

COVID-19

Staff
Guidance and
Training

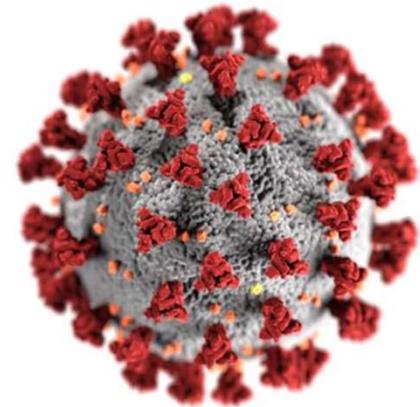
Students and other staff will look to you



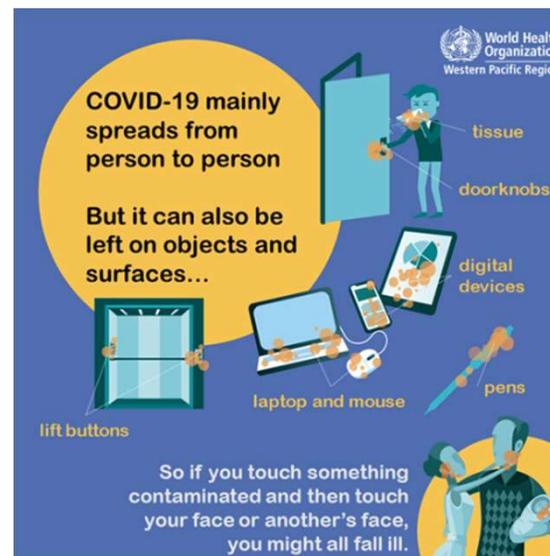
- ★ Model, teach and reinforce healthy hygiene, face coverings, and physical (social) distancing with kindness and set the example for them.
- ★ The more students and other staff see you following the guidelines, the more they will follow suit!
- ★ Encourage flexibility and patience things may change and this is all new to everyone.

Key Components To Cover

- How COVID-19 is spread from person to person
- Tools to help prevent the spread of COVID-19
 - 1. Monitoring for COVID-19 symptoms
 - 2. Physical (Social) Distancing
 - 3. Face Coverings
 - 4. Back to the Basics: Healthy Hygiene Practices
- Daily Health Screening



How COVID-19 is spread from person to person



What about aerosolized/airborne transmission?

Some virus may spread in very small particles. At the current time, it does not change the guidance to follow.

Mitigation methods) to stop the spread COVID-19

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



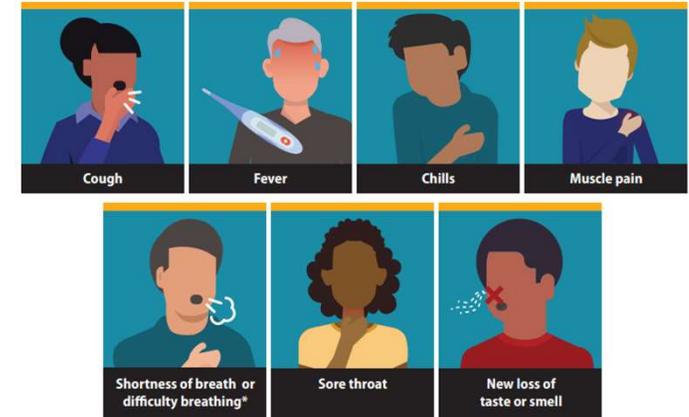
cdc.gov/coronavirus

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Monitoring: Know the Symptoms of COVID-19

- **Primary symptoms of concern:**
 - Fever (of greater than 100.4°F) or chills, uncontrolled new cough, shortness of breath or difficulty breathing, loss of taste or smell
- Other symptoms but not as common and can be due to other viral illness : muscle pain, headache, sore throat, nausea, nasal congestion, runny nose, diarrhea, and vomiting (with the exception of diarrhea and vomiting, these symptoms alone do not warrant denial of entry to school)
- **Emergency signs that require immediate medical attention:** trouble breathing, persistent pain or pressure in chest, new confusion or inability to awaken, bluish / dusky / greyish lips or face

