

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE:           APRIL 20, 2020**

**TO:             BOARD OF EDUCATION**

**FROM:          TIM LUTZ, SUPERINTENDENT OF SCHOOLS**

**SUBJECT:       APPROVAL OF CONTINUITY OF OPERATIONS PLAN**

**COMMENTS:**

School districts are encouraged to develop and/or update a Continuity of Operations Plan to maintain school operations during any crisis. The outbreak of COVID-19 is one such crisis situation for which a Continuity of Operations Plan should be developed and updated every year. School Continuity of Operations Planning is important in order to ensure that essential functions continue to be performed during a wide range of business disruptions to routine operations, including localized infrastructure outages, natural, accidental, technological disasters, terrorism-related emergencies, or public health emergencies.

The Continuity of Operations Plan before you has been designed specifically for the public health emergency that has been caused to the COVID-19 pandemic. Public Health Emergencies, by their nature, are longer-term events than natural disasters, with the possibility of lasting for months. They may cause significant reductions in the available workforce up to 40% or more.

A Continuity of Operations Plan addresses the reductions in workforce and creates a list of available, qualified staff members who can fill in for those in our district who may become incapacitated by this pandemic in order to ensure that the important functions of our district continue without interruption.

**ACTION:**

The motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried (    ) to approve the Continuity of Operations Plan as presented.