

No	Scope	Task
1	ICT	Basic information for students posted online
2	School staff	Employment contracts, work from home
3	School staff	Occupational safety for working from home
4	Parents and students	Providing emergency contacts for students
5	School staff	Setting up regular meetings
6	School staff	Establishment of a crisis team for online teaching (Director, ICT, psychologist, didactics)
7	School staff	Setting up virtual (remote) meetings
8	School staff	Regular information stream from the head teacher to teachers and non-teaching staff
9	ICT	Ensuring internet connectivity for the school
10	ICT	Create an online learning experience (MS, Google, etc...)
11	ICT	Create a task-giving environment/tool for students and students
12	ICT	Set up regular weekly ICT usage and operation meetings
13	ICT	Creation of a communication plan (in case of new ICT deployment - online teaching)
14	Parents and students	Checkup with emergency contacts for students
15	ICT	Provision of ICT equipment for teachers
16	School staff	Set up regular weekly remote didactic sessions
17	School staff	Provision of training of teaching staff for distance (virtual) teaching
18	Parents and students	Monthly virtual parents meeting for classes - information on how the lessons will take place
19	Parents and students	Verification that the teaching takes place on a single platform in the same way for all subjects of a given class