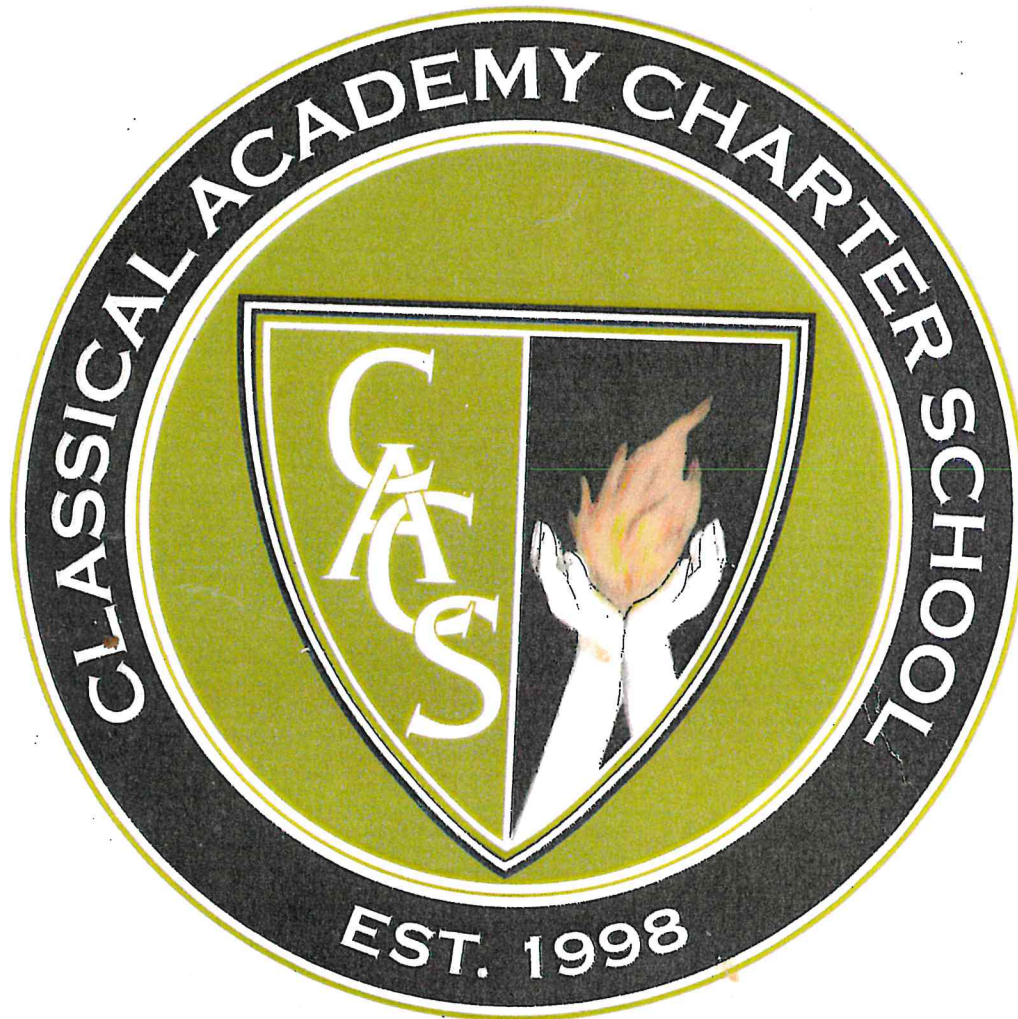


# Classical Academy

## COVID-19 Pandemic Management Plan



Prepared By Sandra Giordano  
Chief School Lead  
March 11, 2020

## **INTRODUCTION**

Classical Academy has developed this pandemic management plan in an effort to minimize the impact of a pandemic on our educational institution. This plan is in accordance with federal, state, and local guidance. Moreover, this plan is aligned to meet the goal of preserving the continuity of our academic programs while minimizing and mitigating the disruption of learning among our students.

We have been monitoring the coronavirus situation closely for the past several weeks and responding as needed based on the circumstances. While there are no known cases of COVID-19 among the Classical Academy community, as a precautionary measure to assure that students have the opportunity to complete the academic school year successfully and to minimize the risk of exposure to the virus by reducing the density of the campus population, the school will implement the general strategies set forth in the following pages.

We at Classical care holistically about the well being of our school community and remain faithfully committed to delivering a quality education while keeping our community safe and healthy. We have put together this management plan should the need arise to deliver curriculum instruction remotely.

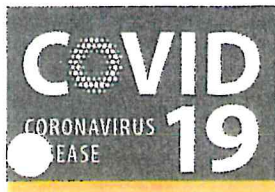
As the situation evolves, we will make whatever adjustments we need to make, and I trust we will do so with full support, in the light of our shared interest for the collective wellbeing of our community.

*Sandra Giordano,*  
*Chief School Lead*



# INFORMATIONAL RESOURCE RE: CORONAVIRUS-19

The following information is directly sourced from the Center for Disease Control



## What you need to know about coronavirus disease 2019 (COVID-19)

### What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

### Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

### Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

### How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

### What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

### What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

### How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

### If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

### What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

### Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

### Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

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

# **CLASSICAL ACADEMY**

## **COVID-19 MANAGEMENT PLAN OUTLINE**

- I. Prevention & Communication
- II. Preparedness & Planning
- III. Response
- IV. Recovery

### **CLASSICAL ACADEMY PANDEMIC MANAGEMENT TEAM**

Sandra Giordano, Chief School Lead 973-476-8021

[Sgiordano@classicalacademy.org](mailto:Sgiordano@classicalacademy.org)

Nick Indar, Assistant School Lead/School Social Worker 201-205-4455

[Nindar@classicalacademy.org](mailto:Nindar@classicalacademy.org)

Stella Robinson, School Nurse - 973-444-9879

[Nurse@classicalacademy.org](mailto:Nurse@classicalacademy.org)

Hector Berrios, School Business Administrator 732-404-7442

[SBA@classicalacademy.org](mailto:SBA@classicalacademy.org)

Bernadette Pinto, Assistant School Business Administrator 973-278-7707

[SBA@classicalacademy.org](mailto:SBA@classicalacademy.org)

Steve Caruso, School Maintenance/Facilities Supervisor 973 703-4031

Elena Mircea, Teacher Liaison, 201-207-6682

[Emircea@classicalacademy.org](mailto:Emircea@classicalacademy.org)



## **Maintenance of Operational Procedures**

### **School Lead**

- Maintains authority over all pandemic management plans.
- Works with maintenance supervisor and cleaning staff to ensure adherence to sanitation protocols.
- Supervises teacher instruction
- Assigns teachers to create one month of instructional lessons, resources and materials for remote learning
- Communicates with teachers to review assessment, curriculum goals, and students' progress.
- Distributes alternative instructional materials for students who have no computer or internet access.

