COVID-19 Toolkit
for your school
Coronavirus Disease (COVID-19)

COVID-19 is spread by close person-to-person contact from droplets from a cough or sneeze, which can get into your mouth, nose, or lungs. Close contact is defined as being within approximately 6 feet of another person.

People with COVID-19 who do eventually develop symptoms can transmit the virus to others before showing symptoms. The virus can spread between people who are in close contact with each other, even when someone is not having symptoms. A significant number of people with COVID-19 do not have symptoms.

This is why physical distancing is so key in the fight against COVID-19, and why the Centers for Disease Control and Prevention (CDC) recommends people wear cloth face coverings in public settings where physical distancing is hard to do, for example, grocery stores.

This is especially important in areas where there is significant community-based spread.

Protect yourself and others

Universal masking
- Wear cloth mask or face covering in common areas of the facility or if physical distancing is difficult to maintain.
- Make sure the mask covers your mouth and nose.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Practice physical distancing
Make sure you are sitting or standing at least 6 feet away from the person next to you.

Clean your hands
Every time you cough, sneeze or use a tissue and routinely throughout your visit.
- Use soap and water for 20 seconds.
- Or use alcohol-based hand sanitizer, covering all surfaces of your hands and rub together until they feel dry.
- Dispensers of alcohol-based hand sanitizer are located throughout the facility.

Cover your cough
- Use a tissue or your sleeve to cover your mouth and nose when coughing or sneezing (and dispose of the tissue right away).
- If you don’t have a tissue, sneeze or cough into your upper sleeve instead of your hands.
For School Administrators

It’s news no employer wants – several employees test positive for COVID-19. During this pandemic, however, it may happen to you.

If your workplace is exposed to COVID-19, consider the following practices:

Managing Sick Employees and Students

- **Stay home:** Tell employees and students to stay home if they are feeling sick.
- **Sick leave:** Consider offering paid sick leave for staff so they don’t come to work and spread their illness.
- **Sick notes:** Don’t require sick notes to stay home from school.
- **Call ahead:** If employees and students have a cough, shortness of breath or fever of 100.4 degrees or more, they should call their local clinic or the IDPH COVID-19 Hotline at 211. From there they will be given further directions.
  - Please ask them not to go to the doctor or emergency room before they have called MercyOne and been given further instructions because they could be directed to a different location or asked to stay home.
- **Returning to work:** Consistent with CDC guidelines, MercyOne does not retest patients so their employer/school can have proof they’ve recovered from COVID-19 before returning to school. Nor does MercyOne provide return-to-work notes.

  Please tell employees that to return to work, they must be fever-free for 72 hours without fever-reducing medication, it must be 10 days since the onset of symptoms and they must have improvements of symptoms. Recovering COVID-19 patients returning to work should wear cloth masks to protect others from potential shedding of the virus.

- **Proof of doctor’s directions - Isolation vs. High Risk:** A new federal program called the Emergency Paid Sick Leave Act (EPSLA) provides certain full-time employees up to 2 weeks (80 hours) of leave (less if they are part-time workers). Generally, for employees who are on home isolation, per Department of Labor guidelines, the employee would only need the name of their provider to get EPSLA leave. The patient may need a doctor’s note or FMLA paperwork completed: if they exceed their allotment of EPSLA leave. They would be out of work for an unforeseeable prolonged period of time due to falling under a high risk group, or they have been mandated to stay home due to federal or state mandate.

- **Cleaning:** If there are several exposures, consider closing for professional deep cleaning.

Please tell employees and students that to return, they must be fever-free for 72 hours without fever-reducing medication, it must be 10 days since the onset of symptoms and they must have improvement of symptoms.
Protecting the school

- **Cloth Masks:** Per CDC guidelines, encourage your colleagues and students to wear cloth masks.
- **Distance:** Maintain at least 6 feet between employees if possible. If not, consider using barriers, such as plexiglass.
- **Wash hands:** Encourage frequent handwashing. Provide hand sanitizer for high traffic areas.
- **Face touching:** Remind employees and students not to touch their faces.
- **Inform of exposure:** If it’s believed an employee or student has been exposed to COVID-19 or is being tested, inform those who have been in close contact with that employee.
- **Clean:** Frequently clean high traffic surfaces, such as doorknobs, chairs, tables, and shared equipment such as tools, computers or copy machines.
- **No sharing:** Don’t have employees or students share headsets or other objects near the mouth or nose. Discontinue potlucks. Consider limiting communal items such as computers, supplies, drinking fountains, water coolers and vending machines. However, if these items are essential to daily work flow, employees and students should wash their hands after touching communal surfaces.
- **Shifts:** Consider staggering the times people come to and leave to allow safe distancing.
- **Breaks:** Encourage employees not to congregate in break rooms and, if possible, to eat lunch in their classrooms.
- **Air:** Work with maintenance staff to increase air exchanges in rooms.

