Guidelines for Reopening of Schools

In light of COVID-19

Center of Occupational & Patient Safety - NIH
The Center for Occupational and Patient Safety (COPS) at National Institute of Health, Pakistan offers a range of programs to raise awareness and expedite implementation of ideas and best practices to achieve transformation in patient and occupational safety. The Centre has conducted a range of workshops and developed educational material related to Infection Prevention and Control (IPC), Occupational Safety and Health (OSH), Anti-Microbial Resistance (AMR), Biosecurity and Good Laboratory Practices (GLPs) nationwide. COPS plays an instrumental role to enhance patient experience, reduce risks and harm and achieve better health outcomes to improve healthcare quality in Pakistan.

The Center for Occupational and Patient Safety (COPS) has developed these guidelines for the reopening of schools in context of Covid-19 in Pakistan, based on recommendations from the Ministry of National Health Services, World Health Organization (WHO) and Center for Disease Control and Prevention (CDC). The guidance is intended to help the school management, administration and teaching staff to identify risk factors in the institutions and to implement preventive measures. Additional guidance may be needed as COVID-19 outbreak conditions change.

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Objective
The current COVID-19 pandemic is unprecedented, and demands innovative measures to contain its spread and promote safety. Educational institutes all across Pakistan need to update COVID-19 preparedness, response and control plans for resuming normal or phased activities to reduce transmission amongst students and staff, and sustain a healthy environment.

This document is intended to provide mitigation strategies to minimize spread of Covid-19, as well as suggest counter measures if new cases are discovered at the facility. All educational institutes are advised to create contingency plans covering a comprehensive list of eventualities based on these health guidelines. Periodic review of the implementation of the health SOPs should be carried out by local authorities and school administration.

Introduction
SARS-CoV-2 is a virus that can causes a range of illnesses including respiratory and gastrointestinal infections. Respiratory diseases can range from the common cold to more severe ones. The outbreak of coronavirus initiated as pneumonia of unknown cause in December 2019 in Wuhan, China, which has been now spreading rapidly out of Wuhan to other countries. On January 30, 2020, the World Health Organization (WHO) declared COVID-19 outbreak as the sixth public health emergency of international concern (PHEIC), and on March 11, 2020, the WHO announced COVID-19 as pandemic. According to WHO, as of 9th February 2021, 107,007,730 cases of the novel coronavirus have been recorded out of which 2,336,337 have resulted in deaths.

COVID-19 is thought to be expanding in Pakistan as well. The first case of COVID-19 was reported from Karachi on February 26th 2020. Successively, the virus has spread into various regions nationwide. As of 9th February 2021, the total number of confirmed cases in Pakistan is 556,519 according to the statistics provided by the Ministry of National Health Services, Regulation and Coordination. Of these, more than 12,066 cases have resulted in deaths and a further 1,797 cases in critical care.

Recently, a new strain of the Coronavirus has been discovered in the UK which is believed to be much more infectious than its earlier variants. Pakistan, on 29th of December 2020, has also reported its first confirmed cases of a new coronavirus strain. News of the coronavirus variant emerging in Pakistan is concerning because it, according to a study by the Centre for Mathematical Modeling of Infectious Diseases at the London School of Hygiene and Tropical Medicine in the UK, is on average 56 per cent more contagious than the original version, is spreading fast and is likely to increase hospitalizations and deaths.

COVID-19 has led to an unprecedented infectious disease risk for the entire world. The duration of this pandemic remains unclear, and the situation continues to evolve. As the virus continues to evolve rapidly, it is causing educational institutes to evaluate and plan for numerous ‘what if’ scenarios. The risk of subsequent waves of infection remains until we achieve sufficient herd immunity through vaccination or actual infection and recovery. Clinical trials and vaccine development efforts have borne fruit but are in early stages. Hence our only tools are prevention through non-pharmacologic interventions, sound
public health practices, and supportive therapy. Therefore, the campus must be prepared on multiple fronts. The administration and leadership of the institute should conduct risk assessments, implement infection prevention and control measures and develop partnerships with local public health and health care organizations.

