: https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf)

7. Follow CDC/Task Force directives. The CDC, in conjunction with the White House Task Force, has published guidance for Schools based on the severity of the situation. Schools should work with local health officials to determine the degree of severity. Schools should prepare for local outbreaks by arranging for eLearning and distance learning, as well as alternative ways to provide meal and other services to students in need. (Task Force: https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf & https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf) (CDC https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf)

Updated 3/18:

8. Prevent bullying, cyberbullying and discrimination. Notify staff and ensure that students and parents know who to contact for instances of cyberbullying through eLearning platforms, or through other platforms by school peers. See this link for more information: https://www.doe.in.gov/school-improvement/bullying-cyberbullying-prevention-and-response

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> **9. Continue to provide FNS programs such as SNAP.** Schools can create food packets that parents can pick up on a weekly or bi-weekly basis in a designated location such as the school parking lot. Food delivery accommodations may also be necessary. For more information on how to continue these programs, visit:
>
> - IDOE Nutrition Resources: https://www.doe.in.gov/nutrition
> - FNS and Coronavirus: https://www.fns.usda.gov/disaster/pandemic
> - FNS preK-12: https://www.fns.usda.gov/program/assistance-children-kindergarten-12th-grade

Resources for School Boards/School Leaders 3/18

Resources to Check Frequently
- www.cdc.gov
- www.who.int
- www.in.gov/isdh
- https://www.in.gov/coronavirus/
- www.doe.in.gov/safety/health/covid-19-resources-indiana-schools
- www.ed.gov/coronavirus

Indiana Resources
- IDOE COVID-19 Resources for Indiana Schools: https://www.doe.in.gov/safety/health/covid-19-resources-indiana-schools
- ISDH "Novel Coronavirus (COVID-19) Guidance for Schools": https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf
- Social Distancing Guidelines ISDH: https://www.in.gov/isdh/files/Coronavirus%20Self-Monitor%20Infographic_ISDH.pdf

National Resources
- "Interim Guidance for Administrators of US Childcare Programs and K-12 Schools: Plan, Prepare and Respond to Coronavirus Disease" 2019 CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html
- "K-12 Schools and Childcare Programs: FAQs for Administrators" CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html
- NSBA: COVID-19 PREPARING FOR WIDESPREAD ILLNESS IN YOUR SCHOOL COMMUNITY A Legal Guide for School Leaders:

https://www.nsba.org/-/media/NSBA/File/legal-school-safety-addendum-coronavirus-march-3-2020.pdf?la=en&hash=1D72FA91F23169E07855464FC5D1434148FE3F78
- "Pandemic Flu Checklist: K-12 Administrators" CDC https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf
- Emergency Preparedness Training: https://rems.ed.gov/
- EPA/CDC Recommendations for School Cleaning: https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html
- "Interim Guidance for Businesses and Employers: Plan, Prepare and Respond to Coronavirus Disease" 2019 CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- "Get Your Workplace Ready for a Pandemic Flu" CDC: https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-work-set.pdf

Resources for Parents
- "How Sick is too Sick?" IDOE (English): https://www.doe.in.gov/sites/default/files/health/feb-21-how-sick-too-sick-memodocx-002.pdf
- "How Sick is too Sick?" "¿En qué momento se da cuenta que está demasiado enfermo(a)?" IDOE (Spanish): https://www.doe.in.gov/sites/default/files/health/how-sick-too-sick-memodocx-002-spanish-mhl-3-2-20.pdf
- "Protect Yourself and Your Family" CDC: https://www.cdc.gov/coronavirus/2019-ncov/protect/index.html
- Factsheet (English) "What You Need to Know About Coronavirus Disease 2019 (COVID-19)" CDC: https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf
- Factsheet (Spanish) "Lo que necesita saber sobre la enfermedad del coronavirus 2019(COVID-19)" CDC: https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf

Examples of School Policy and Procedure

The following are some examples of policies and procedures from public educational institutions relating to coronavirus situations.

Avon Community School Corporation

Steps Avon has taken:

1. School dismissal for 10 days.
2. Extensive school grounds cleaning.
3. Practice and Extra-Curriculars canceled until school resumes.
4. eLearning days. Distance learning packets provided for students who do not have home internet.
5. "To-go" food packages available for families who rely on meal services.

Message on website as of March 10, 2020:

"March 9, 2020. This morning we were notified by the Hendricks County Health Department that a second student is displaying symptoms of COVID-19/Coronavirus.

The Hendricks County Health Department and ACSC are working closely to determine the web of individuals who may have had direct contact with the two students. That web has grown very large.