Please see the CDC’s guidance for businesses and employers or IDPH’s Business and Organizations Guidance for additional resources.
Quick links and overview

Virtual Visits
MercyOne is offering Virtual Visits, please go to MercyOne.org/virtualvisits or contact your provider directly to set up a Virtual Visit. You will need a device with a camera and speaker/microphone.

Handwashing
Guidance on when and how to wash hands properly.

- CDC
  www.cdc.gov/handwashing/when-how-handwashing.html
  Other languages available (Spanish)

Proper hand washing
Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

How to Protect Yourself and Others
Guidance on handwashing, physical distancing, cleaning and disinfecting to protect yourself and loved ones from COVID-19.

- CDC
  Other languages available (Spanish, Vietnamese, Korean, Chinese)

Physical Distancing
Guidance on physical distancing, including why it’s important and effective in the fight against COVID-19.

- CDC
  Other languages available (Spanish, Vietnamese, Korean, Chinese)

Cloth Masks
Overview of how to properly wear a cloth mask, guidance on when to wear a cloth mask and tutorials on how to make cloth masks at home.

- CDC
  Other languages available (Spanish, Vietnamese, Korean, Chinese)

Pediatric Multisystem Inflammatory Syndrome (PMIS)
See the symptoms and what you need to know about this rare pediatric condition related to COVID-19.

Education

Home Isolation
- What is Self-Isolation [English](Source: IDPH)
- Isolation Guidance for Iowans [English](Source: IDPH)
- Caring for COVID-19 at Home - Frequently Asked Questions [Source: Johns Hopkins Center for Health Security]

Managing Symptoms
- Managing COVID-19 Symptoms at Home [English | Spanish](MercyOne)

Cleaning and Disinfecting
- Everyday Steps, Steps When Someone is Sick, and Considerations for Employers [English](Source: IDPH)

General
- Addressing Anxiety Regarding COVID-19 [English](Source: IDPH)
- What to Do if You Are Sick with COVID-19 [English | Spanish](Source: CDC)
- COVID-19 Stop the Spread of Germs [English | Spanish](Source: CDC)
- COVID-19 Symptoms [English | Spanish](Source: CDC)
- COVID-19 What You Need to Know [English | Spanish](Source: CDC)
- Important Information About Your Cloth Face Coverings [English](Source: CDC)
- How to Protect Yourself and Others [English](Source: CDC)
- FAQs

Wellness
- Helping Children Cope [English](Source: CDC)
- Caring for Children [English](Source: CDC)
- Talking with children about COVID-19 [English](Source: CDC)
- Coping with Stress [English](Source: CDC)
- Re-invent your self-care
What You Need to Know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for Symptoms
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath / difficulty breathing
- Chills
- Muscle pain
- Headaches
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

What Should You do if You Think You Have COVID-19?
If you feel sick with fever, cough, or difficulty breathing, contact your health care provider.

Don’t have a provider?
Find one near you at MercyOne.org.

Share your symptoms with your provider and let them know if you have been in close contact with a person known to have COVID-19.

Your provider may refer you to a COVID-19 testing location. MercyOne has dedicated COVID-19 testing sites across Iowa. Find one near you.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
Physical distancing

To prevent spread of COVID-19, MercyOne recommends physical distancing as outlined by the Centers for Disease Control and Prevention (CDC).

Physical Distancing is:

Limit close contact with people
- Limit physical contact, including handshakes
- Avoid hugging or kissing people who are sick or showing symptoms of illness
- Keep your distance about six feet away
- Limit in-person meetings, using phone, email and other communication tools when possible
- Increase physical space when you are working or talking with others out in public

Stay home if you are sick
- Stay home from work, school, church or other group gatherings if you are ill with these symptoms:
  - Fever of 100.4° or higher
  - Cough
  - Shortness of breath
  - Sore throat

Postpone or cancel events
- Officials may ask you to modify, postpone or cancel large events for the safety and well-being of your event staff, participants and the community.
- If possible, plan alternative ways for participants to enjoy the events virtually.

Avoid crowds, especially in poorly ventilated spaces
- Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are sick people in the crowd. Maintain at least a 6 foot distance.

Reduce or limit gatherings
- Consider that now may not be the best time for parties or potlucks.
- Visiting friends and family is not recommended.