These guidelines are based on information about COVID-19 that is known today. They are purposely broad for universal use and written with the understanding that not all schools and colleges will have the resources to implement everything written in this document. Institutions should view these guidelines and evaluate the feasibility of these recommendations in the light of their own campus environment, community resources, public health capacity, demographics, internal resources, and risk tolerance.

Multi-layered Approach to Prevent Introduction & Spread of SARS-CoV-2 in Schools

I. **Community**
   - Early detection and isolation of cases; contact tracing and quarantine
   - Swift public health response to halt spread: Cluster investigation and local public health measures
   - Physical distancing, hand-washing and wearing of masks
   - Safe public transportation, protection of vulnerable groups and other measures as appropriate

II. **School & classrooms**
   - Personal Controls - Individuals’ behaviors to protect themselves and those around them
   - Engineering Controls - Processes and policies that keep people safe
   - Administrative Controls - Physical structures put in place to distance people from hazards

III. **Individuals at high risk**
   - Identification of students and teachers at high-risk of severe illness e.g. those individuals who are older than 60 years and those with pre-existing medical conditions such as asthma, diabetes, heart disease or conditions affecting their immune system
   - Development for appropriate strategies to keep these individuals safe

**Designated COVID-19 Point of Contact**
- Designate a staff person to be responsible for responding to COVID-19 concerns
- All school staff and families should know about this focal person and how to contact them
The designated focal person must ensure adherence to social distancing, infection prevention measures, triggering mechanisms in case of any positive case(s) or suspected case(s) in school.

**Figure 1. COVID-19 Mitigation Strategies**

**Communication with parents, students, teachers & staff**
- Collaboration between school and community is vital
- Ensure frequent communication to reassure parents, students and teachers
- Post signs in visible locations that promote everyday protective measures
- Address rumors, misleading information and stigma
- Inform parents about the measures the school is putting in place and ask for cooperation of parents to report any cases of COVID-19 in the household
- If someone in the household is suspected of having COVID-19, all members of household should stay home and school should be informed

**Case Investigation & Contact Tracing**
- Notify health officials, staff and families immediately, maintaining confidentiality
- Work with local health officials to assess spread in school
- Ensure close contacts are notified and advised to stay home for 14 days
- School areas used by the ill person(s) should be cleaned and disinfected

If a student or staff tests positive for COVID-19:
- Notify health officials, staff and families immediately
- Consider closure of groups, classrooms or schools
- Infected person may return to school after meeting criteria for ending home isolation

![School Symptom Screening Flowchart](image)

**School-level Measures**

**Personal Controls**

**Physical distancing**
- Maintain at least a 1-meter distance for both students and staff inside and outside classrooms

**Hand Hygiene**
- Hand hygiene is one the most effective measures to prevent the spread of COVID-19
Frequent hand hygiene (HH) should be performed by students and staff i.e. hand washing with soap and water, and hand rubbing with alcohol based hand rub (ABHR) containing at least 70 percent alcohol

Hand hygiene should be performed by students and staff upon entry and exit from school; after breaks; after blowing their nose, sneezing, or coughing and before and after eating.

Hand washing should be performed when hands are visibly soiled and after using toilet.

Hand washing should take about 40–60 seconds and hand rubbing should be done for 20–30 seconds

**Face Masks**
- All students and staff should wear a medical or surgical face mask.
- Mask should be three layered including a water-resistant outer layer, a middle melt-blown layer, and water-absorbent inner layer.
- Perform hand hygiene before putting mask on, before and after it is taken off, and after touching it at any time.
- Mask should cover the nose, mouth and chin.
- Dispose of mask properly in a trash bin after use.

**Cough Etiquette**
- All students and staff should observe cough etiquette.
- When coughing or sneezing head should be turned away from others.
- Cover nose and mouth with a tissue and discard tissue immediately into the waste bin.
- Cough/sneeze into your sleeve if no tissue is available.
- Perform hand hygiene afterwards.