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Monitor Yourself

- **Stay home when you are sick.**

If you exhibit primary COVID-19 symptoms you must consult with your healthcare provider:

If there is a clear alternative diagnosis as the cause of your illness other than COVID-19,

- The usual disease-specific return-to-school guidance should be followed to return to school
 - You must be fever free for 24 hours, without the use of fever reducing medicine, and no symptoms for 24 hours
 - You have **not** had close contact with someone testing positive for COVID-10
 - Close contact is considered spending at least 15 minutes within 6 feet of a person with confirmed COVID-19



Monitor Yourself - Continued



- **Refer to district Decision Tree, if student/staff exhibit COVID-19 Symptoms**
 - Consult with your primary care provider
 - Report results of any testing to your school nurse



Monitoring Students and Staff

- Staff should self screen before arrival to work. If you are feeling ill, contact your supervisor and/or the school nurse if you have any COVID-19 symptoms.
- Parents screen students before entry to school.
- If a student is feeling ill or showing signs of illness, contact the school nurse. MAINTAIN PRIVACY.
- Use Health Office Flow Chart - Mitigates Movement of Students throughout the building necessary to decrease transmission of virus.
- We will have a “Well Health Office” and a “Sick Health Office” . No one can enter the “Well” office without approval of the nurse. We can’t have sick students or staff contaminating a well health office.
- Sick offices will have their own designated bathroom that only those who are sick can use.



Monitoring Student and Staff -continued

- Call school nurse to see if she can see student. She will let you know when a student can come for an evaluation. We can't have more than one or two students maximum (unless an emergency) in the hallway waiting for the nurse. Student should not be sent to the nurse unless absolutely necessary.
- A classroom aide may be sent to assist student to the health office be assessed outside the health office
- The school nurse will assess student/staff outside of the "Well" health office. If student is sick the school nurse will direct the ill person to the sick health room.
- Monitors will be provided to monitor anyone in the sick health room
- Any one monitoring students in the sick health office will put on PPE as instructed by the school nurse and outlined in the school health Sick Health Room Guidance document.

Monitor Others



- **If you have been in close contact to someone with COVID-19 and you do not have symptoms:**
 - Close contact means you have been within 6 feet of the person for 15 minutes or more.
 - Contact your supervisor and stay home for 10 days after exposure.
 - Even if you tested negative for COVID-19.
 - Monitor yourself closely for symptoms.
 - If you develop symptoms contact your doctor
- **If someone in your home or community living space has symptoms of COVID-19, but has not been tested:**
 - Encourage the symptomatic person contact their health care provider to be tested.
 - Monitor yourself closely for symptoms.
 - Do not come to work if you are sick

Physical (Social) Distancing

Physical Distancing is one of the strongest tools we have to combat the spread of COVID-19

- Stay at least 6 feet apart from others whenever possible.
- Physical distancing, also referred to as social distancing, is a strategy used to separate individuals by at least six feet, to lower the probability that a person either infects someone else or becomes infected by someone else. The Center for Disease Control (CDC) recommends maintaining a 6 foot distance between individuals who do not live in the same household. According to the [American Academy of Pediatrics](#), "Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic."
- **Avoid the sharing of food, utensils, and other supplies.**
 - Shared items and high touch surfaces should be cleaned and disinfected between uses.
- **Ensure students keep their belongings separated from others'** (no hanging coats next to each other, piling of athletic gear, etc).
- **Restrict all non-essential visitors and volunteers (including family).**
- **Do not congregate in the staff break or work rooms.** Wear a face mask whenever possible. Maintain at least 6 feet physical distancing.
- **Open windows, increase ventilation whenever possible and safe.**



Face coverings and face shields



Face covering: A cloth, paper, or disposable face covering that covers the nose and the mouth; may or may not be medical grade.



