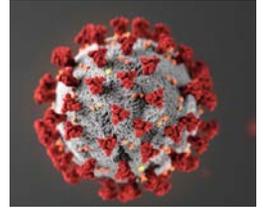


COVID-19 GUIDANCE FOR SCHOOLS

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. The School District is taking steps to protect staff and students by implementing training and providing information to employees to create awareness.



How COVID-19 is Spread and Transmitted

Current studies suggest COVID-19 is spread through droplets from an infected person's mouth and nose secretions. These secretions include saliva, respiratory secretions or secretion droplets. These are released from the mouth or nose when an infected person coughs, sneezes, speaks, sings, etc. The transmission can happen directly or indirectly. A direct transmission can occur if you are standing too close to an infected person while they release infected droplets which can get into your mouth, eyes, nose, or inhaled into your lungs. Indirect transmission occurs when these tiny infected droplets settle onto objects or surfaces that you then touch.

Identifying COVID-19 Symptoms

Symptoms may appear 2-14 days after exposure to the virus. Some people have all, some, or even none of these symptoms. COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Emergency Warning signs: When should employees seek medical attention?

When employees are not well and displaying severe symptoms, they will be encouraged to seek medical attention. These severe symptoms include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Screening Practices

Wellness check-in procedures will be established and employees will be expected to submit a wellness check daily. This daily check-in will help determine if the employee can continue to work or if they should be sent home based on symptoms. This check-in will include the employee taking their temperature daily prior to coming to work. A temperature of 100.4° F or higher is considered a fever.

What if Students Become Ill While at School?

Special Disinfection procedures will be put in place if the District has a confirmed case of COVID-19:

- Identify any areas that have potential contamination
- District may work with industrial cleaning companies and/or M&O to disinfect areas following CDC guidance.
- Depending on the area that needs to be disinfected, certain work areas may need to be shut down to allow for proper cleaning

COVID-19 GUIDANCE FOR SCHOOLS

Physical Distancing Guidelines

Physical distancing is also called social distancing. To practice physical distancing stay at least 6 feet away from others even if they seem to be in good health and not having flu-like symptoms. Many people are asymptomatic. They are sick but do not show any symptoms are still a carrier of the COVID-19 virus. It is important to stay 6 feet away from people even if they do not seem sick.

How the School District Plans to Protect Staff from COVID-19

- Enforcing social distancing at all times
- Conducting daily health assessment for all staff
- Anyone who is unwell will be required to stay home and not allowed to enter the school site
- Anyone showing flu-like symptoms will be sent home immediately
- Hand sanitizer and gloves will be made readily accessible throughout the school site
- Encourage the covering of coughs and sneezes with a tissue or arm
- Minimize the number of employees within a certain area
- Provide training to employees
- Encourage employees not to share tools or work areas
- Conduct routine cleaning of frequently touched surfaces
- Stagger schedules or implement shift work to minimize number of employees
- Discourage the gathering of employees of more than 10 people in breaks, lunch, meetings, etc.
- Encourage the use of call-in/video conference in lieu of face-to-face meetings



If a gathering of more than 10 people cannot be avoided the following procedures must be followed:

1. Place seats 6 feet apart in all directions
2. Handwipes and/or hand sanitizer be provided
3. Each employee will be assigned a place to sit
4. Handwashing will be encouraged and hand sanitizer will be provided
5. Gloves will be provided
6. Masks or face shields will be provided and required

Prevent the Spread of COVID-19

Minimize the spread avoid contact with these droplets by:

- Social distancing
- Wash hands frequently
- Cover your mouth with a tissue or bent elbow when sneezing or coughing.
- Wearing a fabric mask is also an important measure to protect yourself and others.



Face Coverings

- CDC recommends that people wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Masks may help prevent people who have COVID-19 from spreading the virus to others.
- Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- Who should NOT use masks: children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Masks are NOT surgical masks or N95 respirators. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



Donning and Doffing the Mask (Putting a Mask on and Taking it off)

- Take Off Your Mask Carefully, When You're Home
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



Washing/Drying a Face Covering



Face Coverings should be washed after each use.

Washing machine

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the mask in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry

- Lay flat and allow to **completely dry. If possible, place the mask in direct sunlight.**



Enhanced Sanitation Practices

Prior to cleaning and disinfecting surfaces always wear proper personal protective equipment (PPE) such as disposable gloves. It is important to understand the difference between cleaning and disinfecting. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. On the other hand, disinfecting kills germs on surfaces.

- To Clean- use soap and water to clean the surface prior to applying the disinfectant. Practice routine cleaning throughout the day by cleaning frequently high touched surfaces.
- Disinfecting hard surfaces- use a disinfectant that your school district has approved for use and follow the instructions on the disinfectant label. Many products have a specific contact or dwell time, which is the period of time the disinfectant must stay wet on the surface to effectively kill the germs.
- Disinfecting soft surfaces- soft surfaces include carpets, rugs, drapes, etc. First, clean the soft surface with soap and water or an appropriate cleaner for the material or fabric. If possible, launder the items. Use the warmest water setting and dry the items completely. If the soft surface cannot be laundered use a district approved disinfectant and follow the disinfectant instructions on the label. Vacuum the surface as usual, if possible.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

COVID-19 GUIDANCE FOR SCHOOLS

True or False? Answer the following by placing a T or F in the blank provided:

1. _____ Social distancing means we should stay 3 feet apart whenever possible.
2. _____ There is a vaccine available for COVID-19.
3. _____ Many people who are infected with Coronavirus do not show any symptoms
4. _____ I should read the label of any recommended cleaning solution for disinfecting surfaces in my work area.
5. _____ Anti-bacterial soap is required to wash hands
6. _____ Wearing a face covering protects others as well as myself
7. _____ Cough and shortness of breath or difficulty breathing are two common symptoms of COVID-19
8. _____ I will not be informed if a student in my school is infected with COVID-19.

Fill in the blank:

9. What are the four basic steps to minimize the spread and avoid coronavirus droplets:
 1. _____
 2. _____
 3. _____
 4. _____

Which answer is the most correct?

10. _____ In order to wear a face covering correctly, I must:
 - a. Wash my hands before putting on your mask
 - b. Put it over my nose and mouth and secure it under my chin
 - c. Try to fit it snugly against the sides of my face
 - d. Make sure I can breathe easily
 - e. All of the above will insure the mask is worn correctly.

COVID-19 GUIDANCE FOR SCHOOLS

TRAINING DOCUMENTATION

Name _____
Please Print

School District: _____

Job Title: _____ Work Site _____

Trainer: Terri Prichard

I have received training on COVID-19. The contents on this training included:

- Identification and naming of COVID-19
- How COVID-19 is Spread and Transmitted
- Identifying COVID-19 Symptoms
- Emergency Warning signs: When should employees seek medical attention
- Screening Practices
- What if Students Become Ill While at School
- Physical Distancing Guidelines
- Physical Distancing Guidelines for groups of more than 10 persons
- How the School District Plans to Protect Staff from COVID-19
- Preventing the Spread of COVID-19
 - Handwashing
 - Use of hand sanitizer
- Face Coverings
 - Wearing the Face Covering Correctly
 - Wearing a Mask/Face Covering to Protect Others
 - Donning and Doffing Procedures (Putting a Mask on and Taking it off)

Employee's Signature

Date



Trainer's Signature