

# K-12 SCHOOL GUIDANCE

## OPERATIONAL CHECK LIST

July 30, 2020

- Designate a COVID-19 office to be responsible for responding to COVID-19 concerns (this could be a person or an office, including a school nurse).
- Identify isolation spaces for when sick children or staff are identified.
- Develop policies that encourage sick students, faculty, teachers and staff to stay home.
- Plan for back up staffing and substitute teachers.
- Develop a plan to implement physical distancing.
- Post signs in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face cloth covering).
- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with teachers, staff, students and student families (such as on websites, in emails and on social media accounts).
- Offer options for faculty and staff at higher risk of severe illness from COVID-19 that limit their exposure risk (e.g., telework and modified job responsibilities).
- Offer options for students at higher risk for severe illness from COVID-19 that limit their exposure risk (e.g., virtual learning opportunities).
- Develop a schedule for increased, routine cleaning and disinfection.
- Develop a cleaning plan in accordance with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) to be used in the event of positive cases on campus.  
Link: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Ensure contact information for students, teachers, and staff is up to date.
- Ensure contact information for public health is readily accessible.
- Develop procedures for notifying students, families, teachers, staff and the public of closures or restrictions put in place to limit exposure.
- Implement safety practices if COVID-19 exposed critical infrastructure workers will be allowed to continue working. Consult CDC guidance describing procedures.
- Obtain and follow the appropriate athletic association guidance related to COVID-19 procedures for athletic teams. If additional questions arise, contact your local public health department.