Face shield: A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

- **All school staff are required to wear a face mask**
- **Wear face covering correctly.**
 - **Use the face covering to help protect others** in case you are infected but don't have symptoms.
 - **Take off your face covering carefully.** Wash cloth face coverings after use every day.
 - See Return to Work handbook on proper care and cleaning of face shields

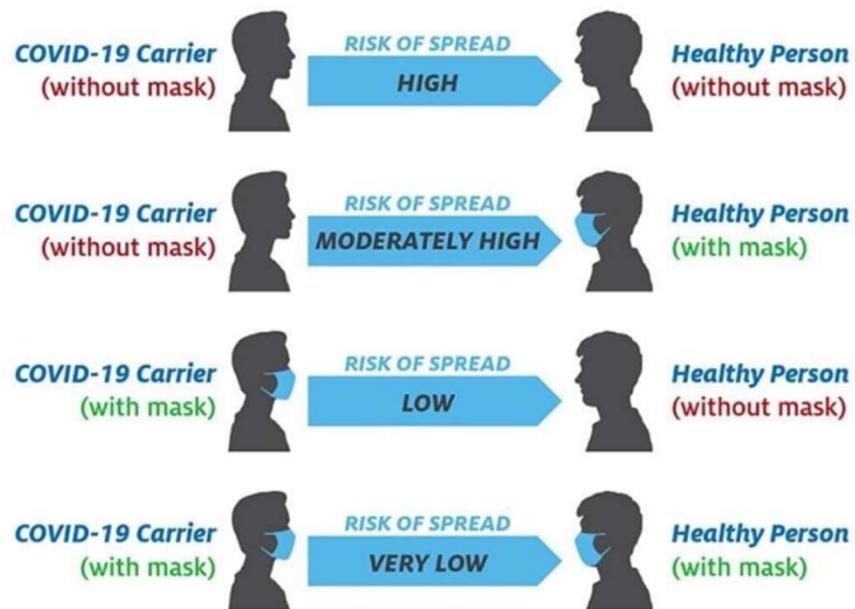
Face coverings and face shields



- The 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.
- Masks should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- ***Bandanas, neck gaiters, and masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others (source control)..***

Continued: Face coverings and face shields

When social distancing isn't possible...
WEAR A MASK TO PROTECT YOURSELF AND OTHERS



Continued: Face coverings and face shields

- Take a 2 minute mask break outside or away from others.
- Stagger mask breaks with students if inside so not everyone is taking off their mask at the same time.
- During mask breaks increase social distancing wether inside or outside school.



Back to the Basics- Healthy Hygiene Practices

Teach and Reinforce:

- **Cover coughs and sneezes** (throw tissue in trash can right away and wash/sanitize hands).
- **Wash hands or use hand sanitizer:**
 - Before and after meals, after coming inside the building, after using the restroom, after sneezing, blowing your nose, or coughing.
 - Proper hand washing technique
 - 20 seconds with warm soap and water is preferred; hand sanitizer with 60-95% alcohol can be used as an alternative.
- **Avoid touching face.**
- **Clean and disinfect frequently touched objects and surfaces.**



Daily health screening

- Use your phone, computer, or ipad to complete the **Staff Health Screening Form** when you arrive at work every day.
- If you are in multiple buildings, you will be asked screening questions prior entry to screen any visitors for illness coming into each school.
- The logging in of visitor information will also be used for contact tracing should contacting visitors be necessary.



Note: The screening form information is collected on a spreadsheet. So, there is a record of staff who have filled out the form.

Quick Tips:

1. Imagine that you are carrying the virus, use all the tools provided to help protect others.

2. Leave your desk, wear a mask.



3. If you do not remember when you last cleaned your hands, do it now.



4. Fresh air is better.



5. Think you are 6 feet away? Now take two more steps back.



6. If you have the option, choose to eat in a location away from others.



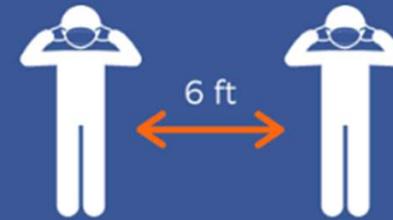
REMEMBER THE 3 W'S



Wash your hands



Wear your face covering



Watch your distance






**Contact a school district nurse with
any questions or concerns.**