### **Assistant School Lead/School Social Worker**

- Communicates with parents to provide updates and to respond to any school related inquiries
- Oversees the free/reduced lunch program in conjunction with the School Business Administrator
- Communicates with bus transportation services
- Communicates with Child Study and Speech Services Personnel as needed

### **School Business Administrator**

- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences
- Monitor staff absences

### **Maintenance Supervisor**

- Oversees a thorough cleaning of the school building by taking appropriate measures to minimize and prevent the risk of viral transmission on school premises engaging in rigorous cleaning practices including but not limited to:
  - Filling of soap and hand sanitizing dispensers
  - Sweeping and wet mopping of all facility floors
  - Deep cleaning of hard surfaces including door knobs, handrails countertops, stairwells
  - Extensive cleaning of the cafeteria - tables, chairs, sink, refrigeration areas, countertops
  - The maintenance supervisor will also ensure the continual provision of power, heat, ventilation and water services

## **Prevention**

- Students have received a class visit from the school nurse where they engaged in an informative discussion regarding COVID-19 and healthy hygiene habits.
- Teachers/Staff were also provided with an informative health session about the Coronavirus.
- The School nurse disseminated health information to the aforementioned parties about hygienic measures to take to prevent the spread of germs. Proper coughing and sneezing and hand washing techniques were addressed.
- On a daily basis, the maintenance supervisor and cleaning staff are cleaning desk tops, stair rails, and all door handles throughout the school. Windows are opened in the building for ventilation prior to the school's opening.
- Teachers, building staff, and administrators are reminding students to cover their coughs and sneezes and to properly discard used tissues into waste receptacles.
- The cleaning staff have been advised to ensure bathrooms are stocked with toilet paper, soap, and paper towels.
- Teachers have been given a surface cleaning solution for classroom use.
- Teachers and Staff received COVID-19 informational sheets for identifying coronavirus symptoms and for understanding the virus.



## **Preparedness & Planning**

### **Health Training**

#### **(Provided by the School Nurse)**

- What is the Coronavirus?
- Preventive measures for the Coronavirus
- Healthy Habits
- Symptoms- recognition and actions

### **Faculty/Staff COVID Workshops**

- Lesson Plan distribution
- Continuation of instructional curriculum and goals
- Grading Expectations
- Work related responsibilities during school closure
- Student assessment and learning expectations
- Alternate modes of learning for students without internet and/or computer access

### **Communication**

#### **(Provided to students, teachers, staff, board members, and other community stakeholders)**

- Website updates
- Automated calls to homes
- Emails
- Mailings
- Google Classroom
- Realtime connections/ contact lists

### **Response (School Remains Open)**

- The School Nurse will authorize student and staff dismissal in the event an identified case is confirmed and/or there is reasonable evidence to suspect the onset of COVID-19. Any student or staff with symptoms will be sent home immediately and will be required to remain at home during the contagious period and/or until clearance is received from a physician. Any student waiting for pick up by a parent/guardian at the onset of the illness during school hours will be held in a separate area in the Nurse's office.
- The school secretaries will maintain a list of student/staff absences due to the pandemic related symptoms. This list will be forwarded to the school nurse and the school lead. The school nurse will document and analyze the medically based absences to identify if increased reports of absences are occurring due to pandemic related illness. Absences due to the pandemic will be reported to the health department.
- All teachers and staff will be reminded to immediately send sick symptomatic students to the nurse's office and to remind healthy students to take proper hygiene action by appropriately covering coughs and sneezes and properly discarding used tissues.
- The School Lead will provide updates internally and locally from health agencies to the school community via emails, automated calls, and through the school website.
- Any large public school sponsored events will be cancelled as deemed appropriate and/or directed by the NJ Health Department and/or County Superintendent's Office.
- Informational documents citing protocols for keeping students home safely and for completing academic work will be shared with parents/guardians via automated calls, mailings, and the website.
- The administrative team will remind teachers and staff to frequently review and adhere to the Covid-19 Pandemic Management Plan.
- The School Lead will send out a message via a robo-call, and/or memo informing the school community that some students are sick but school remains open and will provide frequent updates.
- The School Nurse will continue to document, monitor and assess the health climate of the school facility and will provide updates to the administration.
- The School Social Worker and Child Study team will address any stigmas should such an issue arise. An open dialogue and intervention strategies will be utilized to promote understanding.



### **Response (School is Closed)**

- The School Lead closes the school upon notification by the NJDOE or any authorized local, county, or state health agency.
- The School Lead will make the official announcement that the school is closed due to the COVID-19 pandemic and will then activate the response plan.
- All non-academic and/or school related events are cancelled.
- The administrative team will provide updates via the website, automated calls, mailings, and emails.
- The School Nurse will provide health updates to the administration for posting and sending out to the school community.
- Teachers will initiate the remote learning program.
- Grading expectations will continue. Teachers are required to communicate their specific grading expectations to students and parents and will grade assignments as they come in via Google Classroom, email, or other alternate modes.
- Teachers are requested to maintain contact with students via email or another platform while the school building is closed. Documentation via logs or other format of communication is to be maintained.
- Teachers will take student attendance daily and enter it in Realtime. Absences will continue to be reported as per normal protocols.
- Teachers and staff will sign in by emailing the secretarial staff to verify their attendance on a daily basis.
- The Maintenance Supervisor and cleaning staff will take appropriate actions to minimize the risk of viral transmission in the school facility.
- The Maintenance Supervisor will prepare the school building for the possibility of functioning as a community response haven.
- The Maintenance Supervisor will continue to ensure the provision of power, heat, ventilation and water services.
- Free and Reduced lunch services will be continued. The Assistant School Lead will work with the SBA office and the vendor to provide a contingency plan for the provision of food for free and reduced lunch students.
- Payroll will be processed. The Business office will continue regular functioning of services.
- No faculty/staff are to communicate with the media unless authorized by the School Lead. If permitted, a statement similar to the following will be made: *Classical Academy is taking all the required safety and health measures to protect the well-being of students, teachers, and staff and to ensure a smooth continuity of operations as required by state mandate*

### **School Instructional Continuity**

- All teachers have prepared thirty days of instructional lessons.
- Assignments will be sent via Google Classroom, emails, and automated calls home.
- Paper based assignments will be sent home to students who do not have internet access.
- Google Classroom, Freckles, Newsela and other such online programs will be utilized as vehicles of instruction in lieu of a physical classroom lesson.
- Teachers will provide specific directions and will include student friendly rubrics for each graded assignment.
- Modifications and accommodations provided in accordance with IEPs will be disseminated to special education students.
- Teachers will also continue to modify Section 504 plans.
- In Class Support teachers will collaborate with the general education teacher to ensure all assignments are aligned with the modifications/accomodations outlined within each student's IEP or 504.
- All subject disciplines will be part of the remote learning process. There subjects are as follows: Middle School Math, Pre-Algebra, Algebra, Foundations of Math, Science, Social Studies, Latin English/Language Arts, Physical Education & Health, Latin.
- Compensatory services such as speech and language services will be provided upon return to school.

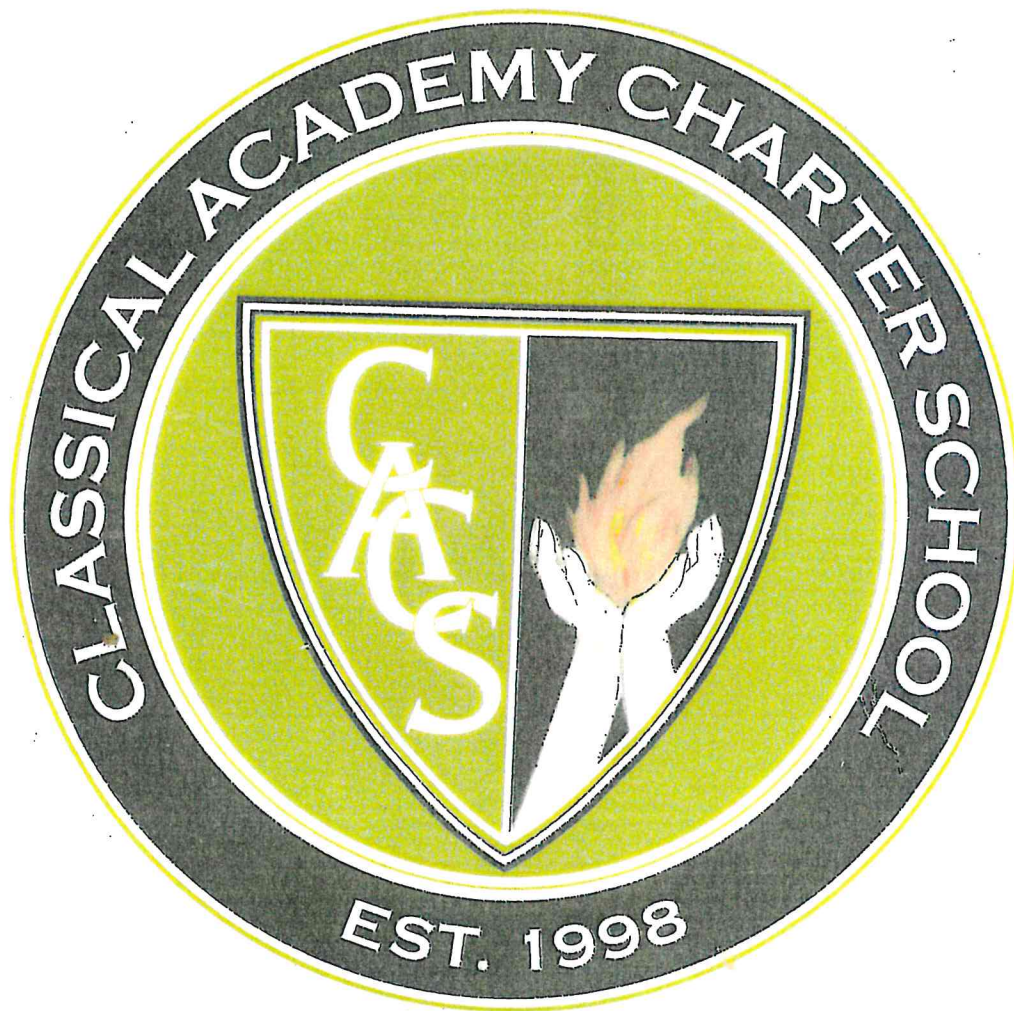
### **Recovery**

- The School Lead will initiate the recovery process.
- The School Lead will announce via all communication outlets used by the school that Classical Academy is reopened.
- School closure days due to the COVID-19 pandemic will not result in an extended school year if permissible per the NJDOE.
- Teaching Staff will remain through June 30 as per contract
- Students who have been ill and documented as absent due to the COVID-19 virus will be given an additional month to complete work for credit. Any extenuating circumstance for additional time allotment will also be considered.
- The Maintenance supervisor and the cleaning staff will prepare to re-open the school ensuring all areas are ready and in clean condition.
- The School Nurse will continue to monitor the illnesses and absences and track related symptoms and conditions of COVID-19.



