



## Tips To Help Keep Students and Staff Safe During the Pandemic

While we all need to accept that schools will not be COVID-free, there are safety measures we can take to keep staff and students safe in an attempt to decrease the amount of new infections from COVID-19 and decrease the risk of the virus spreading in the school community.

**\*\*Remember these tips are not all inclusive and are not designed to prevent the virus.\*\***

- 1. Sick Students:** Parents should not send students to school if they are ill. If you have a student in your class who is ill, please send them to the clinic.  
Remember: all sneezes, coughs, stomach aches, and headaches do not indicate illness. However, if you have a student who is coughing excessively, producing excessive mucus during coughing or sneezing, vomiting, experiencing diarrhea, or behaving in a manner that seems odd to you(outside of the student's normal behavior) **SEND THEM TO THE CLINIC**
- 2. Masks:** For some students, wearing a mask all day may get uncomfortable. Remember they may not have been wearing a mask at home or not wearing one all day. It is a good idea to have a "mask off" area in the room for those students. This area should be a great distance away from other students and shielded with a partition if possible. Only one student should be allowed to do this at a time. It is only designed for a student to "unmask" for 3-5 seconds then return to his/her seat. ***This is NOT a cough/sneeze area***
- 3. Protecting Students and Yourself:** Although it is not the *end all be all*, Masks and Social Distancing works! Speaking from experience and having done countless contact tracings since this pandemic has started, please do your part.
- 4. We must behave with the assumption that everyone you encounter is infectious or has been around someone who is infectious...REMEMBER:**
  - a. Students should **keep masks on at all times** (unless you allow a "mask off" period)
  - b. Staff must keep masks on at all times. Both students and staff must make sure their masks are covering the mouth and nose.
  - c. Encourage frequent handwashing/Practice frequent handwashing (staff/students)
  - d. As challenging as it may be, keep your distance as much as possible when teaching/helping students in class.
  - e. When eating lunch, meeting, or visiting with other staff members keep your masks on, try to stay at least 6ft or more away from each other, and limit contact to 15 minutes or less.



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- f. If you become aware of any student, parent, or close family member of students has tested positive, please notify administrative staff immediately.
- g. If you decide to take a COVID test, receive a positive COVID test result, or become aware that you were directly exposed to a positive individual, please notify your administrative staff immediately
- h. Having a seating chart in class, cafeteria, library, or other areas helps tremendously in the event contact tracing must be done.
- i. Make sure students are distanced while walking in halls/between classes/restroom breaks
- j. Try to keep kids and classes in small groups with as much distance between students as possible
- k. Try to establish cohorts (one teacher with the same students daily)
- l. Keep your attendance rosters with you away from school-in case of a shut down or information that may be needed after hours.
- m. If you carpool or ride together during lunch..etc., wear masks while in the vehicle
- n. If you feel sick or are experiencing illness symptoms, do not report to work**
- o. Pay attention to who you encounter daily, how long, and details (with/without masks, physical contact, distanced?) This information will be important if someone tests positive
- p. If you need to use someone's laptop, computer, phone, wipe it down first. Do not be shy about wiping your phone, equipment, etc. prior to- or after use.
- q. Wipe down surfaces in your office, classroom several times per day. **Especially doorknobs, which are often ignored.**

**Remember, temperature screenings help. An elevated temperature means there is something going on in the body(virus, illness) that the body is attempting to fight. (However, individuals may be positive without showing symptoms(asymptomatic) "All it takes is ONE person with ONE infection to spread the virus"**

- 5. Try to keep your learning environment positive and stress free for yourself and the students.**

**Resources:** [www.cdc.gov](http://www.cdc.gov)

[www.ldh.la.gov](http://www.ldh.la.gov)