



May 21, 2020

TO: Superintendents and Chief Business Officials

FROM: Robert J. Kretzmer  
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SUBJECT: CDC new publication  
SCHOOLS DURING THE COVID-19 PANDEMIC

On May 15, 2020, the Centers for Disease Control (CDC) published a tool on its website for the reopening of school sites across the United States during the COVID-19 pandemic. A copy of the CDC tool is attached.

Included in the tool is limited guidance for reopening. Points of emphasis to consider before actually reopening include the following;

- Be sure that all reopenings take place in accordance with state and local orders.
- The ability to protect students and employees who may be at higher risk.
- The ability to screen students and employees upon arrival.

The current symptoms of COVID-19, which may appear two to fourteen days after exposure to the virus, are reported on the CDC website as follows;

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

In the event any student or employee has symptoms as noted above on any day following the reopening of school they should not return to the school site or district office.

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# SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

## Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at [higher risk](#) for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY  
NO



ALL  
YES



## Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Encourage [social distancing](#) through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY  
NO



ALL  
YES



## Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY  
NO



ALL  
YES

