

TEACHERS/SUPPORT STAFF

- ***If you're sick, don't come to school!***
- Set a good example by washing your hands often during the day.
- Teach your students proper hand washing procedures and allow enough time to use them.
- Avoid touching your nose, mouth and eyes.
- Model covering your mouth and nose with a tissue when coughing or sneezing, or use the "sneeze in your sleeve" technique. **Wash often!**
- Make sure students dispose of tissues properly – use a sanitizer after sneezing or coughing.
- Encourage students to only use their personal school supplies (pencils, crayons, scissors, etc.) to reduce the spread of germs.
- Keep your eyes open for students who may be sick and send them to the school office for further evaluation.
- Prepare extra lesson plans for substitutes in case you become ill.
- Begin to develop homework packets for students who may have to stay home several days.
- If you have children, plan ahead for child care if your child gets sick or his school is dismissed.
- Consider ways to increase social distancing in your classroom.



PRINCIPALS/OFFICE STAFF

- ***If you're sick, don't come to school!***
- Don't allow staff or students who are sick to stay at school.
- Where possible, identify a separate room/space where sick students can wait until they are sent home.
- Post flu prevention posters throughout your school.
- Develop a plan to cover key staff positions if staff must stay home because of illness.
- Provide protective masks and gloves for staff dealing with sick students and for the ill students as well. **Wash often!**
- Limit physical contact when greeting other people.

PREPARING FOR AN EARLY FLU SEASON**

Signs you or a student may be sick with the flu:

- Fever greater than 100 degrees
- Cough
- Sore throat
- Body aches
- Headache
- Chills
- Fatigue
- Possibly diarrhea and vomiting



CUSTODIANS

- ***If you're sick, don't come to school!***
- **Wash your hands often** throughout every shift.
- Continue to use District cleaning protocols. When possible, make an extra effort to wipe down frequently used surfaces.
- Make sure extra supplies of soap, paper towels, etc. are available in restrooms and sanitation stations.