**Staying Home**
- Stay home when sick, or after close contact with someone who is suffering from COVID-19.

**Environmental Cleaning**
- Intensify cleaning and disinfection by cleaning staff.
- Frequently touched surfaces e.g. railings, desks, tables, toilet surfaces, teaching aids, door and window handles, should be cleaned and disinfected at least twice a day and more frequently when possible.
Use a 0.1% solution made from bleach and water (using non-turbid water source) for disinfection. To mix, use the percentage found on the bleach bottle (for example, 5%) and follow these instructions:

\[
\frac{\% \text{ chlorine in liquid bleach}}{\% \text{ chlorine desired}} - 1 = \text{Total parts of water for each part bleach}
\]

**Cleaning and Disinfection Procedure**

- Put on personal protective equipment (PPE) i.e. rubber gloves, thick aprons, and closed shoes.
- Mix 0.1% bleach solution in well-ventilated area.
- Clean with detergent or soap and water to remove organic matter.
- Apply the 0.1% solution to the surface with a cloth and allow for a contact time of at least 1 minute. After 1 minute has passed, rinse residue with clean water (this will also protect the surface or item from damage).
- Remove personal protective equipment and wash hands immediately.

**Administrative and Engineering Controls**

**Restrictive measures**

- Restrict mixing between groups/classes of students.
- Avoid sharing books, supplies, games, or other learning aides; if sharing is necessary due to limited supply, clean and disinfect between different students.
- Restrict extra-curricular activities, field trips, inter-group events and meetings.
- Restrict entry of caregivers, non-essential visitors, and volunteers.
- Mark a “do not cross” point by the entrance and exit beyond which caregivers cannot cross during drop-off and pick-up using paint, chalk or tape.
- Encourage caregivers to wear face coverings during drop-off and pick-up.
- Encourage caregivers not to exit cars/motorbikes/bicycles when dropping off/picking up children.
- Assign staff to monitor physical distancing during school arrival and departure and among students during breaks.

**Modify classroom layouts**

- Space seating/desks at least 1 meters apart.
- Face all desks/tables in the same direction.
Physical Barriers and Guides
- Provide physical distancing guides, such as tape, paint, or chalk on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 1 meters apart
- Physical barriers, such as plastic or glass partitions, may be installed in areas where it is difficult for individuals to maintain physical distancing (e.g. reception desks)

Limit crowding
- Establish one-way circulation in hallways, classrooms, and school facilities.
- Close communal spaces, such as indoor cafeterias and playgrounds
- Educate students and staff to not gather/socialize when coming to/leaving school and during class breaks
- Modify school schedules. Options include:
  - Staggering arrival/dismissal times and class breaks
  - Expanding timetable: schedule some students to attend classes in the morning, some in afternoon, and others in evening
  - Expanding school week: schedule some students to attend classes on certain days (e.g. Monday, Wednesday, Friday) and others to attend classes on remaining days (e.g. Tuesday, Thursday, Saturday)
- Consider Cohorting: Keep students and teachers in small groups that do not mix, also referred to as bubble, capsule or circle
- Consider open-air classes where feasible and if weather allows
- Do not hold assemblies
- Consider increasing the number of teachers to allow for fewer students per classroom
- Libraries can be reopened with limited opening hours using extra precautions
- Computer rooms can be reopened with a specified time table and social distancing protocols in place
- For laboratories, adjust schedule for different classes/sections/grades or add additional shifts to adhere to safety protocols

Ventilation
- Increase circulation of outdoor air within buildings by opening windows and doors.
If heating, ventilation and air conditioning (HVAC) systems are used, they should be regularly inspected, maintained and cleaned. Consider running the HVAC system at maximum outside airflow for 2 hours before and after times when the building is occupied, in accordance with the manufacturer’s recommendations.