Limit non-essential travel

To prevent spread of COVID-19, MercyOne recommends physical distancing as outlined by the Centers for Disease Control and Prevention (CDC).
Cloth masks

Wearing a cloth face mask is encouraged by the CDC as helpful in stopping the spread of COVID-19. Whether you have homemade or purchased masks, daily washing is essential to your safety.

Additionally, cloth masks are most beneficial for lessening mouth-hand contact or to help cover a medical mask to extend the life of disposable masks.

Cloth Masks Best Practices
Cloth masks only help if they are carefully put on (donned) and taken off (doffed).

- Wash your hands for at least 20 seconds with soap and water or use hand sanitizer, every time you touch the mask. This will really help you avoid cross-contamination.
- When you’re ready to remove a cloth mask, grab one of the ear or head loops.
- Try to avoid touching the front of the mask. Put it in your laundry to be washed – and then wash your hands.
- Wash your cloth mask after each use, or at least daily.
- Wash in hot water, dry on the hot setting of your dryer.

To Don Ear Loop Cloth Mask
*Proper hand hygiene has been conducted before donning on mask

Step 1: Hold mask by ear loops
Step 2: Slip one loop over ear
Step 3: Slip second loop over opposite ear, adjust mask to assure mouth and nose covered.

Note: Cloth mask tends to slip less during use/talking if the lower edge of mask is aligned with jaw bone (mandible) rather than down below jaw bone.

To Don Ear Head Loop Mask
Step 1: Hold mask by grasping both head loops at edges of mask
Step 2: Hold mask with mask facing downward, so mask is donned with chin directed into mask first. Step 3: Stretch both head loops up over crown head, and adjust loops so mask fits snugly.

When Removing Either Mask for Re-use
1. Remove mask by grasping ear loops or head loops; avoid touching front of mask.
2. Place mask with outer side facing down on a clean paper towel.
3. If a common area is used for securing masks between uses, write your initials or name on paper towel to designate each person’s mask.
4. Perform hand hygiene after removing.
   a. When re-donning, use care not to touch outside of mask.
   b. Perform hand hygiene after donning.

Wash Cloth Masks after Use
If you wear your mask to school, place it in a plastic bag and take it home to launder. Store clean masks in paper bags.

Wash in regular home laundry:
- Recommended is to wash in hot water and dry OR
- Wash in cool or warm water but dry in a hot dryer
- Wash mask after each use (or daily)

How to Safely Wear and Take Off a Cloth Face Covering

Important Information About Your Cloth Face Coverings

Resources Toolkit
Hand hygiene

Handwashing is one of the most important steps we can take to avoid getting sick and stop the spread of germs.

There is a right way to wash your hands. When you fail to wash your hands, wash them incorrectly or don’t wash for the recommended 20 seconds, you are essentially just spreading the germs around on your hands and then to anything you touch afterwards.

How to Wash Your Hands Correctly:

- Turn on the faucet to warm water and get your hands wet.
- Turn the water off and put on soap.
- Once you have your soap, create a good lather without water for at least 20 seconds. This is often the step people skip -- they wash their hands with the soap under the water when you should be lathering your hands outside of the water first.
- When lathering your hands, scrub the backs, fronts, between the fingers and under your nails. A good song to think of when trying to gauge 20 seconds is “Happy Birthday.” Sing this twice through and you should be close to 20 seconds.
- Turn the water back on and put your hands back under the water to rinse off the soap.
- The final step is BEFORE you turn off the faucet grab your paper towel and dry your hands completely. If there are no paper towels then dry your hands with the air dryer. You will then use the paper towel to shut off the faucet and open the bathroom door to exit before throwing your paper towel in the trash.
- If you don’t have a paper towel try to use your sleeve to open the door to prevent any germs that may be on the bathroom door handle from getting back onto your hands.
- In the event handwashing isn’t a possibility you can use hand sanitizer but this should NEVER be used to replace good handwashing practices. When using hand sanitizer it should be comprised of at least 60% alcohol; rub in the hand sanitizer until your hands are dry.