- Each teacher will acknowledge the return of school and will conduct a “welcome back” activity to re-establish a rapport with students and to garner a return to a positive school climate.
- The School Social Worker will assist students who may have difficulty transitioning back into the physical classroom environment.

Appendix A :  
Classical Academy Memos to the School  
Community







Classical Academy Charter School of Clifton  
1255 Main Avenue Clifton, NJ 07011  
Tel: 973.278.7707 Fax: 973.278.7720  
"National Blue Ribbon School of Excellence"

## Memo

**To: All Teachers & Staff**

**From: Sandra Giordano, Lead Person; Nicholas Indar, Assistant Lead/School Social Worker**

**Date: March 5th, 2020**

### **CoronaVirus: Lesson Planning & Instruction Preparation**

As per an incoming memo from the NJDOE, all schools are required to implement a school action plan in the event of a COVID-19 outbreak and public institutions are required to close. The Department of Education is requiring all schools to adhere to the annual requirement of days of attendance and instruction in the event of a school closure. In order to fulfill this requirement, schools are required to proctor lessons and instruction using alternative/ homebound instructional methodology.

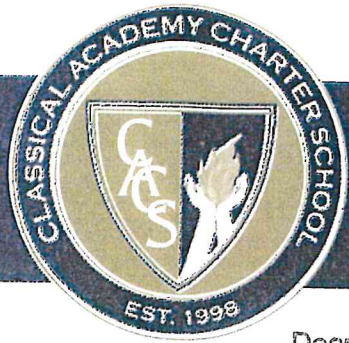
Since Google Classroom is our primary method of online instruction, we will be utilizing this module to fulfill this requirement. Therefore, all teachers are hereby required to prepare and post a minimum of **one month** of lessons, assignments, and assessments on Google Classroom. Alternative arrangements will be made by the Administration in the event that a student or family does not have internet access.

These plans and Google Classroom preparation are due by Friday March 13th, 2020.

Thank you for your continued diligence and cooperation.

Sincerely,

*Sandra Giordano and Nicholas Indar*



Classical Academy Charter School of Clifton  
1255 Main Avenue Clifton, NJ 07011  
Tel: 973.278.7707 Fax: 973.278.7720  
"National Blue Ribbon School of Excellence"

Dear Classical Academy Community:

March 9, 2020

The health of our students and staff is a priority and responsibility we take seriously at Classical Academy. As you know, recent information released by the Centers for Disease Control states more cases of corona disease 2019, now abbreviated COVID-19, "are likely to be identified in the coming days, including more cases in the United States." We are sharing the preventive measures Classical is currently taking to ensure the safety of our school community.

While there are no confirmed cases of COVID-19 at Classical, we have policies in place to guide the district through these types of circumstances. District Policy 8451 - Control of Communicable Disease outlines clear procedures and steps that we follow in any infectious situation. District Policy 8451 further requires that we comply with all regulations of the New Jersey Department of Health and the Passaic County Board of Health offices governing the prevention, control, and reporting of communicable disease. Although these protocols are in place, we recognize the possibility of a situation which may call for additional compliance with local and state agencies.

We are working closely with the aforementioned agencies and are ready to receive and implement guidance from the CDC, World Health Organization, as well as the state and local health departments. We are also complying with the guidance recently provided to us by the New Jersey Department of Education, should it be advised that we need to modify the delivery of our instructional programming. Information to the community will be disseminated via memos, automated calls to homes, and through the school's website.

Our school nurse monitors student and staff absences and is required to report any flu-like symptoms to the health department. Staff members and families are reminded to take precautions and practice proper respiratory hygiene. In addition, our school nurse has reviewed good hand-washing techniques and other sanitary measures to take to avoid germs.

Our cleaning staff and our teachers are encouraged to use surface cleaning sanitizing wipes on areas including but not limited to desks and door handles. To support this good health practice, the school is supplying each classroom with one container of surface cleaning sanitizing wipes. We also recently installed hand sanitizing machines around the school facility which is available to all students and staff on each floor of the building. We encourage everyone in our school community to seek medical care and connect with a healthcare provider if you feel ill and are experiencing flu-like symptoms.

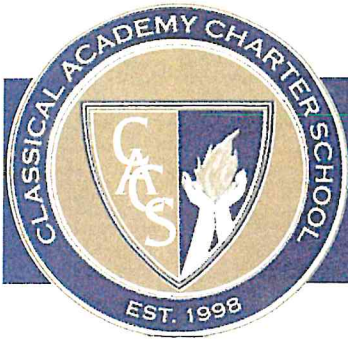
Once again, please be advised that Classical Academy is committed to doing our diligence towards maintaining a healthy environment and preventing the spread of germs. We will continue to update you of any relevant information as it becomes available. Please direct any questions by contacting the main office at 973-278-7707. Thank you.

Sincerely,

Ms Giordano

School Lead Administrator





Classical Academy Charter School of Clifton  
1255 Main Avenue Clifton, NJ 07011  
Tel: 973.278.7707 Fax: 973.278.7720  
"National Blue Ribbon School of Excellence"

To: CACS Teachers/Staff

From: Mrs. Giordano

Re: Sanitation Measures to prevent the spread of COVID-19

Date: March 10, 2020

With the increasing spread of COVID cases, we are encouraging all teachers and staff to proactively contribute towards the maintenance of a sanitized and healthy environment.

The following guidelines are highly recommended:

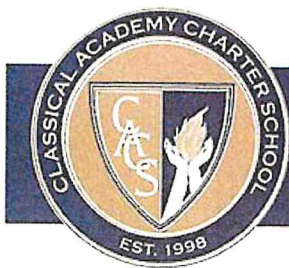
1. Kindly inform students that we have installed sanitizers throughout the school on every floor in the hallway; in the cafeteria, and in the main office. Remind students to sanitize their hands frequently.
2. Please continue to review proper classroom hygiene protocols such as covering a sneeze and discarding used tissues properly into a waste container.
3. Sanitizing surface wipes are on back order. Currently, we are supplying every classroom with a germ fighting surface cleanser and paper wipes. It is recommended by health officials that desk tops and door handles be frequently disinfected throughout the school day. The World Health Organization recently released the following statement:

***When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables, or telephones. People could catch COVID-19 by touching contaminated surfaces or objects - and then touching their eyes, nose, or mouth.***

At the close of each class period, it is suggested that you supply each student with a paper towel as you spritz a bit of disinfectant cleaner on each desk surface. For good measure, we recommend that each teacher take a few minutes before the end of each class to spray desks and to provide students with wipes to clean their desktops.