School Transport Vehicle/Bus
- Clean and disinfect school buses before each shift, focusing on frequently touched surfaces
- Seat only one student per row or in every other seat if there are no rows
- Keep windows open
- Bus driver and passengers should wear masks

Infection Prevention and Control measures
- Make hand hygiene obligatory upon entry and exit of the school
- Mandate all staff and students to wear a face mask while on school grounds
- Post signs with visual cues encouraging hand hygiene, use of masks and cough etiquette
- Ensure access to HH facilities by placing hand hygiene stations (hand washing stations or alcohol-based hand rub dispensers) at entrances, exits, within classrooms and within 5 meters of toilets

Work and Sick policies
- Develop policies for students and staff to stay home if they have tested positive for or are showing symptoms of COVID-19, are caring for a sick family member, or have come in close contact with someone who is sick.
- Develop flexible attendance and sick leave policies to encourage students and staff to stay home when sick, or after close contact with someone who is sick.
- Ensure staff will not lose wages while isolating or in quarantine.
- Consider daily symptom screening upon entry for staff and students – do not allow anyone with a fever above 100.4 °F (38 °C) or with signs of illness to enter

Environmental Cleaning
- Cleaning staff should clean and disinfect frequently touched surfaces at least twice a day, or more frequently if possible. If schools use an expanded timetable (e.g. one group of students attends in the morning and another in afternoon) cleaning and disinfection must occur between each session.
Provide cleaning staff with cleaning supplies (soap/detergent, bleach, buckets) and PPE specific for the disinfectant to wear when mixing, cleaning, and disinfecting (for example, rubber gloves, thick aprons, and closed shoes).

Provide cleaning staff with information about when and how to clean and disinfect and how to safely prepare disinfectant solutions.

Use of disinfection gates/tunnels is not recommended under any circumstance due to harmful effects on human health.

Health Education
Educate everyone in the school about prevention of COVID-19, including appropriate and frequent hand hygiene, respiratory etiquette, use of mask symptoms of COVID-19 and what to do when if one feels sick.

Adequate Supplies
Support healthy hygiene behaviors by providing adequate supplies including soap, hand sanitizer with at least 70 percent alcohol content, paper towels, tissues, disinfectant wipes, face masks, cleaning supplies and no-touch/foot-pedal trash cans.

Food and Water
- Encourage staff and students to bring their own water to minimize use and touching of water taps/fountains. Perform sanitization of taps regularly.
- Encourage children to bring their own meals.
- School Canteens should be preferably closed but in case they are opened proper SOPs should be followed.
- Use of disposable food service items (e.g., utensils, dishes) may be considered. If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish washing soap and hot water. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Waste disposal
- Waste bins with cover lid (preferably foot pedal operated) should be provided in every class for proper disposal of the used masks, tissues and other disposable material that comes in direct contact with the students and staff.
- School should have arrangement for the proper disposal of the waste that is collected from the classroom bins on a daily basis, while regular disinfection of the waste bins should be done regularly.
Psycho-social support

- Teachers and parents should encourage students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed and emphasize eating healthy, exercising, getting sleep, and finding time to relax.

- Teachers should encourage students to talk with people they trust about their concerns and how they are feeling.

Checklist for required actions for schools (Adapted from WHO)

Following is a checklist to support schools re-opening and preparation for COVID-19 resurgences or similar public health crises 2020.

