

**ONE SCHOOLHOUSE**  
*www.oneschoolhouse.org*

**Practical Steps for Academic  
Leaders Related to Coronavirus &  
Future Outbreaks**

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*Head of School*

**Be calm and pause.**  
**Be straightforward and clear.**  
**Create simple solutions.**

# Three Phases of Response

- Right Now: Things You Can Do Today to Prepare for An Immediate Shutdown
- Prepare for It Coming: Things You Can Do Today if You A Shutdown is a Few Weeks Away
- Long-Term Thinking: Things You Should Start Working On To Prepare for Outbreaks in the Future



# Right Now

- Set “in your backpack” expectations with students and teachers
- Make sure you have access to a digital video platform (most schools are using Zoom or GoToMeeting for this) and that your teachers know how to use the platform

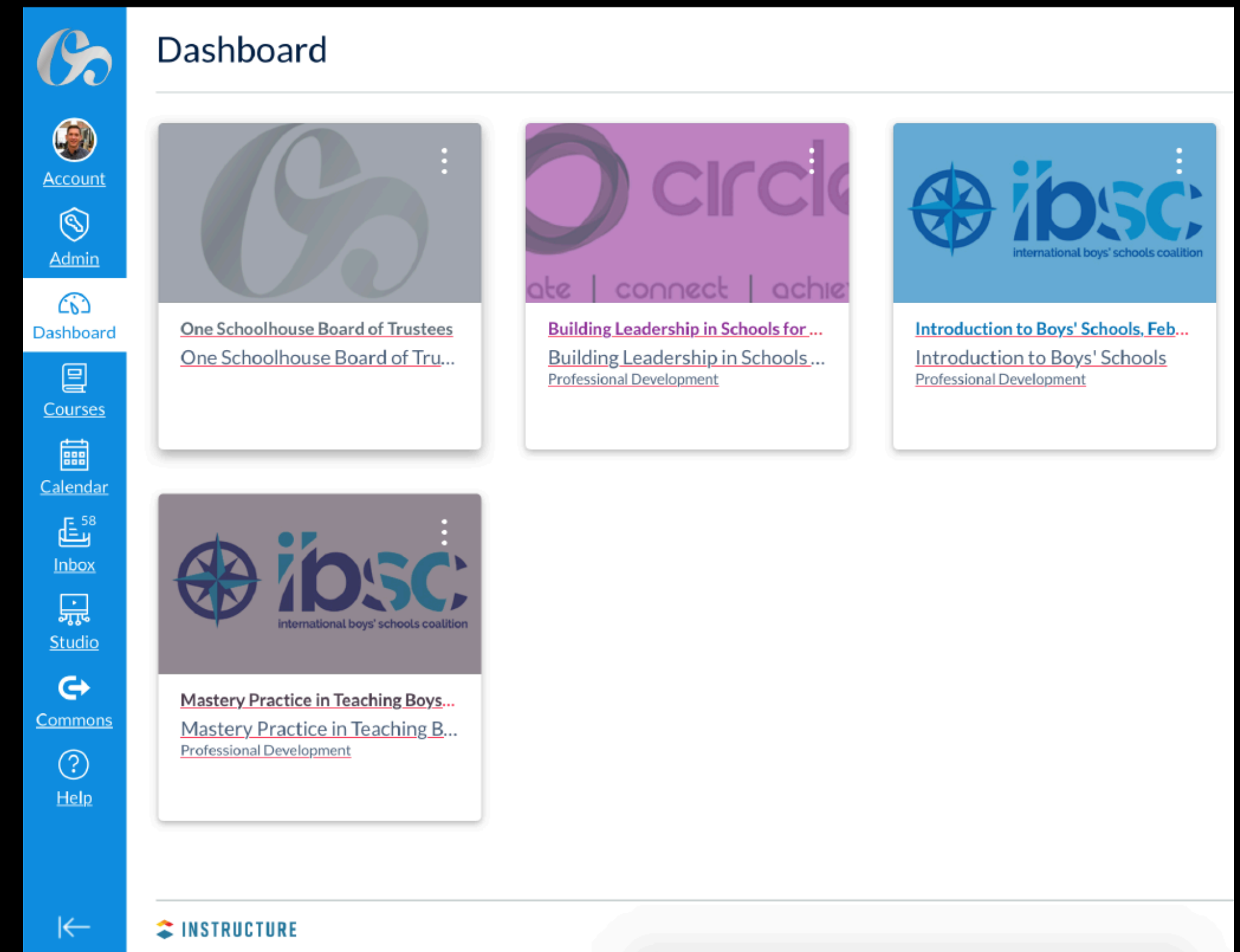




	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Morning Meetings</b> (8:00-8:30)	ALL SCHOOL ASSEMBLY <a href="https://zoom.us/j/ouracademyschoolwide">zoom.us/ ouracademyschoolwide</a>	Advisory <a href="https://zoom.us/j/mscarver-ouracademy">zoom.us/mscarver- ouracademy</a>	ALL SCHOOL ASSEMBLY <a href="https://zoom.us/j/ouracademyschoolwide">zoom.us/ ouracademyschoolwide</a>	9th Grade Meeting <a href="https://zoom.us/j/mrlynch-ouracademy">zoom.us/mrlynch- ouracademy</a>	ALL SCHOOL ASSEMBLY <a href="https://zoom.us/j/ouracademyschoolwide">zoom.us/ ouracademyschoolwide</a>
<b>Period 1</b> (8:30-9:30)	Algebra I <a href="https://zoom.us/j/mssmith-ouracademy">zoom.us/mssmith- ouracademy</a>	Algebra I <a href="https://zoom.us/j/mssmith-ouracademy">zoom.us/mssmith- ouracademy</a>	Algebra I <a href="https://zoom.us/j/mssmith-ouracademy">zoom.us/mssmith- ouracademy</a>	Free	Algebra I <a href="https://zoom.us/j/mssmith-ouracademy">zoom.us/mssmith- ouracademy</a>
