

## STAFF TRAINING

1. "What You Should Know About COVID 19. To Protect Yourself And Others."  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>  
Attachment B
2. "Stop The Spread Of Germs."  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf?fbclid=IwAR2zM6samfD4Ob5Wsk0G51ZTg1HYUjhle6sPbktXj5b6rxHj6rIjkMX1FCQ>  
Attachment C
3. Why wear masks - article include some actual cases proving masks are a must  
<https://www.cdc.gov/media/releases/2020/p0714-americans-to-loop-wear-masks.html>

Also, per the CDC, “a mask may not protect the wearer, but it may keep the wearer from spreading the virus to others.

COVID-19 [spreads](#) mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. [Recent studies](#) show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms. To reduce the spread of COVID-19, CDC recommends that people wear masks in public settings when around people outside of their household, especially when other [social distancing](#) measures are difficult to maintain.”

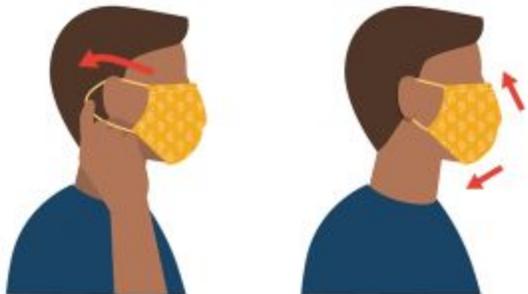
Why it is important to wear a mask

Masks may help prevent people who have COVID-19 from spreading the virus to others. Wearing a mask will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when masks are used along with other [preventive measures](#), including [social distancing](#), frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

The masks recommended here are not surgical masks or respirators. Currently, those are critical supplies that should be reserved for healthcare workers and other first responders.”

### 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



# 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 (learn more about [how to wash masks](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

## NURSING AND SCHOOL PROTOCOLS

1. A sealable plastic bag will be placed in each classroom to store spare masks for students and staff. We ask that the students who chronically ask for a mask be referred to nursing for assessment and discussion regarding reasons prohibiting them from consistent mask use. The opportunity will also be used to educate them in the importance of wearing a mask to help prevent the spread of illness. Per our local physicians, anyone deemed medically unable to wear a face mask will be given a doctor's note. The parent will need to provide this note to the school nurse and we will advise appropriate staff.
2. Per our administration, there will be masks provided for bussed students. There will also be a plan developed for a staff member to greet non-bus students at the school entrance. This way a face mask will be provided before entering the building.
3. Posters of the 5 CDC COVID screening questions will be supplied by our awesome school print shop. These will be posted in hallways, classrooms, the library, cafeteria, bathrooms, entrances, nurse's offices, Main Office, etc.

This will hopefully remind everyone to stay mindful of how they are feeling and report any concerns or changes ASAP.

4. Teachers will be issued an infrared thermometer and asked to check their own temperature, support staff's and each student's temperature in their classroom, within one hour of building entry and once after lunch.

During the temperature checking time, the teacher will instruct all in the room to quietly self reference the COVID question poster. This may need to be modified for younger students who could have more difficulty reading the questions or understanding them.

For temperature readings below 100.4°F the staff or student will sign their name on their temperature check sheet for the correct date (2 signatures per day).

If a student has a temperature above 100.4°F and/or any concerns/yeses to the 5 questions, the individual should see nursing for further evaluation and discussion.

The sheet will potentially be used for one month at a time. When full, the student form will be sent to the nurse's office to be filed in the student's health folder. Staff will need to keep their readings in a file they create.

5. Dismissal and Evaluation process:

Any students who begin to feel ill or present with a temperature or other symptoms or concerns during the day, should report to the nursing office immediately.

Admin. has stipulated that any staff who are ill at home, to please stay home and call in to Central Office as usual. Please follow up with your medical

provider if needed. If you experience a fever above 100.4°F, please remain home till you are fever-free for 24 hours off any fever reducing medications and concerning symptoms have resolved. Should staff become ill during the day, they are to wear their mask, keep social distancing and report to the Main Office to request coverage. Please do not email Admin. since your message may not be reviewed till later in the day.

Nursing will be working with an algorithm to best meet consistency standards within the school district. It is imperative that all non-healthcare personnel understand that this provides only a framework to nursing care. There may be slight deviations for certain circumstances, so that we can provide you the best care possible.

## 6. Cleaning and disinfecting of our schools

Handwashing with soap and water is the most encouraged and simplest way to kill germs per the CDC.

Hand sanitizer can be used when soap and water are not available.

The custodial staff is working hard to come up with the best EPA approved cleaning solutions possible. Bryan mentioned the custodians are making their own "lysol type" disposable wipes to ensure an available supply for classrooms. This is just one example. At this time, staff are encouraged to wipe down frequently touched surfaces in their classroom as often as needed. In the older grades, desks and chairs should be wiped down before the student leaves their area and again by the incoming student. As you are all aware this is just briefly scraping the surface of the cleaning subject. Please do not let the cleaning drive you crazy! I'm sure the custodial staff will have much more information on this matter as well.