



UNITED STATES DEPARTMENT OF INTERIOR  
BUREAU OF INDIAN EDUCATION  
**DENNEHOTSO BOARDING SCHOOL**  
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## **Dennehotso Boarding School Dormitory Reopening Plan**

### **PHASE 3**

## **Face-to-Face Model School Year 2022-2023**

### **Dennehotso Boarding School Statement**

Dennehotso Boarding School looks forward to continuing the relevant, high-quality education that will prepare all students for a productive future. DBS is grateful for the collaborative community of students, parents, employees, and community members who have shown patience and resiliency and provided us with valuable feedback.

The Phase 3 Reopening Plan has been developed joining guidance from the Navajo Nation and The Center for Disease Control (CDC).

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## LETTER TO PARENTS

To: Parents/Guardian of Dormitory Students:

The Dennehotso Boarding School Dormitory will be re-opening when school resumes on January 9, 2023. According to the Navajo Nation guidelines set this will allow for approximately half the number of students to enroll in the dormitory at the beginning of this school year. There will only be 13 students in each Wing.

Keeping the current safety guidelines from the U.S. Dept of Education, the CDC guidelines, and the Dine Division of Education, dormitories can reopen considering that the Dormitory staff is able to deter the risk of transmission through social distancing, wearing a mask, and enforcing a regular hand washing and sanitizing routine with the Dormitory students.

Dennehotso Boarding School Administration has been reviewing and evaluating procedures, standards, and best practices and having discussions with stakeholders while developing the best solutions for our school community and individual buildings. Moving forward, we will continue to work closely with others, the Bureau of Indian Education, the Indian Health Services, and the Navajo Nation to determine if or when reopening the dormitory is no longer safe. If this occurs, we will transition to a 100% Distance Teaching environment again.

In closing, please know that the Dennehotso Boarding School community is working together to create a solution that will work for our students. We are confident that by working together and embracing the opportunities presented by the different learning environments, we will provide all students with a safe and successful school year for 2022-2023.

Thank you,

### General Operation Guidelines/Routines when Dormitory students arrive to classroom:

- Everyone will use hand sanitizer, for at least 10 seconds, when arriving on campus.
- Everyone on the DBS Campus will wear a mask which may be removed when eating or drinking.
- Grades 1<sup>st</sup> thru 8<sup>th</sup> grade will remain in static groups in the cafeteria before going to the gym.
- Teachers will pick students up from the gym and take them to class.
- Items deemed Non-School related are not to be brought from home.
- Separate containers/cubbies will be provided, in the classroom, for students, to store their jackets, hats, etc.
- Hand sanitizer is to be placed in all classrooms for student use. The teacher will distribute the sanitizer.
- All student desks will remain clear of name tags, behavior charts, etc.
- Students will not share workbooks, pencils, crayons, erasers, markers, electronic devices, etc.
- Desks are facing the same direction.
- Classrooms have been thoroughly cleaned and all excess materials stored for future use.
- All countertops and tables will remain clear of excess materials.
- Each classroom is equipped with minimal furniture.
- Each grade level team will develop a hand sanitation schedule for students.
- Protocols for classroom movement (within the class and outside the class) will be established by each department utilizing CDC Guidelines.

## DORMITORY SERVICES DIRECTORY

Direct Line

(928) 658-

3246

<b>Dormitory Manager</b>	<b>Ext: (928) 658-3246</b>	<i>Vacant</i>
<b>Homeliving Assistants</b>	<b>Ext: (928) 658-3246</b>	<i>Caroline Charley; Laura Sam</i>

### DORMITORY OFFICE HOURS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:00 PM – 7:00 PM	3:00 PM – 7:00 PM	3:00 PM – 7:00 PM	3:00 PM – 7:00 PM	3:00 PM – 7:00 PM	Closed @ 8:00 am

Homeliving Assistants					
EMPLOYEE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Caroline Charley	3:00pm – 11:30pm	3:00 pm – 11:30pm	3:00pm – 11:30pm	3:00pm – 11:30pm	3:00pm – 11:30pm
Laura Sam	11:30pm – 8:00 am	11:30pm – 8:00 am	11:30pm – 8:00 am	11:30pm – 8:00 am	11:30pm – 8:00 am

### STUDENT ENROLLMENT/ENROLLMENT PROCEDURE

Dormitory student enrollment applications will be reviewed by the Registrar . The registrar will call the parent/guardian of the student and inform them that their application has been accepted. If the dormitory reaches capacity the student will be placed on a waiting list. When a vacant spot is available the parent/guardian will be informed.

