



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Emergency/Pandemic Response Protocols
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Board Approval:	TCA Board of Directors

EMERGENCY/PANDEMIC RESPONSE PROTOCOL

The Emergency/Pandemic Response Protocol Policy is approved by the Board of Directors and specifically outlines the responsibilities and authoritative limits of the Administration and its members in the event of a large event (such as the 2019 COVID Pandemic, natural disaster, unforeseen circumstance, etc.) that causes disruptions in the normal operations or activities of the school, staff or students.

POLICY

TCA shall seek, as a first choice, the least restrictive protocols, such as quarantines, in-person learning, etc. allowable under law. More restrictive policies shall be recommended as necessary by the administration and submitted for review, and approval, by the full board of directors.

This policy would apply to all TCA entities, including protocols created by various departments for specific departmental activities.

TCA shall use a high-level decision-making approach, utilizing inputs, including, but not limited to, legal counsel, health department guidelines, staff needs and whole-person student focus per TCA's Core Values.

PANDEMIC RESPONSE COMMITTEE

A Pandemic Response Committee (PRC) shall be formed. See [Pandemic Response Board Resolution](#) for initial formation guidelines.

Additional responsibilities for the PRC shall include:

- The PRC, with advice from legal, medical, academic services and other such counsel, shall work with the board to create policy with respect to the overall response plans and shall work to verify that those policies are appropriately implemented by the administration.
- The Covid Response Team (CRT) and PRC (with input from legal/medical professionals) will meet on a monthly basis (or upon the introduction or update of new/significant regulation) to discuss new/changing regulations, implementation, etc.

COMMUNICATION

TCA shall implement a communications structure and strategy aimed at informing the board, staff, students and families of ongoing progress, decisions that directly affect them such as quarantines, etc.

Additionally, TCA shall develop and implement an informational structure, such as a website dashboard, that informs the board and when appropriate, the TCA community, on pertinent data such as numbers of infections, numbers of kids quarantined, proposed changes to quarantine or control data, etc. (In the time of Covid, the D38 dashboard should serve as an example).

MENTAL HEALTH

TCA shall form a committee to explore and act on the mental health aspect of the present crisis. Such a committee shall consist of mental health professionals, parents, academic/administrators as well as a liaison from the CRT.

PARENT, STUDENT, AND STAFF ADVOCACY

In order to provide parents and staff a clear avenue for having outlier situations addressed, an Advocacy Procedure, such as an email submission form, shall be developed to hear medical outliers/complaints/situations directly related to quarantines, extra-curricular endeavors, etc. so that the CRT is not solely responsible for adjudicating legitimate complaints/disagreements incurred as a result of the application of TCA policies and protocols. The PRC and CRT shall work together in setting this up. The PRC shall have an active role in decision-making.

Policy Revision History

Date	Revision Details	Revised By
3/8/2021	Policy created.	Emergency/Pandemic Response Committee