

# COVID-19 CHECKLIST

PANDEMIC PREPAREDNESS : A COMMUNITY RESPONSE TO CORONAVIRUS



## REVIEW, UPDATE & IMPLEMENT EMERGENCY OPERATIONS PLANS

- Include strategies to reduce the spread of a wide variety of infectious diseases  
*Use hand-washing signs & window clings*
- Utilize our parent info sheets provide
- Have hand sanitizers containing at least 60% alcohol if soap and water are not available
- Include common-sense preventative actions for students and staff  
*Use posters and signs*



## DEVELOP INFORMATION-SHARING SYSTEMS WITH PARTNERS

- Utilize text messaging and emails to parents for daily updates
- Work with local health officials to obtain information



## MONITOR & PLAN FOR ABSENTEEISM

- Inform parents and staff of absentee policy
- Alert local health officials of a large number of absent individuals that appear to have a respiratory illness
- Encourage students and staff to stay home when they are sick
- Be flexible with staff to stay home to care for sick family members
- Discourage perfect attendance awards



## ESTABLISH PROCEDURES FOR STUDENTS & STAFF WHO ARE SICK AT SCHOOL

- Isolate sick students and staff from well students and staff until they can leave
- Establish a plan for students who get sick at school or arrive sick at school



## PERFORM ROUTINE ENVIRONMENTAL CLEANING

- Routinely clean touch surfaces  
*Doorknobs, light switches, countertops, handrails, elevator buttons*
- Provide disposable wipes so commonly used surfaces can be wiped down between student use  
*Keyboards, desks, remote controls*

Emergency: 911  
ER: (814) 534-9100



#UPJREADY