While the CDC indicates that exposure to someone with COVID-19/Coronavirus is only an issue if the individual is already symptomatic (which the students were not last week), we believe the most prudent course is to **close all Avon Schools through Friday, March 20, 2020**. This will minimize any exposure in large groups and will allow plenty of time to have **all buildings and buses cleaned**.

In addition to school, **all practices and extra-curricular activities are canceled**. **eLearning days** will be used through Friday, March 20. Avon Community School Corporation uses Schoology http://avon.schoology.com to deliver learning materials during extended school closures. **We understand some families may not have access to the Internet to retrieve the online learning materials. If that is your situation, we ask that parents complete a form (available at www.avon-schools.org/parents) requesting a packet of learning materials for their child**. Only families requesting materials will have a packet prepared.

Rest assured our custodians had already stepped up our cleaning last week, using EPA-approved cleaners. Hendricks Regional Health, our health care partners, confirmed that ACSC uses the same anti-viral cleaners that they use for viral disinfecting at the hospital.

Some may wonder about food service. We know some of our families rely heavily on breakfast and lunch service in our schools. **ACSC's Food Service Department is working on "to go" options for students who need food during the closure. Cold food packages will be available to all ACSC families. Packages will include ten breakfast and lunch meals.** Food packages will be available at the

following parking lots: Cedar Elementary and Avon Middle School North. Pick up times will be Tuesday, March 10th, from 10am – 12pm. Packages will also be available at the ACSC Administration Building beginning Tuesday, March 10th at 7:30am and continuing daily, Monday through Friday from 7:30am to 4pm. Parents are asked to sign in with name, student name(s), and building and will be limited to only one package per school age student.

We recognize that there are many questions you may have. We will provide updated information on our website www.avon-schools.org/parents."

As it appears, Avon has complied with the following list published by the CDC: https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf.

IU's Policy:

Students and staff who believe they are sick or have a fever need to stay home until 24 hours after the fever abates. Employers can send sick employees home if there is reasonable evidence that the individual is sick. As of this time, all students and staff who travel to places the CDC has listed as a level 3 travel advisory must self-quarantine for 14 days. Sick employees can use their accrued paid time off or use unpaid time off. Extra paid sick leave is not being given at this time. In the event of a campus closure, professional staff will be paid up to 15 days of their scheduled work; this does not apply to temporary staff. After this 15-day period during a campus closure, staff is expected to use accrued paid time off, or work from home with supervisory approval. https://hr.iu.edu/relations/coronavirus.html

Updated 3/18:
- All IU campuses will conduct classes online for the remainder of the semester.
- Spring breaks have been extended by one week.
- All IU-affiliated events have been cancelled or postponed until further notice. The cancellation or postponement of commencement has not been decided for all campuses.
- All residents of student housing need to move back to their permanent residence, except those students who do not have a permanent residence or who are study abroad students.

Purdue's Policy:

Like IU's policy, any student or staff who has visited a CDC level 3 travel advisory country must self-quarantine for 14 days and cannot return to campus until the quarantine has been completed. Purdue is not requiring documentation that employees are sick, as they understand this may overburden hospital and doctor offices. Employees

must use accrued paid time off if they are absent or can use unpaid time off. Due to special circumstances, extended absenteeism related to the coronavirus will not put an individual's employment status at risk, and some cases of coronavirus may be entitled for leave under FMLA. Some employees may be eligible for workers comp if they contracted the virus on university business: "If an employee was traveling on university business when they were instructed to self-isolate, or if they contracted the virus from a patient they were treating, time off would generally be covered as administrative leave or workers' compensation. This is because the illness arose out of, and in the course of, their employment. Employees who contract the virus on vacation, or who are directed to self-isolate following a vacation or other personal travel, should be encouraged to avail themselves of options available under Purdue's sick leave policy."
https://www.purdue.edu/newsroom/releases/2020/Q1/need-to-know-info-about-covid-2019.html#leave

Updated 3/18:
- Purdue has cancelled in-person May commencement ceremonies.
- All Purdue-affiliated events have been cancelled or postponed until further notice.
- All residents of student housing should move back to their permanent residence if possible. Students who do not have a permanent residence or who are non-permanent U.S. residents from other countries may continue to live in student housing.
- All in-person classes will move to online until further notice.
- All Spring and Summer study abroad programs have been cancelled.

This guide was written by Abigail Spradlin, ISBA Spring Intern

Appendix A: School Board Resolutions

The following resolutions have been written by various school attorneys in Indiana and provided to the ISBA. Each attorney has given permission for ISBA to modify and share with other Indiana school corporations as needed. ISBA expresses its gratitude to the attorneys for their generosity. ISBA has modified the resolutions to provide for more generic use of the resolutions by Indiana school boards.