You should wash your hands often, including:

- Before, during and after food preparation
- Before eating
- Before and after caring for someone who is sick
- Before and after performing first aid, such as bandaging a cut
- After using the toilet, changing diapers or assisting a child who has used the toilet
- After blowing your nose, coughing or sneezing
- After touching an animal, animal feed, animal waste or handling their food or treats
- Anytime your hands are physically dirty
- After touching garbage
How to properly wash your hands

Soap + Warm Water + 20 seconds is all you need!
Resources
Temperature Screening Tool

Date: _______________ School: ________________________________

Employee Name: ____________________________________________

1. Have you had contact with a confirmed case or a person under investigation for COVID-19? .............. No / Yes

2. Do you currently have:
   - Fever ................................................................. No / Yes
   - Chills ................................................................. No / Yes
   - Cough ................................................................. No / Yes
   - Sore Throat ......................................................... No / Yes
   - Shortness of Breath ............................................ No / Yes
   - Temperature < 100.4F ........................................... Pass / Fail

Completed by: ____________________________________________

If “Yes” answered to any question or Temp is >100.4:

- Isolate person in stand by area
- **Provide Mask if coughing**
- Wait 10 minutes to recheck temperature if elevated
- Maintain Physical Distance with others
- Obtain Recent Contact Information
- Notify the person they are not allowed on site
- Direct the person to seek further medical consultation
- Notify the person to contact their supervisor & general contactor
Close Contact Form

Date: ____________________  School: ________________________________

Employee Name: ___________________________________________________

Temperature (in F): ____________  Re-check Temperature (in F): ____________

If “Yes” answered to any screening question or Temp is >100.4:

• Isolate person in stand by area (**Provide mask if coughing**)
• Wait 10 minutes to recheck temperature if elevated
• Maintain physical distance with others
• Obtain recent contact information (see below)
• Notify the person they are not allowed on site
• Direct the person to seek further medical consultation
• Notify the person to contact their supervisor & general contactor

Recent Contact Information:

• Recent location of work on the project: ________________________________
• Meetings attended: ________________________________________________
• Any person they had close contact with: ______________________________
• Name of supervisor: ______________________________________________

Completed by: ____________________________________________________
Temperature Screening Tool

Date: _____________________  School: ______________________________

Employee Name: ________________________________

1. Are you feeling ill? ................................................................. No / Yes

2. Do you feel feverish &/or have chills? ................................. No / Yes

3. Do you have a fever? ............................................................. No / Yes

4. Are you experiencing any of the following:
   - Coughing ........................................................................ No / Yes
   - Shortness of Breath ......................................................... No / Yes
   - Difficulty Breathing .......................................................... No / Yes

Temperature (in F): ______________________________

Completed by: ________________________________
Self-Screening Form

1. Are you feeling ill? ................................................................. No / Yes

2. Do you feel feverish? ............................................................. No / Yes

3. Do you have a fever over 100.4 degrees? ......................... No / Yes
   Temperature (in F): ______________________________

4. Are you experiencing any of the following:
   - Coughing ........................................................................... No / Yes
   - Body aches ........................................................................ No / Yes
   - Shortness of breath ............................................................. No / Yes
   - Difficulty breathing ............................................................ No / Yes
   - Chest tightness ................................................................. No / Yes
   - Sore throat or congestion ................................................... No / Yes
   - Nausea or vomiting or diarrhea ........................................... No / Yes

5. Do you have a family member at home with symptoms? .... No / Yes

6. Have you had contact with someone with COVID-19? .... No / Yes

7. Have you visited a place where COVID-19 is spreading? .... No / Yes

If you answered yes to any of the questions above you should stay at home and follow up with your primary care physician.
Employee Screening Form

Date: ___________________________  Employee ID Number: ___________________________

Employee Name: ________________________________________________________________

Employer: ________________________________________________________________

1. Are you feeling ill? ........................................................................................................ No / Yes

2. Do you feel feverish? ...................................................................................................... No / Yes

3. Do you have a fever? ..................................................................................................... No / Yes
   Temperature (in F): ________________

4. Are you experiencing any of the following:
   • Coughing .................................................................................................................. No / Yes
   • Shortness of breath .................................................................................................. No / Yes
   • Difficulty breathing ................................................................................................. No / Yes

5. Do you have a family member at home with symptoms? .......... No / Yes

6. Have you had contact with someone with COVID-19? .............. No / Yes

7. Have you visited a place where COVID-19 is spreading? .......... No / Yes

Completed by: ________________________________________________________________
Script for Screening Students

Student Name: ________________________________________ Grade: __________

Teacher: ______________________________________________

Date: ________________________________________________

Phone call script due to absence: “We are doing everything we can to ensure the health and safety of all of our students and staff. Due to the COVID 19 pandemic, I need to ask you a few quick questions about why your child is absent from school today.”

