



PREVENTING SPREAD OF INFECTIONS IN K-12 SCHOOLS

Community Partners Worksheet

Who are your key partners?

Instructions: Pair with a colleague to make a list of partners who should be involved in the planning and implementation of your infectious disease annex. Use the guiding questions and examples below to shape your discussion. First, brainstorm with your partner to identify as many partners as you can and then choose one or two to focus on for developing a detailed partner engagement plan during the time available for this exercise.

Don't forget to consider opportunities to include families, youth, and other community members who have lived experiences that would provide diverse perspectives on your plan and how it might impact populations with different health or support needs.

You can record your ideas in the space provided to prepare for sharing your discussion with the group.

Who will you include in planning and why? What expertise or resources can this partner or interest holder provide?	What role(s) will they serve in? Will they help with gathering ideas, writing, or reviewing your annex (or all three)? Will they have a formal role, such as membership on an advisory board?	How will you obtain input? What methods will you use for communication? For example, will this partner attend meetings or provide written feedback?	How often will you interact? How frequently will you ask for input? How often will you provide them with updates?	How will you acknowledge their contributions? For example, will they be named as an author on your plan? Will you provide compensation for their time and expertise?
Example: Local public health department: infection prevention (IP) guidance, risk communication, case identification and reporting	Example: Provide guidance on case documentation; assist with contact tracing; help with health education and risk communication; IP epidemiologist will be on advisory board for infection prevention planning	Example: IP epidemiologist to attend virtual board meetings; will facilitate written input from colleagues on plan drafts; local health department signing formal support agreement	Example: Advisory board meetings every 2 weeks during plan writing; monthly meetings to review incidents and policies after plan completed	Example: Advisory Board members will be listed as authors on public version of plan; invited to annual volunteer and partner 'thank you' picnic

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