Sample 1: Role of the Superintendent

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES

WHEREAS, there is uncertainty to the safety of convening public meetings for the remainder of the current school term due to COVID-19;

WHEREAS, the governing body desires to authorize the school leadership to timely take all appropriate action to ensure the safety and well-being of our school community for the remainder of the current school term.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

The Superintendent and/or his or her designees are hereby authorized, empowered and directed, to take any and all action as such person deems necessary or desirable and that is otherwise permitted by law to ensure the safety and well-being of our school community for the remainder of the current school term without prior action by this governing body.

FURTHER BE IT RESOLVED, the Board shall ratify any action taken to date or in the future as allowed above by the administration including the postponement or cancellation of school activities at its next meeting scheduled after such action is taken.

PASSED AND ADOPTED this _____ DAY OF _____, 2020.

_____

 President

_____

Secretary

Sample 2: Wage Payments During an Emergency School Closure

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES FOR THE
_____ SCHOOL CORPORATION REGARDING
WAGE PAYMENTS DURING AN EMERGENCY SCHOOL CLOSURE

WHEREAS, the superintendent of schools may close any or all schools or corporation offices or dismiss them early because of a pandemic prevailing in the school corporation or any other emergency in the interest of health and safety. The superintendent will take such action only after consultation with transportation, emergency management, health, and weather authorities or other agencies as necessitated by the circumstances. The superintendent shall promptly notify the Board of a decision to implement such an emergency closure.

WHEREAS, the Board acknowledges that in case of a pandemic-related emergency closure, school employees may be instructed not to report for work. The Board concludes that a need exists to address the payment of wages to those employees who are instructed not to report to work during such a closure and are not required to "work from home" or telecommunicate.

WHEREAS, employees who are instructed not to report to work may suffer a loss of pay unless the workdays are made up at a later date. The Board concludes that continuing wage payments to employees who suffer a loss in pay due to a pandemic-related emergency closure, serves the purposes of maintaining morale, reducing turnover, and ensuring continuity of staffing when school reopens.

NOW THEREFORE BE IT RESOLVED that, in case of a pandemic-related emergency closure, the Board authorizes continued wage payments to employees who are instructed not to report to work at the direction of the superintendent, unless the workdays are scheduled to be made up at a later date. Such wage payments shall be limited to an employee's base pay.

BE IT FURTHER RESOLVED, such continued payment to employees applies only to pandemic-related emergency closures and does not apply to absences necessitated by an employee's own health condition or quarantine.

Approved on the _____day of 20___.

_____

[Insert Name Here], Board President

_____

[Insert Name Here], Board Secretary

Sample 3: Wage Payment During a Declared Pandemic

RESOLUTION ON CONTINUATION OF SERVICE AND WAGE PAYMENT DURING A DECLARED PANDEMIC BY THE _____

BOARD OF SCHOOL TRUSTEES

WHEREAS, there is uncertainty to the safety of convening public meetings for the remainder of the current school term due to COVID-19;

WHEREAS, the governing body desires to authorize the school leadership to take all appropriate action in a timely fashion to ensure the safety and well-being of our school community for the remainder of the current school term.

WHEREAS, employees who are instructed not to report to work may suffer a loss of pay unless the workdays are made up at a later date. The Board concludes that continuing wage payments to employees, salaried and non-salaried, who may suffer a loss in pay due to a pandemic-related emergency building closures, serves the legitimate purposes of maintaining morale, reducing turnover, and ensuring continuity of staffing when school reopens.

NOW THEREFORE BE IT RESOLVED that, in event of pandemic-related building closures, the Superintendent/designee is hereby authorized, empowered and directed, to take any and all action deemed necessary or desirable and that is otherwise permitted by law to ensure the safety and well-being of our school community for the remainder of the current school term without further action by this governing body. The Superintendent is authorized and is not limited to the payment of at-will and/or hourly employees on non-instructional and e-Learning days through the use of _____ days. Such wage payments shall be limited to an employee's base pay and shall not include payments for other missed opportunities, such as overtime. At will and/or hourly employees determined to be essential and required to come to work, or who are approved to volunteer to perform work required during pandemic-related building closures and e-Learning days will receive a $_____ per hour added to their base rate. Any action taken that requires Board action shall be reported to the Board and the Board shall ratify and approve such actions at its next board meeting.

PASSED AND ADOPTED this _____ day of _____, 2020.

_____

President

_____

Secretary