

COVID-19 Planning Checklist: K-12 School Administrators

Updated: 3/6/2020

As the global outbreak of coronavirus disease 2019 (COVID-19) evolves, schools are encouraged to prepare for the possibility of community-level outbreaks in the United States. Use this checklist to plan and make decisions now that will protect the health of children in your care and your community.

PLAN AND PREPARE

- Stay informed about COVID-19 developments.
- Collaborate with your board of education to review, update, and implement emergency operations plans, particularly for infectious disease outbreaks.
- Share the plans and COVID-19 health promotion materials with staff, parents, and students.
- Perform routine environmental cleaning
- Support flexible attendance and sick leave policies for students and staff.
- Develop a monitoring system to alert the local health department about large increases in absenteeism.
- Identify strategies and technologies to continue educating students if schools close (e.g., web-based tools).
- Plan ways to continue student services (such as, school meal programs and social services) if schools close.

TAKE ACTION AS NEEDED

Decisions to temporarily dismiss K-12 schools should be considered on a school-by-school basis, and in consultation and coordination with school district officials and state and local health officials

- Be prepared to temporarily coordinate dismissals, school closures, or cancel events
 - Consider temporary dismissals of 14 days (or longer) if a student or staff member attended school prior to being confirmed as a COVID-19 case.
- Implement school absenteeism monitoring systems to track student and staff absences.
- Encourage students and staff to practice everyday preventive actions (e.g., staying home when sick, covering coughs, and washing their hands often with soap and water).
- Encourage social distancing
 - Discourage students and staff from gathering or socializing anywhere outside of school (a friend's house, a favorite restaurant, etc.)