

RTS (In-Person) Planning Workstreams

WORKSTREAM	RESPONSIBILITIES
Data Management & Tracking (Internal/External)	<ol style="list-style-type: none"> 1. Define sources of community data; track community data/provide insights on RTS impacts 2. Provide oversight and management of internal data tracking (what do we need to record, where will it be saved, etc.)
Facilities Management	<ol style="list-style-type: none"> 1. Define facilities standards and protocols (classrooms and workspaces, common areas, food and water, cleaning, etc.) 2. Execute facilities reset/adjustment actions (physical layout, signage, meeting rooms, etc.)
Faculty, Staff & Student Health & Safety Practices	<ol style="list-style-type: none"> 1. Define on-site health screening approach (temperature checks, screening questions, etc.); define PPE usage and source required PPE 2. Social distancing guidance, hygiene behavior, guidelines for at-risk faculty/staff/student population
Protective Policy Management	<ol style="list-style-type: none"> 1. Develop visitor and guest restrictions; travel prohibitions; enforcement guidelines and consequences for not following RTS Playbook procedures 2. Set room maximums, group gathering restrictions, etc.
Medical Screening/Testing	<ol style="list-style-type: none"> 1. Assess latest medical advice and testing capabilities (e.g., antibody testing) 2. Design testing process and training for execution; source tests
Faculty, Staff & Student Readiness & Well-being	<ol style="list-style-type: none"> 1. Establish and execute plan to provide faculty, staff & students with knowledge and information on RTS strategy/plan 2. Design approach to provide ongoing support and resources for faculty, staff & student well-being
Technology	<ol style="list-style-type: none"> 1. Investigate value/feasibility of technology/applications (e.g., symptom monitoring, distancing alerts, contact tracing, etc.) 2. Advise organization on implementation; source and procure
Communications and Change Management	<ol style="list-style-type: none"> 1. Design and execute communication plan for school community; serve as liaison to external communities and agencies 2. Design "RTS Playbook" for faculty, staff & students (content provided by workstreams), including "Day One Back"