How do you know who's responsible?

Instructions: A RACI chart (or RACI matrix) is a project management tool for identifying and communicating roles and responsibilities. RACI stands for: Responsible, Accountable, Consulted, and Informed.

Example

Consider the example of students completing a group project. The teacher has asked four fifth grade students to research and prepare a presentation about the solar system. With the teacher's help, the students organize the work into roles: a researcher, a writer, and two presenters.

The teacher provides support to make sure the students stay on task and that everyone contributes to the project. Everyone is responsible for attending weekly meetings to work on the project. The researcher gathers information based on what the team decides they want to talk about. The writer prepares the slides and gets feedback from their teammates. The whole team reviews the slides for errors before the presenters deliver the talk to their class.

Responsible

Does the work

At least one per task

Accountable

Makes sure the work gets done

Only one per task

Consulted

Provides input on the work

None to many per task

Informed

Needs to know about the work

None to many per task

Activity	Teacher	Researcher	Writer	Presenter 1	Presenter 2
Hold weekly meetings	Accountable	Responsible	Responsible	Responsible	Responsible
Gather information	Accountable	Responsible	Consulted	Consulted	Consulted
Prepares slides	Accountable	Consulted	Responsible	Consulted	Consulted
Reviews slides for errors	Accountable	Responsible	Responsible	Responsible	Responsible
Gives the presentation	Accountable	Informed	Informed	Responsible	Responsible

Part 1: Who's involved in routine infection prevention in your school or district?

Instructions: Consider the example of **handwashing at school**. First, we break this activity into the smaller tasks that are required for students to have the knowledge, skills, and resources they need to wash their hands properly at school (for example, order supplies, make age-appropriate signs for the sinks, etc.). Then, we assign each participant to **R, A, C, or I** (or leave blank if they are not involved in a specific activity). We will work through this example together as a group and then you'll do one on your own in the next section

Strategy: Example: Hand Washing	*Identify if each role is Responsible, Accountable, Consulted, Informed, or not involved (leave blank) in each activity you identify. You can follow along with the group as you complete this task together by writing the group decisions below.*				
Activity	**Principal**	**Teachers**	**School Nurse**	**District**	**Other**
Procure funding for handwashing promotion					
Maintain handwashing stations and supplies					
Post signage on handwashing					
Model proper handwashing to students					
Develop handwashing protocols and schedule					

Part 2: Who participates in a response to elevated illnesses in your school or district?

Instructions: Consider the example of **implementing one of the Additional Strategies**. First, select which strategy you will consider. Then, break the strategy into the smaller tasks that are required to implement the strategy in your school or district. Then assign each participant to **R, A, C, or I** (or leave blank if they are not involved in a specific activity).

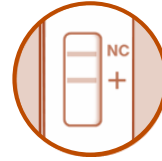Remember, the five **Additional Strategies** are:
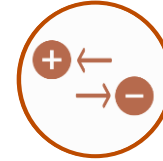
Masking; respiratory protection

Increasing distance; cohorting

Illness monitoring

Testing

Managing exposure

Strategy (*Select from one of the above.*):

Identify if each role is Responsible, Accountable, Consulted, Informed, or not involved (leave blank) in each activity you identify. Record your role assignments in the grid below.

Activity *Enter 4-6 activities to implement your strategy.*	Principal	Teachers	School Nurse	District	Other