- The student enrolling in the dormitory must be enrolled in Dennehotso Boarding School Academic Department.
- Fill out a Dormitory application and return the application to the front office receptionist or to the Dormitory.
- After review of the Dormitory application the Dormitory manager will contact the parent/guardian about the availability in the dormitory and the status of their application.
- If there is a vacancy in the student will be accepted. If there is no room at the time the application is submitted the student will be placed on a waiting list. When a vacant spot is available the parent/guardian will be informed.

## Screening Questionnaire for DBS Dormitory

There are many ways to communicate and implement a Student/Employee screening process. For example:

- Asking Student/Parent/Employee to self-monitor at home before reporting to school/work.
- Providing an online screening tool, if feasible.
- Having Students/Parents/Employees stationed at each entrance asking health screening questions.
- Maintaining a “Student/Parent/Employee only” entrance to perform screening.

Name: _____ Grade: _____	YES	NO
1. Fever or Chills		
2. Cough		
3. Shortness of breath or difficulty breathing		
4. Fatigue		
5. Muscle or body aches		
6. Headache, New loss of taste or smell		
7. Sore throat, congestion or runny nose		
8. Nausea or vomiting		
9. Diarrhea		
10. Have you tested positive for COVID-19 in the past 10 days?		
11. Are you currently awaiting results from a COVID-19 test?		
12. Have you been diagnosed with COVID-19 by a licensed healthcare provider (for example, a doctor, nurse, pharmacist, or other) in the past 10 days?		
13. Have you been diagnosed with COVID-19 by a licensed healthcare provider (for example, a doctor, nurse, pharmacist, or other) in the past 10 days?		

Daily monitoring for potential COVID-19 symptoms is important to track your current health status. If you experience new symptoms, consider seeing your healthcare provider or getting a test for COVID-19, especially where you may have had potential exposure to COVID-19.

## SUNDAY CHECK-IN

- Sunday Check-In is at 3:00 PM
- Once the student is checked-in to the dormitory the parent/guardian is advised to limit the number of times the student is checked out of the dormitory.
- Please make sure that if you, your child, or anyone in the household is sick or experiencing any flu-like symptoms inform the Dormitory staff before you bring your child to the dormitory to check-in.
- If the parent/guardian is coming to the school to check their child into the dormitory, they must escort them into the dormitory and wait with their child until the check-in process is completed by the Dormitory staff.
- Students may check in to the dormitory before school or after school on the day they are returning to the dormitory.
- All Dormitory students will receive a temperature check upon returning to the dormitory. If their temperature is higher than 99 degrees, their parent/guardian will be contacted to pick their child up.
- If the student is experiencing any flu-like symptoms and has a fever upon returning to the dormitory the parent/guardian will be contacted to pick up their child.
- In the event a student's parent/guardian comes to pick their child up from the dormitory or the school because their child was experiencing flu-like symptoms and a fever, they must submit a doctor's clearance note stating that they are clear to return to school or they can return to the dormitory 3 days later without a note.
- Dormitory students will only be limited to bringing:
  - One duffle bag.
  - Four sets of clothes.
  - One hairbrush and limited hair accessories.
  - One toothbrush
  - One set of pajamas.
  - School-issued equipment (laptop-hotspot-bag pack)
- No parent/guardian will be allowed to enter the dormitory however they will be allowed in the dormitory lobby area for check-in and check-out purposes.

## CHECK-OUT PROCEDURE

- Once the student is checked-in to the dormitory the parent/guardian is advised to limit the number of times the student is checked-out of the dormitory.
- All personal items will be kept at the dormitory until the student officially is dropped from the dormitory.
- The student will automatically be checked-out when they leave the school building on the day they go home.
- Students may not be checked-out by an individual who is younger than 21 years old and who does not have a valid driver's license.
- Individuals on the Dormitory check-out list must be 21 years or older.
- In the event the student is placed in the isolation room at the dormitory, the student must be picked up by their parent/guardian and the student will automatically be considered checked-out.
- No parent/guardian will be allowed to enter the dormitory however they will be allowed in the dormitory lobby area for check-in and check-out purposes.

