



NYSASN CHECKLIST FOR CONSIDERATION OF NY SCHOOLS REOPENING

Create Team/Join a team

- Become part of your school reopening team
- Consult with Medical Director to develop guidelines for nurses in management of COVID-19

Office Set Up

- Office setting design- separating well children & sick children
- Use of partitions, curtains, Polycarbonate, separate room if staffing available
- How will you ventilate the nurse's office- HEPA filter, air circulation, air purifiers etc....?

Disinfectants/Sanitize/Hand sanitizers

- Disinfectants- daily and between sick children
- Have hand sanitizers available for nurses and in key public areas

PPE/ Use of masks

- Use of PPE- N95 masks, gloves, face shields, gowns (disposable or lab coats)
- Have nursing staff Fit tested prior to school reopening (to order right size N95 masks)
- Use of masks by staff and students- discuss cost & access

Education/Advertising

- Post signs at door of school – “All people must wear a mask if entering school”
- Post educational posters around school from, CDC, NYSDOH, NYSED
- Develop guidelines for employees on use of masks, social distancing, stay home when sick etc....
- Plan a Staff Development Day for employees prior to reopening on guidelines set up
- Develop written instructions for parents on all COVID-19 procedures followed at school

Nursing Role

- Develop return to class/return to work criteria based on Executive order, NYSDOH & NYSED with Medical Director, may require notes to return (Public Health, HCP)
- Track attendance and make plans for if numbers rise when you will close school
- Develop plan for any multi use items in nurse's office (cleansing or disposable)
- Consider limiting access in nurse's office (mass screening stopped, physicals by appt.)
- Limit visits to nurse's office for nonmedical conditions (Ex: Kleenex for staff)
- Develop sick student pick up procedure- tighten up expectations
- Exclusion criteria- develop with Medical Director including minimal symptoms, afebrile
- Develop plan for transporting sick students' home if parents unable to get



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- Develop criteria for Pediatric Multi-System Inflammatory Syndrome (PMIS-C)
- Confirm subs are willing to work and train on new protocols

Screening employees/students

- Set up ground rules for screening staff and students prior to entry/daily/parents monitor
- Consider staff health screening questionnaires – daily signs and symptoms, exposure, testing, require signature etc....
- Set up procedures for temperatures on entry/daily/PRN/ Train others
- Order touch free thermometers as needed
- Reminder to students and staff to stay home if they feel sick

Measures to address Anxiety

- Establish a culture that supports and emphasizes mental health services available for faculty, staff, students and families