<table>
<thead>
<tr>
<th>TASK</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>Nominate a focal person/team to assess the feasibility of implementing protective measures before school reopening*</td>
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<td>Assess school premises for the capacity to maintain a distance of at least 1 meter:</td>
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<tr>
<td>- Outside classrooms</td>
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<td>- Inside classrooms</td>
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<tr>
<td>Assess availability and appropriateness of existing hand washing facilities/stations</td>
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<tr>
<td>Assess the needs of students with health conditions and special needs</td>
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<tr>
<td>Develop options to prevent mixing of students from different age groups and classes by limiting the number of students and staff in contact with each other. Options include:</td>
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<tr>
<td>- Expanding timetables</td>
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<tr>
<td>- Staggering recesses/breaks</td>
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<tr>
<td>- Establishing an order for each class to enter or leave the building/classroom</td>
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<tr>
<td>Review feasibility of implementing physical distancing in and outside classrooms and identify areas where the measures cannot be implemented (e.g. in certain classrooms and/or with certain student grades/years)</td>
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<td>Promote adherence to hand hygiene by identifying points at which hand hygiene equipment can be installed at school and classroom entrances, on all floors, and in toilet and canteen facilities, and creating schedules for frequent hand hygiene. Install supplementary hand washing facilities where possible to close existing gaps.</td>
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<tr>
<td>Action</td>
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<tr>
<td>Promote the wearing of masks among students, teachers and school staff especially where physical distancing cannot be achieved.</td>
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<td>Educate students and school staff on the proper use of masks and the disposal of masks after use</td>
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<tr>
<td>Ensure adequate ventilation using natural ventilation in classrooms, and other rooms</td>
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<td>Disseminate communication materials such as notes, posters and flyers on protective measures</td>
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<tr>
<td>Instruct maintenance staff to reorganize the school layout including classrooms to enable physical distancing and hygiene measures including cleaning and disinfecting the school environment at least twice a day.</td>
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<td>Ensure adequate and sufficient supplies of soap, hand sanitizer, masks and cleaning supplies to avoid potential stock outs</td>
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<td>Teachers to conduct regular health education sessions to promote healthy and protective behaviors, and to address false and misleading information related to COVID-19</td>
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<tr>
<td>School administration to engage with students, parents and staff to ensure acceptance of the school’s protective measures, including when dropping off and picking up children from schools within and outside the school premises.</td>
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<tr>
<td>Raise awareness among staff and students of the importance of self-reporting any symptoms.</td>
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<tr>
<td>Enforce policy of “staying at home if unwell” for students, teachers and school staff with symptoms</td>
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<tr>
<td>Focal point to disseminate information on hygiene and cleaning protocols to school staff and students.</td>
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<tr>
<td>School administration to re-assess and plan for additional staff required to implement adapted teaching methods (e.g. smaller groups, shifts) and enhanced cleaning practices in schools.</td>
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<tr>
<td>School administration to inform and update students, staff and parents about current measures adapted to the evolving situation</td>
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*Focal point to conduct daily checks to ensure compliance with measures
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>REMARKS</th>
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<tr>
<td>Check your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school.</td>
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<tr>
<td>Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.</td>
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<tr>
<td>If your child has had close contact to a COVID-19 case, they should not go to school.</td>
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<tr>
<td>Identify your school focal point to contact if your child gets sick.</td>
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<tr>
<td>Be familiar with local COVID-19 testing sites in the event you or your child develops symptoms.</td>
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<tr>
<td>Make sure your child is up-to-date with all recommended vaccines.</td>
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<tr>
<td>Review and practice proper hand hygiene at home, especially before and after eating, sneezing, coughing, and adjusting a mask. Make hand washing fun and explain to your child why it’s important.</td>
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<tr>
<td>Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional mask) and things to do when you return home (like washing hands immediately).</td>
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<td>Talk to your child about precautions to take at school. Children should be advised to:</td>
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<td>❖ Wash and sanitize their hands often.</td>
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<tr>
<td>❖ Keep physical distance from other students.</td>
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<tr>
<td>❖ Wear a mask.</td>
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<tr>
<td>❖ Avoid sharing objects with other students, including water bottles, devices, writing instruments, and books.</td>
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<tr>
<td>❖ Tell an adult if they are not feeling well.</td>
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<tr>
<td>Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child (ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.</td>
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<tr>
<td>Be familiar with your school’s plan for how they will communicate with families when a positive case or exposure to someone with COVID-19 is identified.</td>
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Plan for possible school closures or periods of quarantine. Consider the feasibility of teleworking, taking leave from work, or identifying someone who can supervise your child in the event of school building closures or quarantine.

If your child rides a bus, plan for your child to wear a mask on the bus and talk to your child about the importance of following bus rules and any spaced seating rules.

Ask how your school plans to help ensure that students are following practices to reduce the spread of COVID-19.

