



RISK ADMINISTRATION SERVICES, INC.

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CORONAVIRUS DISEASE 2019 (COVID-19) PREVENTING THE SPREAD OF COVID-19 IN K-12 SCHOOLS AND CHILDCARE PROGRAMS

Outline

1. **Interim Guidance for Administrators of K-12 Schools and Childcare Programs**
 - a. Important roles played by schools in preventing COVID-19 transmission.
 - b. Guidance for schools with NO identified COVID-19 cases in their community.
 - c. Guidance for schools with known identified COVID-19 cases in their community.
2. **Checklists for Teachers, Parents, & Administrators**
 - a. For administrators
 - b. For teachers
 - c. For parents

Interim Guidance for Administrators of US K-12 Schools and Childcare Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

The strategy is to Plan, Prepare and Respond to Coronavirus Disease 2019. Schools play an important role in preventing the spread of the disease in a community by ensuring that students have safe and healthy learning environments since schools serve students, staff, and visitors who have close contacts with one another by sharing spaces, equipment, and supplies.

Guidance for schools with NO identified COVID-19 cases in their community.

The fundamental approach is to Plan and Prepare!

1. Review, update, and implement emergency operations plan (EOP) in partnership with local health departments and other relevant partners.
2. Ensure the EOP emphasizes common-sense preventive actions like staying at home when sick.
3. Ensure handwashing strategies are emphasized including washing with soap and water for 20 seconds or using alcohol-based hand sanitizers with at least 60% alcohol.
4. Develop information-sharing systems with partners.
5. Monitor and plan for absenteeism.
6. Establish procedures to ensure students and staff who become sick at or arrive at school sick are sent home as soon as possible.
7. Perform routine environmental cleaning of frequently touched areas like doorknobs, switches, countertops, keyboards, desks; and provide disposable wipes to staff and students to clean surfaces before each use.

8. Continue to share relevant resources with students, families, and staff, and coordinate with local health facilities.
9. For students and staff who have recently traveled to areas with identified community spread of COVID-19, contact your local health officials or the center for disease control.

Guidance for schools with identified known COVID-19 cases in their community

1. Schools must take steps in Response, in addition to steps for planning and preparing, in order to prevent spread of the disease in their schools.
2. The **first** step is to talk with the local health officials to determine the course of action.
3. Work collaboratively with local health officials to decide on school dismissals and event cancellations for up to 14 days, or longer, per the recommendations of local health officials.
4. When feasible, plan for staff to deliver lessons and materials remotely to assure continuity of teaching and learning.
5. If an ill student or staff member attended school prior to being confirmed as a case of COVID-19, schools should work with local health officials to determine:
 - a. Temporary school dismissal and for how long.
 - b. Communicate the possible COVID-19 exposure with the school community while maintaining confidentiality.
 - c. When the exposed student or staff may return to school.
6. When schools are dismissed, efforts should be made to ensure:
 - a. That extracurricular group activities are temporarily cancelled.
 - b. To discourage staff and students from social gathering in restaurants, malls, friends' houses, etc.
 - c. Continuity of education.
 - d. Continuity of meals program to students.
 - e. That alternative approaches are deployed to provide essential medical and social services to students.

Checklists for Teachers, Parents, & Administrators

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/checklist.html>

For Administrators

1. Stay informed about COVID-19 developments.
2. Collaborate with local healthcare facilities and childcare licensing organizations.
3. Share plans and COVID-19 health promotion materials with staff, parents, and students.
4. Support flexible attendance and sick leave policies for students and staff.

5. Develop a monitoring system to alert local health department about large absenteeism.
6. Identify strategies and tools for continuing education if schools close.
7. Plan ways to continue student services such as school meal program and social services when schools close.
8. Be prepared to coordinate temporary dismissal of schools, school closures, or canceling of events with staff, local health authorities, and other relevant agencies.
9. Encourage staff and students to practice preventive actions every day.

For Teachers

1. Encourage students to stay at home when sick.
2. Clean and disinfect frequently touched surfaces and objects in the classroom.
3. Monitor absenteeism.
4. When schools are dismissed:
 - a. Implement plan to continue educating students through distance learning methods.
 - b. Seek guidance from school administrators to determine when students and staff should return to school.

For Parents

1. Practice and reinforce good prevention habits at home.
2. Keep sick child at home.
3. If school is dismissed,
 - a. Keep track of dismissal updates.
 - b. Explore distance learning options with the school.
 - c. Discourage children and teens from gathering in public places.
 - d. Seek guidance from school to determine when students and staff should return to school.

Disclaimer: This document has been provided as an informational resource for RAS insureds and business partners. It is intended to provide general guidance on potential actions to implement and not intended to provide medical or legal advice or address medical concerns or specific risk circumstances. Due to the dynamic nature of infectious diseases, RAS cannot be held liable for the guidance provided. We strongly encourage recipients of this information to seek additional safety, medical and epidemiological information from credible sources cited, such as the CDC and OSHA. As regards insurance coverage questions, whether coverage applies, or whether a policy will respond to any risk or circumstance, that is subject to the specific terms and conditions of the policy or contract at issue and the particular facts of each individual circumstance.