



# BEING PREPARED FOR

## A HIGHLY INFECTIOUS DISEASE: CORONAVIRUS DISEASE 2019 (COVID-19)

**A PANDEMIC IS DEFINED BY THE GEOGRAPHICAL SPREAD OF A DISEASE AND IS BASED ON HOW SEVERE IT IS ALONG WITH THE IMPACT IT HAS.**

### • SCHOOL DISTRICTS (K-12) •

- ACTIVELY ENCOURAGE EMPLOYEES/STUDENTS TO STAY HOME WHEN SICK
- EMPHASIZE RESPIRATORY ETIQUETTE & HAND HYGIENE
- PERFORM ROUTINE ENVIRONMENTAL CLEANING
- CONSIDER CREATING AN INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN TO HELP PROTECT YOUR AGENCY

### • PLAN •

**WHILE THE RISK IS LOW, CONSIDER TAKING STEPS TO PREPARE.**

- CREATE A PLAN THAT ADDRESSES FUNCTIONING BASED ON VARIOUS LEVELS OF ILLNESS IN STUDENTS AND EMPLOYEES
- ISSUES TO CONSIDER INCLUDE DISTRICT SCHOOL CLOSURES AND CANCELLATION OF EXTRACURRICULAR ACTIVITIES
- DEVELOP PLANS TO ASSURE CONTINUITY OF INSTRUCTION IN THE EVENT OF DISTRICT SCHOOL CLOSURES
- DEVELOP A CONTINUITY PLAN FOR MAINTAINING ESSENTIAL CENTRAL OFFICE FUNCTIONS INCLUDING PAYROLL AND ONGOING COMMUNICATION WITH STUDENTS AND PARENTS
- WORK WITH LOCAL HEALTH DEPARTMENT TO IMPLEMENT EFFECTIVE INFECTION PREVENTION POLICIES/PROCEDURES TO HELP LIMIT SPREAD
- PROVIDE SUFFICIENT AND ACCESSIBLE INFECTION PREVENTION SUPPLIES
- ESTABLISH POLICIES/PROCEDURES FOR SICK LEAVE (INCLUDE EXTENDED)
- ESTABLISH POLICIES FOR TRANSPORTING ILL STUDENTS

### • CDC RECOMMENDATIONS •

**WITH CURRENTLY BEING FLU & RESPIRATORY DISEASE SEASON, THE CDC RECOMMENDS THE FOLLOWING:**

- GETTING A FLU VACCINE
- WASHING YOUR HANDS OFTEN OR USE ALCOHOL-BASED SANITIZER
- AVOID TOUCHING YOUR EYES, NOSE & MOUTH WITH UNWASHED HANDS
- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK