

As administrators, you can plan and make decisions now that will protect the health of students in your care and your community during a pandemic. Because students are in close contact with each other in the school setting, schools are places where illness can quickly spread. You may be faced with making decisions about school dismissals and closures. Use this checklist to help you take steps to plan and protect the health of students in your care and your community.



Before a pandemic: PLAN

During a pandemic: TAKE ACTION

After a pandemic: FOLLOW UP

- Connect with your local board of education and health department to review or develop a pandemic plan for your community.
- Create an emergency communication plan for your school.
- Share plans with staff, parents, and students.
- Support flexible attendance and sick leave policies for students and staff.
- Develop a monitoring system to alert the local health department about large increases in absenteeism.
- Identify distance learning strategies to continue educating students if schools close (for example, web-based instruction and e-mail).
- Plan ways to continue student services (such as, meal and social services) if schools close.
- Review school practices/procedures that support early dismissal, school closures, illnesses.

- Put your plans into action, as needed.
- Track student absenteeism due to [^ Wesymptoms.
- Encourage students and staff to practice healthy behaviors (for example, staying home when they're sick, covering their coughs and sneezes, washing their hands often, and using hand sanitizer with 60-95% ethyl alcohol).
- Provide supplies (such as tissues) eapf S' V UWS [Y i [bV].
- Clean frequently touched surfaces and objects (such as computers, door knobs, VV) et S' V ^YZf ei [fUZV).
- Designate a room and transportation for sick students and staff.
- Seat students further apart.
- Divide classes into smaller groups.
- Move classes to larger spaces.
- Cancel gym classes and classes that bring students together from multiple classrooms.
- Postpone class trips.
- Cancel after-school and extra-curricular group activities.
- Implement distance learning strategies.

- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.
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www.cdc.gov/npi

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National Center for Emerging and Zoonotic Infectious Diseases
Division of Global Migration and Quarantine