We can all do our part to promote good healthy habits. Thank you for your diligence, support, and most of all for your proactive contribution towards ensuring a healthy work and school environment at Classical.





Classical Academy Charter School of Clifton  
1255 Main Avenue Clifton, NJ 07011  
Tel: 973.278.7707 Fax: 973.278.7720  
"National Blue Ribbon School of Excellence"

March 11th, 2020

Dear CACS Families and Staff:

In light of the current climate and rising concerns with the COVID-19 epidemic, the Classical Academy Charter School Administration is actively implementing proactive measures to ensure the health and safety of our entire school community as well as our students' continued education.

On Friday, March 13th, we will complete an extensive cleaning of our building and we are bringing in additional staffing focused on this effort. The disinfecting will involve all hard surfaces including floors and walls, and we will disinfect all "touch spots" like chairs, desks, railings, bathroom fixtures, doorknobs, phones, office equipment, and keyboards. You should also know that the district is currently operating with additional cleaning efforts for "touch spots" and common areas. Our goal is to use a disinfectant that is effective in controlling the spread of Coronavirus and other communicable diseases.

This school day closure will be taken from our "emergency closure (snow day)" bank. Additional hand sanitizer devices are also being installed within the building and extra supplies have been ordered for cleaning/disinfecting.

School will resume on Monday March 16th for a **half-day session for students**. The Administration and Staff will be on-site for a full day to complete a Professional Development and Planning session commencing at 1:00 p.m to plan instruction in the event of a long-term school closure due to the COVID-19. Lessons, assignments, and all educational material will be available to our students via Google Classroom in the event of a school closure. The New Jersey Department of Education requires that our annual required days of instruction continues in this modality. Therefore, students will be required to attend "school" daily via Google Classroom to complete coursework and stay current with our curriculum. Teachers and staff will be available via email for any questions. For students and families in which internet connectivity is not available, paper packets can be picked up at on-site at Classical Academy Charter School and must be coordinated with Mrs. Giordano and/or Mr. Indar to arrange pick-up times.

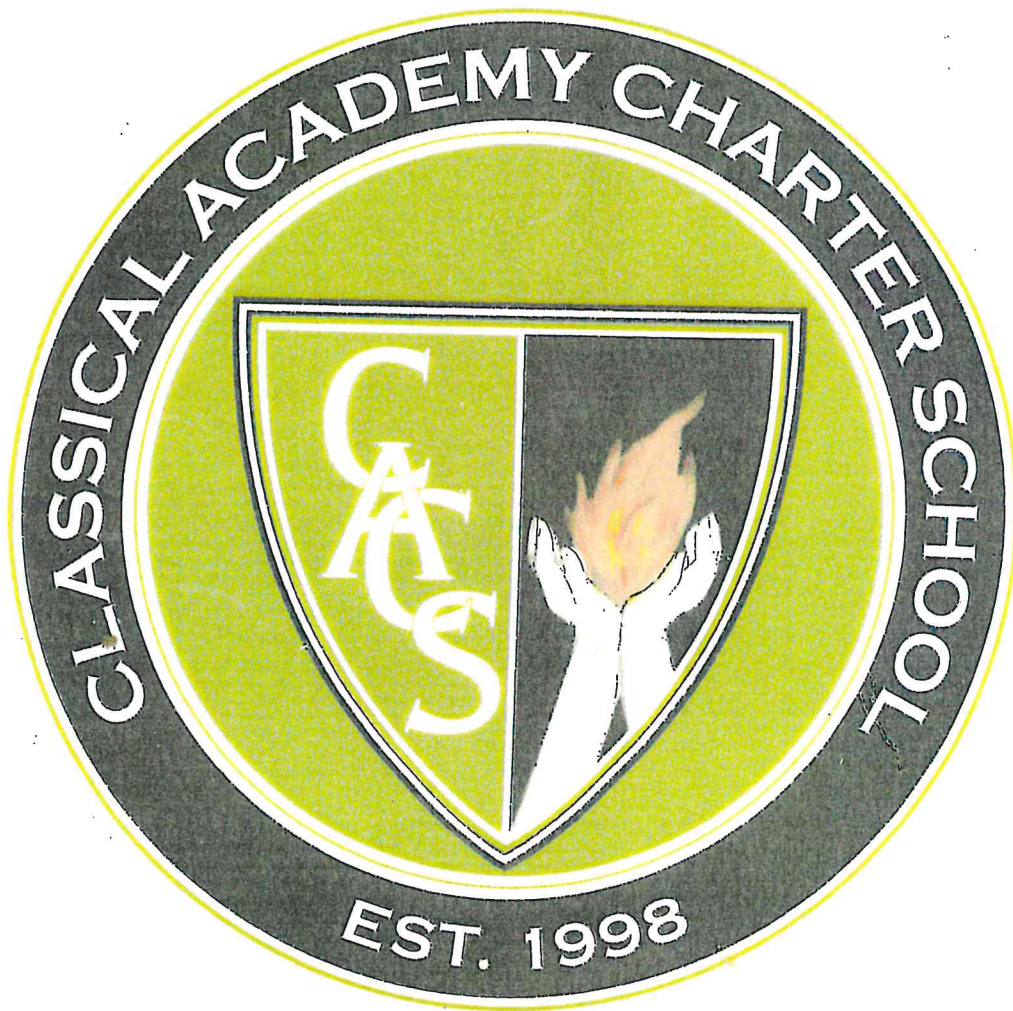
I would like to express my gratitude to our community and staff as we continue to work together during this time for the continued success of our students. If you have any questions or concerns, please contact Mrs. Sandra Giordano at [sgjordano@classicalacademy.org](mailto:sgjordano@classicalacademy.org).

