

# STAFF ALERT



Date \_\_\_\_\_

**COVID-19 has been identified at (school name) \_\_\_\_\_ and is contagious.**

COVID-19 is a respiratory illness that spreads through coughing, sneezing, and contact with nasal secretions (snot), mucus or saliva from the mouth or throat of an infected person.

Date of potential exposure (if known) \_\_\_\_\_

Please watch for early signs and symptoms in everyone in your household, which may include:

- Fever
- Coughing
- Shortness of breath or difficulty breathing
- Other symptoms: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you notice any of these symptoms, please contact your health care provider. Then notify your school as well.

If these symptoms appear while you are at school, notify your administrator and head home as quickly as possible. If your symptoms are any of the following; trouble breathing, persistent pain or pressure in your chest, new confusion, inability to wake or stay awake, or bluish lips or face, **seek emergency care immediately.**

Both children and adults can get COVID-19. Some people are at higher risk for serious illness, however. For the safety of your family and the community, it is critical for you to take actions to reduce your risk of getting sick with COVID-19.

**You can take the following precautions to protect yourself from respiratory illnesses, such as COVID-19:**

- Practice physical distancing as much as possible, keeping 6 feet between yourself and others
  - Avoid close contact with people who are sick.
- Take everyday preventive actions, including:
  - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
  - Avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc.
  - Use a tissue or your sleeve to cover your hand or finger if you must touch something.
  - Avoid touching your face, nose, eyes, etc.
  - Clean and disinfect your personal area to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks & cell phones).

If you have any other questions, please follow up with your doctor.

Please contact our office if you have further questions about this notice at (520) 724-7797.