

ARIZONA COVID-19 RESPONSE

What can you do

To prepare your school?

- Review the following policies and plans:
 - Emergency communication plan
 - Sick leave policy for students and staff
 - Maintaining school lunch programs
 - Distance learning
- Identify critical job functions and positions, and plan for alternative coverage. Provide additional staff training to cross-train staff to ensure coverage in case people get sick and need to stay home.

To prepare your staff and students?

- Educate about everyday preventative actions such as:
 - Staying home when sick.
 - Covering coughs and sneezes with a tissue or elbow.
 - Washing hands often with soap and water for at least 20 seconds.
- Encourage staff and students to get the seasonal influenza vaccine.

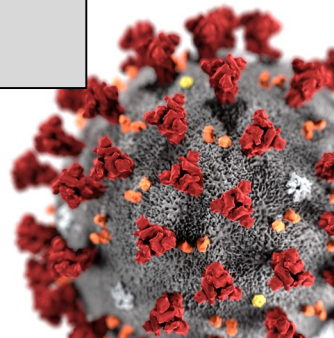
Staff:

- Communicate with staff about the sick leave policy and reinforce the importance of staying home when you are sick.

Parents & students:

- Communicate with parents and students about attendance policies and reinforce the importance of keeping children home when they are sick.

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Incorporating COVID-19 prevention into operations and policies

- Connect with your school board, local public health department, or licensing to discuss your emergency operations plan. Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Effective strategies build on everyday school or facility policies and practices.
- Develop an emergency communication plan for sharing information with staff, parents, and students during a respiratory illness outbreak.
 - Share the COVID-19 and emergency communication plans with staff.
- Support flexible attendance and sick leave policies for students and staff.
- Develop a system to alert your local health department about large increases in absenteeism due to respiratory illness symptoms.
- Identify ways to continue student education if schools close for an extended period (e.g., take-home lesson plans, web-based instruction, email, or television).
- Work with partners to ensure that social, medical, and meal services will continue for eligible students if schools close.
- Designate a separate room and transportation for sick students and staff, if necessary.

Who to contact if you have questions?

Please contact your local health department for more guidance and information.

azhealth.gov/localhealth

Additional Resources

- azhealth.gov/coronavirus
- cdc.gov/coronavirus/2019-ncov
- [Arizona Pandemic Influenza Response Plan](#)
- [Non-Pharmaceutical Intervention Plan](#)
- [Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Frequently Asked Questions and Answers: Coronavirus Disease-2019 \(COVID-19\) and Children](#)

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