Yours Truly,

---

Sandra Giordano, Chief School Administrator

Appendix B:  
School Policies





### 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Trustees shall provide instructional services to an enrolled student, whether a general education student or special education student age three to twenty-one, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education.

A parent's request for home instruction shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

The school shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services, including any needed equipment, or through contract with another school Board of Trustees, Educational Services Commission, Jointure Commission, or approved clinic or agency. The school shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The school shall establish a written plan for delivery of instruction and maintain a record of delivery of instructional services and student progress. The teacher providing instruction shall be a certified teacher. The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.

For a student with disabilities, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards. When the provision for home instruction for a student with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.





### 3161 EXAMINATION FOR CAUSE

The Board of Trustees may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health.

The Lead Person shall recommend to the Board the examination of any teaching staff member whose physical or mental conditions so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.

If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



#### 4161 EXAMINATION FOR CAUSE

The Board of Trustees may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Lead Person shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.





### 5305 HEALTH SERVICES PERSONNEL

The Board of Trustees shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;





3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;



### 5307 NURSING SERVICES PLAN

The Board of Trustees shall annually adopt the school's Nursing Services Plan at a regular meeting and submit it to the Executive County Superintendent of Education for review and approval.

The Lead Person, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse.

The Nursing Services Plan shall include a description of the basic nursing services to be provided to all students and a summary of the specific medical needs of individual students, if any, and the nursing services required to address those needs. The Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to students in the school building as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

The Board, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the location of school buildings; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

N.J.A.C. 6A:16-2.1(b)

Adopted: 17 May 2018



### 5310 HEALTH SERVICES

The Board of Trustees shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);





# POLICY

## CLASSICAL ACADEMY CHARTER SCHOOL

STUDENTS  
5310/page 3 of 4  
Health Services

3. The school shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.
5. The school shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.
6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
7. The findings of required examinations under 8.b., c., d., and e. below shall include the following components:
  - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
  - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
  - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
  - d. Physical examinations.
8. The school shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:
  - a. Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to eight in accordance with N.J.A.C. 6A:16-2.2(h)1;
  - b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;



### 5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Trustees requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in the school without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.

Adopted: 17 May 2018



### Disposal of Medical Waste

The Lead Person shall prepare, in consultation with the school medical inspector, a medical waste disposal program to ensure all medical waste, including needles and sharps, are disposed of in accordance with the rules and regulations of the New Jersey Department of Health.

### Chemical Hygiene

The Board also recognizes that certain school employees who work in laboratories may be exposed to hazardous chemicals in the course of their duties. In accordance with Federal OSHA regulations, the Board will establish practices that are capable of protecting employees from health hazards presented by hazardous chemicals used in the workplace. The plan shall contain the locations of hazardous chemicals and shall enunciate a plan capable of protecting employees from associated health hazards and keeping exposure of employees below specified limits. The Chemical Hygiene Plan shall be readily available to employees and shall contain at least the following elements:

1. Standard operating procedures for using hazardous chemicals in laboratory work;
2. Criteria that the Board will use to determine and implement control measures to reduce employee exposure;
3. The requirement that fume hoods and other protective equipment are functioning properly and that measures are taken to ensure adequate performance of such equipment;
4. Provision for employee information and training;
5. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the Assistant Lead Person before implementation;
6. Provisions for medical consultation;
7. Designation of personnel responsible for implementation of the chemical hygiene plan; and
8. Provisions for additional employee protection for work with particularly hazardous substances.





# POLICY

## CLASSICAL ACADEMY CHARTER SCHOOL

PROPERTY  
7420/page 3 of 3  
Hygienic Management

The Board directs that the program of chemical hygiene be implemented by the Chemical Hygiene Officer. The Assistant Lead Person will serve as Chemical Hygiene Officer for the school and shall be responsible for the examination of all school facilities to determine where hazardous chemicals are used and to ensure compliance of all school facilities with the Chemical Hygiene Plan.

The Lead Person shall develop and supervise a program for the cleanliness and sanitary management of the school building, school grounds, and school equipment pursuant to statute, rules of the State Board of Education, and regulations of the State Board of Health.

The day to day monitoring of the cleanliness of the school building shall be the responsibility of the Building Principal.

29 C.F.R. 1910

N.J.A.C. 6:3-8.1; 6A:16-1.4; 6A:16-2.3(e); 6A:26-12.4

Adopted: 17 May 2018



### 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Trustees recognizes its responsibility to provide for the safety and security in the school building. The school will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Lead Person or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school's safety and security plan shall be disseminated to all school employees. New employees shall receive a copy of the school's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school shall develop and provide an in-service training program for all school employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration



### 8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Trustees recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the school.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of students who have contracted a communicable disease and of teachers and students who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Lead Person may exclude from the school building any student who appears to be ill or has been exposed to a communicable disease. A student may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the student.

Any student or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Lead Person shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for students identified and excluded in accordance with this policy; the preparation of standards for the readmission of students who have recovered from communicable disease; the provision of appropriate home instruction to excluded students in accordance with law; and the filing of reports as required by law.

N.J.S.A. 18A:40-3; 18A:40-7 et seq.

N.J.S.A. 26:4-4; 26:4-6

N.J.A.C. 6A:16-1.4

N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.

Adopted: 17 May 2018





### 8441 CARE OF INJURED AND ILL PERSONS

The Board of Trustees directs the Lead Person to provide the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds or during a school sponsored event, activity, or field trip.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Lead Person or designee. Immediate steps may be taken as necessary to remove the injured or ill person from danger and/or to prevent exacerbation of the injury or illness. Basic first aid may be administered by school personnel to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.

The parent of an injured or ill student and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness and the ongoing health status of the injured or ill person. If the school nurse or school physician or, in the absence of both, the Lead Person or designee determines the injured or ill person should receive a medical examination from their medical professional, the parent or family member will be required to remove the injured or ill person from the school or school event or activity. In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

The school nurse(s), in consultation with the school physician, will develop basic emergency first aid procedures for the emergency treatment of an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene.