1. Does your child have a fever?....No / Yes    If yes, what is their temp?______________

2. Is anyone else in the household ill?.................................No / Yes

3. What symptoms is your child having:

☐ Rash       ☐ Sore throat     ☐ Cough
☐ Shortness of breath ☐ Runny nose/nasal drainage  ☐ Headache
☐ Nausea/Vomiting ☐ Diarrhea           ☐ Fatigue/Tired
☐ Muscle/Body ache ☐ New loss of taste or smell     Other______

4. Do you have a doctor appointment planned? .......................No / Yes

COVID-19 testing done:______ Date:_____ Results:______ Date isolation began:______

Notes: ___________________________________________________________

If student has a release from doctor, attach to this form. Leave all absence interview results with nurse.
How to Wear a Mask

• Every time you touch your mask, you risk touching your face and infecting yourself.

• Leave your mask on unless you are leaving the participant care area, eating, the mask becomes damaged or soiled, or it is the end of your shift.

• When removing the mask for later use, remove it by the face straps and carefully fold it so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Do not touch the outer surfaces of the mask.

• Store the mask in a clean paper bag between uses. After removing and placing the mask in the bag, wash your hands before doing anything else.

• When you put the mask back on, use the face straps and do not touch the outer surface of the mask. Wash your hands immediately after putting the face mask back on.

• To dispose of a used mask, remove it by the face straps and avoid touching the outer surface of the mask. Dispose immediately. Wash your hands.
## Glove Use

### Purpose of Gloves
- PPE to reduce the contamination of healthcare worker hands
- Prevent the spread of germs in the healthcare environment

### Indications for Gloves
- All patient care activities that may involve exposure to blood, other body fluids, non-intact skin, and mucous membranes
- As indicated by transmission or isolation precautions

### Gloves Should Come Off + Hand Hygiene
- After contact with blood, body fluids, non-intact skin, mucous membranes
- Visibly soiled
- Before leaving the patient’s room or surroundings

### Not a Substitute for Hand Hygiene
- Become contaminated and can spread germs if they are not used correctly
- Can have small defects or contaminate your hands during removal—must perform hand hygiene after use

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Wearing gloves is **NOT** a substitute for cleaning your hands.

- Your hands can get contaminated while wearing or removing gloves.
- Cleaning your hands after removing your gloves will help prevent the spread of potentially deadly germs.
10 things you can do to manage your health at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.

2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.

3. **Get rest and stay hydrated.**

4. **If you have a medical appointment,** call the healthcare provider ahead of time and tell them that you have or may have COVID-19.

5. **For medical emergencies,** call 911 and notify the dispatch personnel that you have or may have COVID-19.

6. **Cover your cough and sneezes.**

7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

8. **As much as possible, stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.

9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.

10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

Please go to [www.cdc.gov/covid19-symptoms](http://www.cdc.gov/covid19-symptoms) for information on COVID-19 symptoms.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

DISCLAIMER: COVID-19 information is rapidly changing and documents will be updated accordingly.
Preparation for Reopening

As you begin to reopen and students return, it’s important to provide the safest, cleanest, most comfortable environment so everyone can come back as confidently and productively as possible. Here are some suggestions and guidelines that can help you, your associates and your customers stay safe as you begin interacting again.

- Keep physical distancing guidelines in place. That includes a 6-foot separation between individuals. Physical barriers may also be appropriate.

- Where there are no barriers, but the appropriate distance exists, place signs to remind associates and customers to maintain physical distance.

- To reduce interaction as much as possible, move some staff to alternative workstations or stagger work hours.

- Limit the number of seats in common areas and keep seats at least 6 feet apart.

- If you have areas where associates or customers wait in lines, use tape or other markings on the on the ground to indicate 6-foot intervals.

- Manage breakrooms to reduce communal use. If safe distances cannot be maintained, consider finding alternative areas for associate breaks.

- Provide PPE (masks and disposable gloves) for employees.

- Install signs to remind associates about frequent hand washing and proper personal hygiene.

- Have hand sanitizer dispensers out and available for employees, customers and visitors.

- Consider health screenings for associates, including questionnaires and temperature checks.

- Clean and disinfect common areas and frequently touched surfaces often (including tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, and sinks). Use soap and water or detergent and water to clean and EPA-registered chemicals to disinfect.
COVID-19 Screening

Required for all visitors, colleagues and students
COVID-Free Zone

COVID-Free Zones are areas where we provide care only for people not known to have COVID-19 or COVID-19 symptoms.
Entrance Closed during COVID-19
Masks Required on all visitors, colleagues and students
COVID-Free Zones are areas where we provide care only for people not known to have COVID-19 or COVID-19 symptoms.
Screening Check-in
Physical Distancing

Maintain a distance of 6 feet
PLEASE WAIT HERE
TO MAINTAIN A
DISTANCE OF 6 FEET

Intended to be used as floor sticker