

EXECUTIVE ORDER NO. 2020-01

**THE BOARD OF TRUSTEES OF
THE CARROLL CONSOLIDATED SCHOOL CORPORATION
STATE OF INDIANA**

An Order for Measures to Mitigate the Novel Coronavirus Disease 2019 ("COVID-19") Outbreak and to Establish the Procedure for the Board's Ratification of the Acts of Its Members in Response to the COVID-19 Public Health Disaster Emergency.

FINDINGS

The Board of Trustees of the Carroll Consolidated School Corporation finds that:

- A. On March 6, 2020 the governor of Indiana declared a public health disaster emergency for the Coronavirus Disease 2019 ("COVID-19") for the entire State of Indiana.
- B. On March 13, 2020 the President of the United States declared a national emergency for the same.
- C. The lead agency for response to the COVID-19 outbreak in Indiana is the Indiana State Department of Health ("ISDH"). The ISDH has issued guidance for individuals, homes, **schools**, commercial establishments and gatherings of all types, and the Carroll County Health Department has recommended certain community mitigation strategies to slow the transmission of all viruses including COVID-19. As the COVID-19 outbreak developed, the recommendations of the ISDH have evolved and may continue to evolve quickly.
- D. Anticipating in the weeks and months ahead that there may occur instances where the Board is unable to convene a quorum to take action related to the COVID-19 outbreak, the Board finds that it is necessary to establish the procedure for the Board's ratification of the acts of its members in such instances.

NOW, THEREFORE, IT IS ORDERED BY THE BOARD OF TRUSTEES OF THE CARROLL CONSOLIDATED SCHOOL CORPORATION AS FOLLOWS:

1. For all public meetings held in or upon school property the following shall apply:
 - a. Members of the public in a high-risk group should not attend;
 - b. No person with a fever or respiratory symptoms may attend;
 - c. To the extent possible, social distancing (6 feet) shall be maintained between individuals whether sitting or standing;
 - d. Doors to occupied rooms shall be opened and remain open;
 - e. Windows shall be opened to improve ventilation when the weather permits it;
 - f. One or more functioning hand hygiene stations shall be used;
 - g. Custodial staff shall sanitize touched surfaces and items both before and after meetings;
 - h. A register of names and telephone numbers shall be maintained, and the names and telephone numbers of all in attendance shall be obtained before entry into the meeting room is permitted;
 - i. Whenever practical, all persons shall be screened by answering appropriate health questions recommended by the Carroll County Health Department before entry into the meeting room;

- j. The Board of Trustees or its authorized representative shall have the authority to deny entry or require removal from the meeting of any person for reasons of the risk presented to themselves or others by their attendance;
2. The requirements and restrictions in paragraph 1 of this executive order are not exclusive and do not preclude the adoption and enforcement of additional requirements and restrictions which may be made after the effective date of this executive order.
3. In the event that the Board of Trustees is unable to convene a quorum to take any action related to the COVID-19 outbreak, the President is hereby authorized to take action related to the COVID-19 public emergency outbreak when the Secretary advises the President that a quorum of the Board is unavailable to meet.
4. The Vice President and Secretary are each granted the same authority as the President under paragraph 3, above, in case of the unavailability of the President.
5. The Secretary shall report any and all actions taken pursuant to paragraphs 3 and 4 of this executive order at the next scheduled regular or special meeting of the Board, and all actions thus taken shall be deemed ratified by the Board when so reported.
6. No Board member, corporation employee, or representative acting pursuant to this executive order may spend or make any commitment to spend or obligate any funds that are not appropriated for such purposes.

SO ORDERED this _____ day of March, 2020.

BOARD OF SCHOOL TRUSTEES
CARROLL CONSOLIDATED SCHOOL CORPORATION

Patrick A. Hickner, President

Ryan J. Allbaugh, Vice President

Eric E. Johnson, Member

C. David Bordner, Member

ATTEST:

Jon Johnson, Secretary