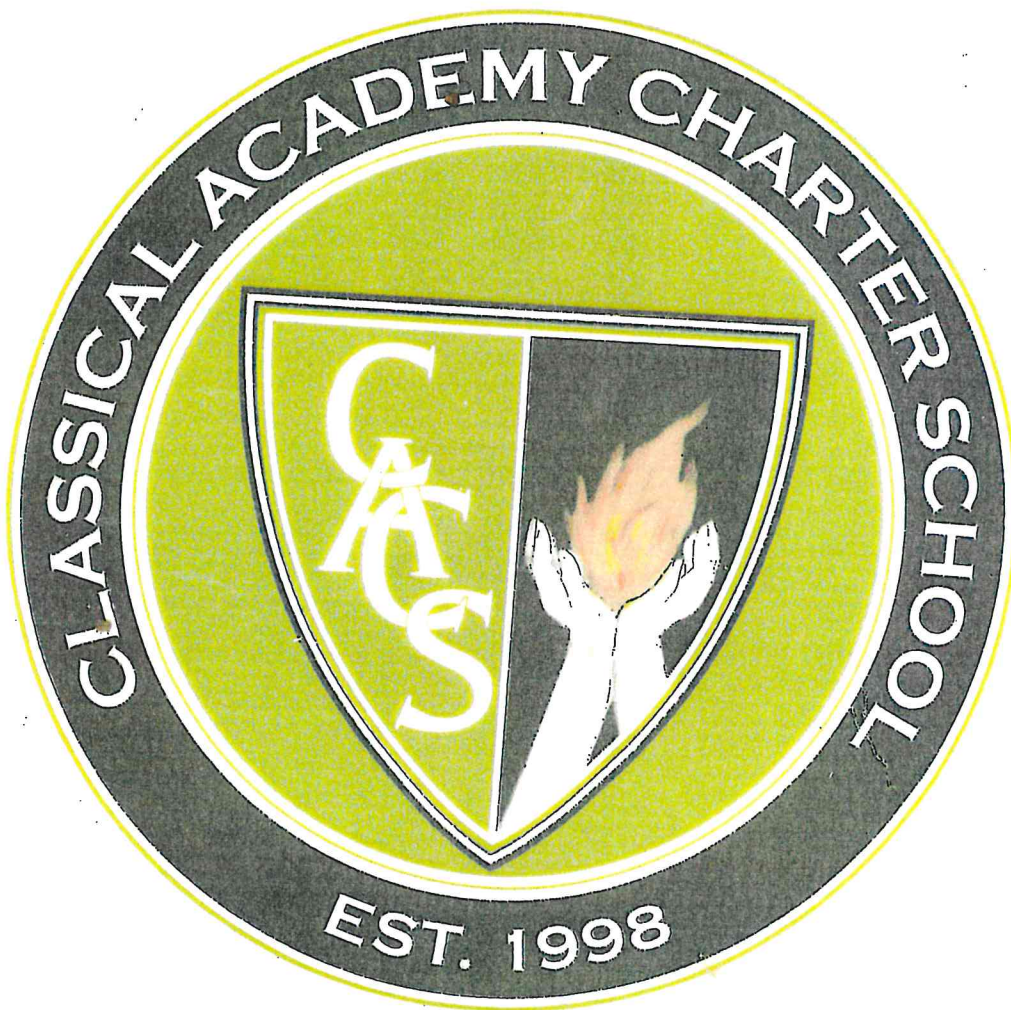
Student disabilities attributable to substance abuse will be handled in accordance with Policy 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy 8630.

N.J.A.C. 6A:16-2.1(a)4

Adopted: 17 May 2018



Appendix C:  
Informational Literature regarding COVID-19



## **COVID-19 CLASSROOM TIPS**

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans. COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available vaccine or curative treatment, so the best preventative strategy is to avoid exposure. To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. As a reminder, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases.

The CDC recommended checklist that follows provides steps you can take as school leaders to plan for a possible disease outbreak.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Perform routine environmental cleaning.
  - Clean and disinfect frequently touched objects and surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
  - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

### **WHO TO CONTACT WHEN:**

- A staff member or student has the following symptoms – fever, cough, shortness of breath: School Nurse
- Classroom or section in building needs to be cleaned: School Principal
- Parents ask questions regarding COVID-19: School Secretary/School Nurse/School Principal



# Information/Suggestions for Parents

## LIMIT THE SPREAD OF GERMS AND PREVENT INFECTION

There are common sense steps we can all take to prevent the spread of any respiratory virus:

- Follow physicians advice for getting your flu vaccine.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- Disinfect doorknobs, switches, handles, computers, telephones, bedside tables, bathroom sinks, toilets, counters, toys and other surfaces that are commonly touched around the home or workplace.
- Follow the CDC's recommendations for using a facemask.

## GET YOUR HOUSEHOLD READY

There are things you can do right now to be ready for any emergency, and many of these same tips will help you prepare for any influenza situation.

- Have a supply of food staples and household supplies like laundry detergent and bathroom items, and diapers if you have small children.
- Check to make sure you have health supplies on hand.
- Know how your local public health agency will share information.
- People with elderly parents or relatives should have a plan in place for caring for them if they fall ill.

- Help family members and neighbors get prepared and share the safety messaging with those who may not have access to it.
- Have a child care contingency plan if your child is sick and cannot attend school.

According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2-14 days after exposure and include fever, cough and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you have recently traveled from an area with widespread or ongoing community spread of the disease.

