

## Preparing for COVID-19: A Guide for Schools

Schools play an important role in protecting the health of their students, staff, and community. All schools need to prepare for the possibility of an outbreak of coronavirus disease 2019 (COVID-19) caused by the SARS-CoV-2 virus. The actions your school takes and the plans you develop today make a difference. Here are some important steps schools can take to protect students, staff, and the community from getting and spreading COVID-19 at school:

### 1. Be prepared and informed:

- Regularly monitor the COVID-19 situation on [CDC](#) and [El Dorado County Public Health's](#) webpages.
- Coordinate possible closures with Public Health at (530) 621-6320.
- Develop and utilize an emergency communication plan for sharing information with staff, parents, and students. [CDC School Guidance web page](#).

### 2. Educate students and staff:

- Educate parents, students and staff about everyday preventive actions, such as staying home when sick, covering coughs and sneezes with a tissue, and washing their hands often with soap and water.

### 3. Encourage hand hygiene:

- Provide supplies that promote hand hygiene in locations readily accessible to students and staff, including tissues, soap, and alcohol-based hand sanitizer.

### 4. Identify and separate ill persons:

- Develop a plan for students or staff who become ill with fever, cough, or shortness of breath during the school day. 
  - Consider designating a separate room for ill students and staff.
  - Consider transportation needs of ill students and staff.

### 5. Implement social distancing measures when requested by Public Health:

- Rearrange desks so students are placed at least 6 feet apart.
- Consider canceling extracurricular events, such as sports practices and club meetings.

### 6. Prepare for absences:

- Provide staff cross-training to ensure coverage in case staff get sick and need to stay home.
- Alert Public Health about large increases in absenteeism due to COVID-19 (flu-like) symptoms.
- Familiarize yourself with [CA Dept. of Education Emergency ADA Funding information](#).

### 7. Utilize technology:

- Identify ways to continue student education if schools close for an extended period (for example, take-home lesson plans, web-based instruction, email, or television).

### 8. Clean surfaces regularly:

- Encourage staff to clean frequently touched surfaces such as toys, desks, keyboards, and doorknobs.