Have multiple masks to have back-ups ready. Choose masks that

- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Are secured with ties or ear loops
- Have three layers

Practice with your child putting on and taking off masks

Explain the importance of wearing a mask and how appropriately worn masks reduce the chances of getting and spreading COVID-19

If you have a young child, help build their comfort wearing a mask and become comfortable seeing others in masks

- Praise your child for wearing a mask correctly.
- Show images of other children wearing masks.
- Allow your child to choose a mask they like e.g. colorful masks, masks with cartoon images etc.

Consider providing your child with a container (e.g. labeled paper bag) to bring to school to store their masks when not wearing it (e.g. when eating).

Talk with your child about how school will look different (e.g., desks far apart from each other, teachers maintaining physical distance)

Talk with your child about how school is going and about interactions with classmates and teachers. Find out how your child is feeling and communicate that what they may be feeling is normal.
References

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds

1. Wet hands with water;
2. Apply enough soap to cover all hand surfaces;
3. Rub hands palm to palm;
4. Right palm over left dorsum with interlaced fingers and vice versa;
5. Backs of fingers to opposing palms with fingers interlocked;
6. Rotational rubbing of left thumb clasped in right palm and vice versa;
7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
8. Rinse hands with water;
9. Dry hands thoroughly with a single use towel;
10. Use towel to turn off faucet;
11. Your hands are now safe.

World Health Organization | Patient Safety | SAVE LIVES
A World Alliance for Safer Health Care | Clean Your Hands

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WHO acknowledges the Hopkins University de Geneva-HUG, in particular the members of the Infection Control Programme, for their active participation in developing the material.

May 2009
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

Duration of the entire procedure: 20-30 seconds

1a
Apply a palmful of the product in a cupped hand, covering all surfaces;

1b
Rub hands palm to palm;

2

3
Right palm over left dorsum with interlaced fingers and vice versa;

4
Palm to palm with fingers interlaced;

5
Backs of fingers to opposing palms with fingers interlocked;

6
Rotational rubbing of left thumb clasped in right palm and vice versa;

7
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8
Once dry, your hands are safe.

World Health Organization
Patient Safety
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SAVE LIVES
Clean Your Hands

May 2009
**HOW TO DILUTE AND USE BLEACH**

**WEAR PERSONAL PROTECTIVE EQUIPMENT**
When preparing and using diluted bleach
- goggles or face shield
- long sleeve shirt & covered legs
- gloves
- apron
- closed shoes

**PREPARE 0.5% BLEACH SOLUTION**
For blood/bodily fluid spills disinfection
- 1 part 5% bleach + 9 parts water = 0.5% bleach

**PREPARE 0.1% BLEACH SOLUTION**
A more diluted bleach solution is suitable for disinfecting other surfaces
- 1 part 0.5% bleach + 4 parts water = 0.1% bleach

**DO NOT**
- store diluted bleach in direct sunlight.
- Prepare solution in a well-ventilated area.
- Prepare new daily bleach solution in a container that is clean and dry (e.g. a bucket).
- Label bucket with concentration, date and time when it was made. Cover with a lid.
- Use mixed solutions for more than 24 hours. They are no longer effective.
- Clean surfaces first with detergent and water before disinfecting with bleach solution.
- Spray detergent or diluted bleach directly onto surface, apply with a cloth or paper towel to protect the user.
HOW TO WEAR A MEDICAL MASK SAFELY

Do’s

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from yourself and from surfaces while removing it
- Discard the mask immediately after use, preferably into a closed bin
- Wash your hands after discarding the mask

Don’ts

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Stay at least 1 meter away from others and wash your hands frequently and thoroughly, even while wearing a mask.
Cover Your Cough
Stop the spread of germs that make you and others sick!

- cough or sneeze into your sleeve, not your hands
- cover your mouth and nose with a tissue
- put your used tissue in the waste basket

Clean your hands after coughing or sneezing

- wash your hands with plain water and soap
- clean with waterless hand cleaner

Cover Your Cough
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