<b>Period 2</b> (9:40-10:40)	English 9 <a href="https://zoom.us/j/mrgeorge-ouracademy">zoom.us/mrgeorge- ouracademy</a>	English 9 <a href="https://zoom.us/j/mrgeorge-ouracademy">zoom.us/mrgeorge- ouracademy</a>	English 9 <a href="https://zoom.us/j/mrgeorge-ouracademy">zoom.us/mrgeorge- ouracademy</a>	English 9 <a href="https://zoom.us/j/mrgeorge-ouracademy">zoom.us/mrgeorge- ouracademy</a>	Free
<b>Period 3</b> (10:50-11:50)	Physics <a href="https://zoom.us/j/mscarver-ouracademy">zoom.us/mscarver- ouracademy</a>	Physics <a href="https://zoom.us/j/mscarver-ouracademy">zoom.us/mscarver- ouracademy</a>	Free	Physics <a href="https://zoom.us/j/mscarver-ouracademy">zoom.us/mscarver- ouracademy</a>	Physics <a href="https://zoom.us/j/mscarver-ouracademy">zoom.us/mscarver- ouracademy</a>
<b>LUNCH</b> (11:50 - 12:30)					
<b>Period 4</b> (12:30 - 1:30)	Ancient History <a href="https://zoom.us/j/mrlynch-ouracademy">zoom.us/mrlynch- ouracademy</a>	Ancient History <a href="https://zoom.us/j/mrlynch-ouracademy">zoom.us/mrlynch- ouracademy</a>	Ancient History <a href="https://zoom.us/j/mrlynch-ouracademy">zoom.us/mrlynch- ouracademy</a>	Free	Ancient History <a href="https://zoom.us/j/mrlynch-ouracademy">zoom.us/mrlynch- ouracademy</a>
<b>Period 5</b> (1:30 - 2:30)	Free	Free	Free	Free	Free
<b>Period 6</b> (2:30 - 3:30)	Spanish II <a href="https://zoom.us/j/mshermosa-ouracademy">zoom.us/mshermosa- ouracademy</a>	Free	Spanish II <a href="https://zoom.us/j/mshermosa-ouracademy">zoom.us/mshermosa- ouracademy</a>	Spanish II <a href="https://zoom.us/j/mshermosa-ouracademy">zoom.us/mshermosa- ouracademy</a>	Spanish II <a href="https://zoom.us/j/mshermosa-ouracademy">zoom.us/mshermosa- ouracademy</a>

# Prepare for It Coming

- Create guidelines for digital communications between teachers and students.
- Set a baseline for use of your LMS.





# Long-Term Planning

- Create a comprehensive business continuity plan.
- Ensure every family and educator has access to high-speed internet.
- Train teachers to take advantage of your LMS.

