

Tip Sheet for Educators

Everyone in the school community has a role to play in stopping the spread of COVID-19. In addition to the guidelines outlined by your school, use the tips below to protect yourself and those around you from the virus.

Have questions? Local public health experts understand your community's specific needs and are available to help educators adapt their plans throughout the year.

Tips for Teachers

- Create a regular and consistent seating chart and assign seats for the school year.
 - Assigned seating can help reduce exposure and track contacts if a student contracts the virus.
- Rearrange the room to create as much distance as possible between students' workspaces.
 - Desks should be placed facing forward in the same direction, so students do not sit face-to-face.
 - Give yourself extra space at the front of the classroom to minimize the spread of germs when giving instruction or talking loudly.
- Limit group work that requires students to be physically close to each other.
- Use signs around the classroom and mark the floor with arrows to help control the flow of traffic.
- Review new guidelines and reinforce healthy habits with your students such as washing their hands with soap and water for 20 seconds.
 - Place posters in the classroom that encourage staying home when sick and practicing good hand hygiene.
 - Build in time throughout the day for you and your students to wash your hands and clean your workspaces.

Tips for Lunchroom Staff

- Prepack and prepare lunches individually as much as possible.
- Wear proper personal protective equipment like face masks and gloves.
 - Face masks should fully cover your nose and mouth.
 - FDA Food Code recommendations for hand washing and glove use in food service have not changed. Remember that gloves are not a substitute for hand washing or hand hygiene.
- Use marks and arrows on the floor to help students maintain physical distancing when waiting in line.
- Reinforce healthy habits and good hand hygiene.
 - Place posters in the lunchroom that encourage good hand hygiene.
 - Include hand sanitizing stations throughout the lunchroom.
- Consider alternate locations where students can each lunch to improve physical distancing.
- Regularly disinfect frequently touched surfaces such as countertops, cafeteria tables, and carts.

For more information on COVID-19 in Missouri and what you can do to #stopthespread, visit oneforallmo.com or contact your local public health experts.

Tips for School Nurses

- Reinforce the school's fever policy with teachers and families.
- Place posters in the nurse's room that encourage students to stay home when sick and practice hand hygiene.
- Wear proper personal protective equipment.
 - Face masks should fully cover your nose and mouth.
- Set up private rooms where students with COVID-19 symptoms can be assessed and safely wait to be picked up.
 - Establish step-by-step procedures from identification of symptoms to sending a student home.
 - Disinfect the room in between students.
- Disinfect frequently touched surfaces, maximize physical distancing.

Tips for Custodial Staff

- Add in extra cleaning and disinfecting times during the school day.
- Clean frequently touched surfaces and objects such as doorknobs, handrails, and computer keyboards.
- Wear proper personal protective equipment, including uniforms, disposable gloves, and face masks.
 - Face masks should fully cover your nose and mouth.
- Frequently wash your hands with soap and water for at least 20 seconds and each time you remove gloves and face masks.

Tips for Bus Drivers

- Create a regular seating chart and assign bus seats for the school year.
 - Assigned seating can help reduce exposure and track contacts if a student contracts the virus.
 - Seat siblings or children who live in the same house together.
- Consider loading the bus from back to front.
- Clean frequently touched surfaces such as arm rests, seatbelts, backs of seats and windowsills after each group of students.
- Reinforce healthy habits and good hand hygiene.
 - Provide hand sanitizer on the bus.
 - Encourage students to wash their hands before and after riding the bus.
- Encourage students to wear face masks that fully cover their nose and mouth.
- If weather permits, open the bus windows to improve air flow.
- Wear proper personal protective equipment.
 - Face masks should fully cover your nose and mouth.

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