

1. Do First

✓	Date	Task
		a. Conduct "check ins" (by phone or in person preferred) with all your staff to maintain connections, identify social emotional needs, and to determine appropriate levels of support and/or resources to provide in the return to school.
		b. Develop an understanding of all resources and supports available through AllPoints, ACPS' EAP administrator. Become knowledgeable about when it is appropriate to refer an employee to EAP for support, voluntarily or required.
		c. Become familiar with all supports and resources available through ACPS and our partner agencies, to all employees in the areas of social emotional functioning, mental health, and overall well being.
		d. Work with building and division level counselors to ensure opportunities for staff support are available in the areas of social-emotional wellness, mental health and overall wellbeing.
		e. Determine your plan, as a building level administrator, to share the supports and resources presented to you during the training with AllPoints to ensure that the social and emotional needs of all staff are addressed.
		f. Collect information via survey or phone call to determine the professional development needs for your staff in the areas of SEL, instruction and operations areas prior to return. (Develop a baseline common survey for level elementary, middle, high).
		g. Review your employee implementation plans from the June 1 professional development in order to identify all supports and resources necessary for plan implementation.
		h. Identify the needs of your new employees related to induction into your building/department, mentoring supports and educational best practices to ensure that they feel confident, competent and connected.
		i. Review the ACPS Road Map to Return document to include the division health care plan, professional development plan, employee support plan, and operational plan to ensure you have a firm understanding of the document in preparation for your communication with your staff.