

North Putnam School Corporation

Leveled Response System to COVID-19

Level 1	Action
General Precaution. The virus has been confirmed to be spreading in the United States.	<ul style="list-style-type: none"> • Encourage covering mouths when coughing/sneezing • Encourage frequent hand washing • Overt emphasis on hand-washing and general cleanliness • Encourage kids to stay home if sick • Bus drivers use hospital grade spray after each route
Level 2	Action
The virus has been confirmed to be in Indiana.	<ul style="list-style-type: none"> • Parent letter • Hand sanitizer in mass availability • Lessen large group events (>300) • Doors propped open to common areas and classrooms throughout the day • Athletes stop sharing water bottles • Students encouraged to bring in their own water bottle • Avoid unnecessary contact (handshaking, touching) • Change utensils and wipe serving lines after each lunch in the cafeteria
Level 3	Action
The virus has been confirmed and to be spreading in neighboring counties.	<ul style="list-style-type: none"> • Students may not share pens/pencils/utensils • Parents must have an appointment to visit the school • Staff clean high frequency areas hourly (door handles, fountains, door bells) • Designate/prop doors during morning arrival • Students grade own work • Evaluate student attendance on field trips and after school activities on a case-by-case basis • Teachers begin to prepare eLearning lessons
Level 4	Action
The virus has been confirmed in Putnam County.	<ul style="list-style-type: none"> • Custodial staff DEEP clean nightly • Open windows (weather permitting)
Level 5	Action
The virus has been confirmed with a NP student, staff member, or in the household of a student or staff member.	<ul style="list-style-type: none"> • Follow the advice of the local health department on school status.