

# COVID-19 SAFETY TIPS

for Administrators, Principals and Teachers





## Working together, we can help reduce the spread of COVID-19

Schools and learning centers across the country are working hard to keep students and staff safe from COVID-19. It's a huge task, but to make that task a little easier, ComplianceSigns.com has assembled this guide with practical tips, resources and suggestions that schools, daycares and other educational facilities can use to help reduce the risk of COVID-19 outbreaks during the school year.

Because physical distancing remains a top priority, the CDC created these considerations for assessing the risk of COVID-19 spread among students and staff:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days, and groups do not mix. Students remain at least 6 feet apart and do not share objects.
- **Highest Risk:** Full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

# 9 COVID-19 SAFETY TIPS FOR ADMINISTRATORS, PRINCIPALS AND TEACHERS

## TIP 1

**Teach and reinforce staff and families to stay home if they feel sick.**

The virus that causes COVID-19 spreads mainly from person to person, typically through respiratory droplets from coughing, sneezing, or talking. Given the potential to cause extensive outbreaks, encourage students and faculty to stay home when sick.

Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies.

If feasible, conduct daily health checks and [temperature checks](#) to ensure that others don't have a fever before entering the building to prevent the spread of COVID-19.



[CS668763](#)

## TIP 2

**Promote regular hand washing to remove germs.**

Remind faculty and students to [wash their hands](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.

If soap and water are not readily available, [hand sanitizer](#) that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer, of course.)



[CS929077](#)

## TIP 3

**Encourage the use of cloth face coverings.**

Face coverings can be challenging for students - especially young ones. [Face coverings](#) should be worn by staff at all times and by students as much as possible. Masks are especially important when physical distancing is not possible.

Provide information on how to properly use, remove, and disinfect cloth face masks to staff, students, and students' families.



[CS579816](#)

# TIP 4

## Take measures to monitor social distancing.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least [6 feet apart](#) in lines and at other times to create a safe distance and one-way routes in hallways.

You can also install [physical barriers](#), such as sneeze guard type of protection and partitions in areas where it is difficult for students to remain 6 feet apart.



[CS224703](#)

# TIP 5

## Communicate health and safety policies.

[Post signs](#) in all visible locations like the parking lot, entrance, hallways, doors, playground, and restrooms to promote everyday protective measures and describe how to stop the spread of germs. Motivating others to practice proper hand hygiene, social distancing, and properly wearing a face mask is essential to prevent the spread of COVID-19.



[CS877163](#)

# TIP 6

## Promote the importance of routine cleaning.

Develop a schedule for increased, routine [cleaning and disinfection](#). The cleaning schedule should include brushing and disinfecting frequently touched surfaces – like the playground equipment, and door handles, sink handles, drinking fountains, education equipment, and more.

Let's not forget vehicles like buses. Follow CDC guidelines [for bus transit operators](#).



[CS825664](#)

# TIP 7

## Improve food safety guidelines.

The CDC recommends children bring their meals as feasible, or serve individually plated meals in classrooms instead of in a [lunchroom or communal hall](#). Additionally, at events, have food pre-packaged in boxes or bags for each attendee instead of a buffet to avoid the sharing of food utensils.



[CS486447](#)

# TIP 8

## Create protocols for disinfection at all grade levels.

Ensure that staff and families know not to come to school if they become sick with COVID-19. But if exposed to someone on the school property, [immediately separate](#) staff, and children. Individuals who are sick should go home or to a healthcare facility depending on their severity and follow the CDC guidance for caring for others who are sick.



[CS127029](#)

# TIP 9

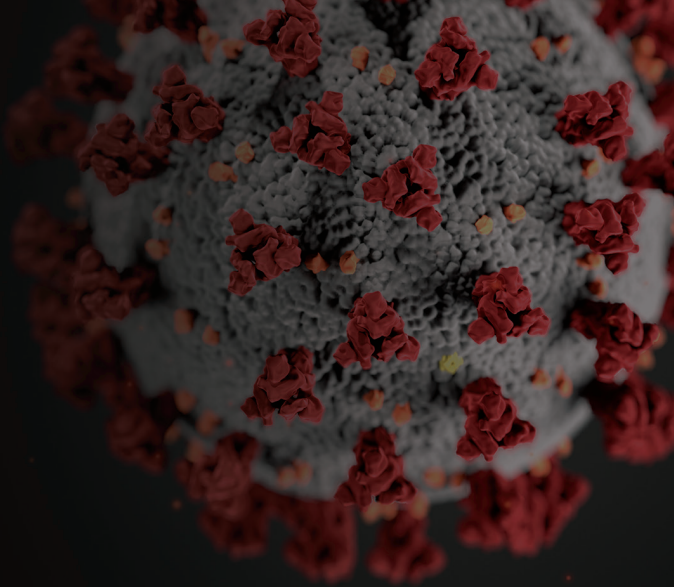
## Encourage faculty to bring any safety and health concerns to the attention of the school.

There's no doubt that we're all in this together and monitoring conditions to take steps to limit and mitigate rebounds or outbreaks. Continue to adhere to state and local guidelines and motivate employees to discuss improved [workplace safety guidelines](#).



[CS165650](#)

# General Guidance to Protect Your School from COVID-19



Keep yourself and others safe from COVID-19 when returning to school by following these practical tips for proper hand hygiene and physical distancing.

## Clean your hands often:

- [Wash your hands often](#) with soap and water for at least 20 seconds, especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Avoid close contact:

- Put distance (at least 6 feet) between yourself and other people.
- Wear cloth face coverings (if appropriate) when social distancing is challenging to maintain.
- Avoid using other employees' phones, desks, offices, or other tools and equipment, when possible. Clean and disinfect between employees if sharing occurs.

With health and safety signage at the forefront of reducing the number of infections during this pandemic, we're here to help your facility move forward during these unique circumstances.



[Learn more](#) about **COVID-19 safety identification**

## Personalize For Your School

Customizing your COVID-19 signs with your school name or mascot helps draw students' attention, shows your school pride and reinforces your commitment to safety.

Whether you want custom signs, floor labels, banners, labels or even Braille signs, ComplianceSigns.com can provide exactly what you need. We help people with custom signs every day - and it's easy to request a free, [no-obligation quote](#).

### Custom design options include:

- Size and shape
- Material
- Language
- Color
- Images

If you just want a simple sign with your own text or a standard image, you can use our [custom sign tools](#) to create your own. It's fast and easy at ComplianceSigns.com.



[Click to learn more](#) about standard and custom signage solutions to help prevent the spread of COVID-19 in your school.



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