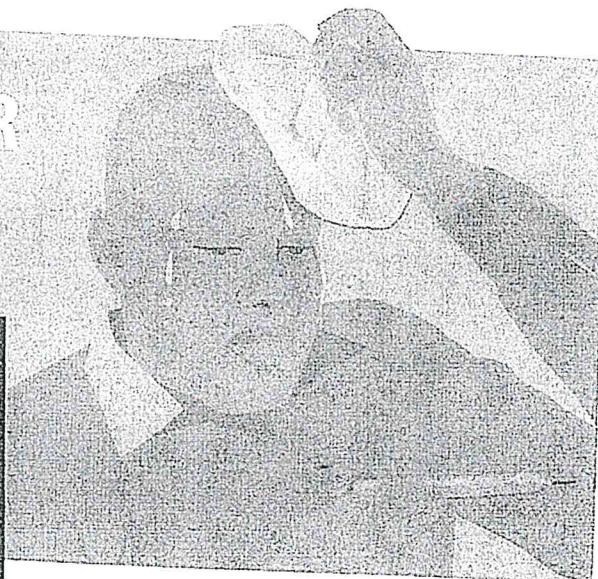


# SYMPTOMS OF CORONAVIRUS DISEASE 2019

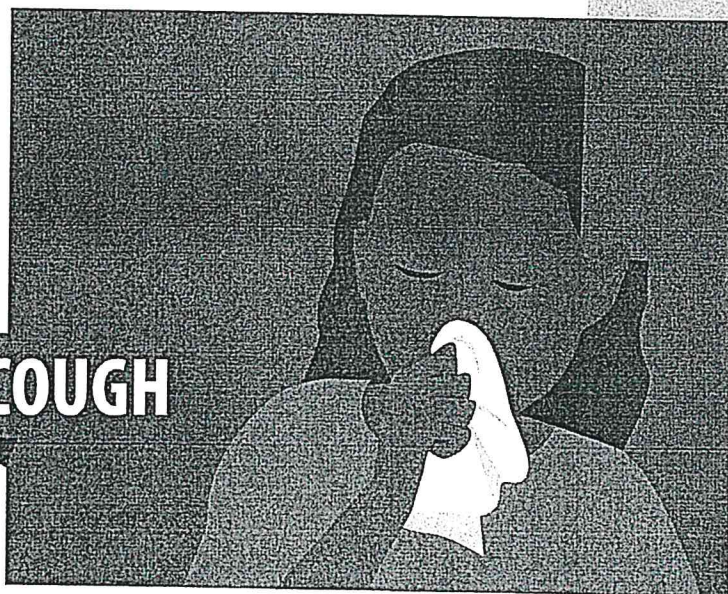
Patients with COVID-19 have experienced mild to severe respiratory illness.

**Symptoms\* can include**

**FEVER**

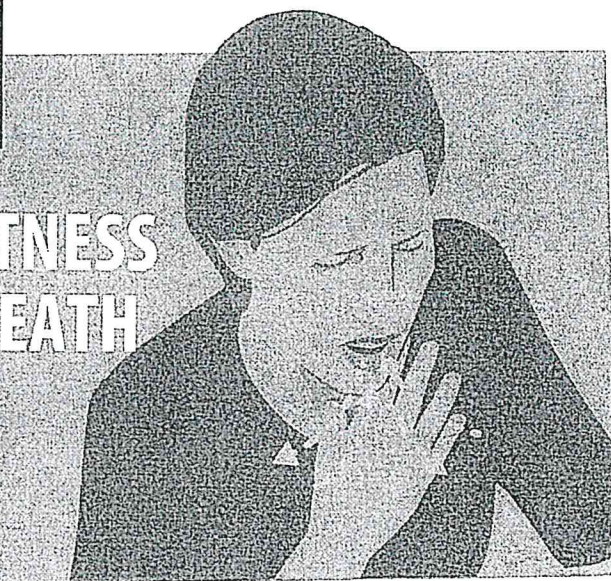


**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



## CERC in an Infectious Disease Outbreak

- 1. Be First:** Quickly sharing information about a disease outbreak can help stop the spread of disease, and prevent and reduce illness and even death. People often remember the first information they hear in an emergency, so the first information they receive should come from health experts.
  - Even if the cause of the outbreak or specific disease is unknown, share facts that are available. This can help you stay ahead of possible rumors.
  - Share information about the signs and symptoms of disease, who is at risk, treatment and care options, and when to seek medical care.
- 2. Be Right:** Accuracy establishes credibility. Information should include what is known, what is not known, and what is being done to fill in the information gaps.
  - Public health messages and medical guidance must complement each other. For example, public health officials should not widely encourage people to go to the doctors if doctors are turning people away and running out of medicine for critically ill people.
  - Always fact check with subject-matter experts. One incorrect message can cause harmful behaviors and may result in people losing trust in future messages.
- 3. Be Credible:** Honesty, timeliness, and scientific evidence encourage the public to trust your information and guidance. Acknowledge when you do not have enough information to answer a question and then work with the appropriate experts to get an answer.
  - Do not make promises about anything that is not yet certain, such as distribution of vaccines or medications without confirmed availability.
  - Clinicians should be present at press or community events to answer medical questions.
- 4. Express Empathy:** Disease outbreaks can cause fear and disrupt daily lives. Lesser-known or emerging diseases cause more uncertainty and anxiety. Acknowledging what people are feeling and their challenges shows that you are considering their perspectives when you give recommendations.
  - For example, during a telebriefing for the coronavirus disease 2019 response:  
*"Being quarantined can be disruptive, frustrating, and feel scary. Especially when the reason for quarantine is exposure to a new disease for which there may be limited information."*
- 5. Promote Action:** In an infectious disease outbreak, public understanding of and action on disease prevention is key to stopping the spread.
  - Keep action messages simple, short, and easy to remember, like "cover your cough."
  - Promote action messages in different ways to make sure they reach those with disabilities, limited English proficiency, and varying access to information.
- 6. Show Respect:** Respectful communication is particularly important when people feel vulnerable. Respectful communication promotes cooperation and rapport. Actively listen to the issues and solutions brought up by local communities and local leadership.
  - Acknowledge different cultural beliefs and practices about diseases, and work with communities to adapt behaviors and promote understanding.
  - Do not dismiss fears or concerns. Give people a chance to talk and ask questions.



Centers for Disease  
Control and Prevention  
Office of Public Health  
Preparedness and Response





# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands 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 covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

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

