



# Tips and Reminders for Employees Returning to School During COVID-19

## PREVENTATIVE

Please utilize the safeguards below to ensure the health and safety of you and your students.

- Wear a face covering whenever possible, especially when social distancing is difficult. Your face covering should cover your mouth and nose. It should not be inappropriate or distracting in any way.
- Practice physical distancing. Always strive to be at least six feet apart from others.
- Wash your hands frequently with soap and water for at least 20 seconds. When soap and water are unavailable, use hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect all frequently touched surfaces (e.g., phones, computers, keyboards, doorknobs, light switches, desks, etc.)
- Self-monitor for symptoms and stay at home when you're ill. Contact your ESS manager or regional support center if you need to cancel an assignment due to personal illness.

## PROCEDURAL

**During assignments, always adhere to proper protocols that comply with district, local, and state regulations.**

- Prior to accepting assignments, please review the specific COVID-19 guidelines implemented by the school districts you serve.
- Check in daily with the school's main office staff to educate yourself on the building protocols developed for all employees.
- Be aware of guidelines posted in the classrooms and throughout the building that provide information about important safety and health measures.
- Adhere to all school district protocols, as well as local and state regulations.
- Immediately contact the school nurse or administrator if you observe a student who shows symptoms of illness.
- If you need cleaning supplies for your classroom, ask the main office staff or custodian upon arrival at the school.
- Consider bringing your own "safety kit" that contains a face covering, disinfectant wipes, hand sanitizer, etc. for your personal use.
- Discourage students from sharing objects, materials, and food.
- Maintain an organized, safe, and clean classroom environment.

## PERSONAL

**Focus on the importance of your self-care, wellness, and managing stress.**

- Take care of your mind and body. Try to eat healthy and well-balanced meals, exercise regularly, and get plenty of sleep.
- Communicate with family members, friends, and colleagues. Maintain healthy relationships and build a strong support system.
- Make time to unwind. Partake in hobbies and activities you enjoy.
- Demonstrate a positive attitude and enthusiasm in the classroom to help you and your students enjoy the learning process.
- Consistently compliment students when they comply with directives to ensure a healthy school environment for everyone.
- Monitor your own health.

## RESOURCES

**Visit the links below for additional information regarding safety and health as you return to school.**

- School FAQs for Administrators, Teachers, and Parents from the CDC  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- Return to School Amid COVID-19, a Cleveland Clinic Guide for Educators  
<https://my.clevelandclinic.org/-/scassets/files/org/employer-solutions/covid-19-education-guide.ashx>
- Smart Classroom Management: How to Thrive During the Upcoming COVID-19 School Year  
<https://www.smartclassroommanagement.com/2020/07/11/covid-19-school-year/>