

2. Prior to Opening

✓	Date	Task
		a. Review proper protocol for making staff referrals to EAP based upon identified wellness or mental health needs.
		b. Identify where all supports available through ACPS, and our partner agencies, are maintained for ease of access to all employees in the areas of mental health and wellness.
		c. Review procedures to support staff who are identified in the high-risk employee population due to the identification of risk factors.
		d. Summarize and prioritize the results of your staff professional development survey pertaining to SEL, instruction, and operations areas prior to return. Communicate with the instructional department and human resources to develop a professional development plan to meet the identified needs of your staff.
		e. Compile identified priority topic areas for professional development. Develop a schedule and timeline for implementation of professional development to your staff. Include areas in which you may lead and provide professional development opportunities to your staff and/or division during teacher training weeks.
		f. Develop a system to collect and analyze staff feedback and reflection regarding professional development opportunities on completed training. Maintain an archive of completed professional development activities to use as a future reference and resource to your staff and to others in the division.
		g. Ensure that the necessary resources are available for your employees to meet their implementation plan needs. This will require work with your assigned division-level liaison.
		h. Review the revisions that have been made to ACPS' Mentor Teacher Program. Become familiar with the division level mentor plan. Determine how the mentor program may be implemented with fidelity in light of the changes caused by the pandemic.
		i. Provide recommendations to human resources for any identified need for procedural revision to include employee screening procedures, data collection and expectations to symptom monitoring and reporting.
		j. Determine the time frame, and process by which you will communicate the operational safety protocol to your staff to ensure a clear understanding of guidelines, protocols and expectations.
		k. Develop a document with your division liaison to ensure all areas of need are addressed in your building prior to opening for a safe, effective and equitable return to school for all staff and students.