## DORMITORY DAILY SCHEDULE

All Dormitory students will be required to stay with the group they are assigned to. All girls will stay in the girl's dorm and all the boys will stay in the boy's dorm. In the event, the student is getting checked out of the dormitory the parent/guardian must call the Dormitory staff member before check-out. If the student's group is participating in an activity in the main school building the parent/guardian must wait for the activity to be done or until the group returns to the dormitory. The parent/guardian is advised to stay in their vehicle until the Dormitory employee states that it is okay for them to enter the dormitory.

## GIRL'S and BOY'S DORM SCHEDULE

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3:00pm – 4:00pm	Check-In	Free Time	Free Time	Free Time	Free Time
4:00pm – 5:00pm	Homework Time	Homework Time	Homework Time	Homework Time	Homework Time
5:00pm – 5:30pm	Dinner Time	Dinner Time	Dinner Time	Dinner Time	Dinner Time
5:30pm – 7:00pm	Free - Time	Life Skills/SEL Navajo Nation Health & Behavior	Physical Activity	Character Session/SEL	Academic Skill Building
7:00pm – 8:45pm	Shower Time	Shower Time	Shower Time	Shower Time	Shower Time
7:30pm – 8:30pm	Clean & Sanitize Area	Clean & Sanitize Area	Clean & Sanitize Area	Clean & Sanitize Area	Clean & Sanitize Area
8:45pm	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

## SHOWER SCHEDULE

TIME-SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 – 7:15 pm	Students 1-2	Students 1-2	Students 1-2	Students 1-2
7:15 – 7:30 pm	Students 3-4	Students 3-4	Students 3-4	Students 3-4
7:30 – 7:45 pm	Students 5-6	Students 5-6	Students 5-6	Students 5-6
7:45 – 8:00 pm	Students 7-8	Students 7-8	Students 7-8	Students 7-8
8:00 – 8:15 pm	Students 9-10	Students 9-10	Students 9-10	Student 9-10
8:15 – 8:30 pm	Students 11-12	Students 11-12	Students 11-12	Students 11-12
8:30 – 8:45 pm	Student 13	Student 13	Student 13	Student 13

Every evening shower time begins at 7:00 pm and ends when the last student is done taking a shower. Each student is given 15 minutes to shower and rinse the shower after themselves. There will only be two students at a time in the shower area. As soon as the student is done with their shower, they begin to clean their room. The cleaning time and shower time coincide with one another.

## CLEANING SCHEDULE

AREA	CLEANING	DAY	TIME	COMPLETED BY
STUDENT BEDROOM AREA Boys Wing Girls Wing	Wipe the walls, door, windows, furniture,	Monday - Thursday	7:30 am – 8:00 am	Homeliving Assistants Night Staff
	Clean the water dispenser.			
	NO VISITORS IN THE SLEEPING AREA			
	Vacuum the floors			
	Wipe down furniture and bedding area			
	Wash out the trash can.			
	Sweep and mop the floor.			
FRONT LOBBY AREA	Wipe the walls, doors, windows, chairs,	Sunday - Thursday	11:30 pm – 12:00 am	Homeliving Assistants Night Staff
	Furniture.			
	Sweep the tile floor.			
	Mope the tile floor.			
	Vacuum the carpet floor.			
WING RESTROOMS Boys and Girls (Closed for daily use)	Wipe the walls down, doors, mirrors, and sink	Sunday - Thursday	11:30 pm – 12:00 am	Homeliving Assistants Night Staff
	Countertop, soap/towel dispenser,			
	NO VISITORS IN THE SHOWER AREA			
	Bathroom stalls and toilet paper holder.			
	Clean the toilets and urinals.			
	Wash out the trash can.			
STAFF RESTROOM	Sweep and mop the floor	Monday - Thursday	12:30 am – 1:00 am	Homeliving Assistants Night Staff
	Wipe the walls, doors, mirrors, and sink			
	Clean the toilet.			
	Wash out the trash can.			
	Sweep the floor.			
	Mop the floor.			



AREA	CLEANING	DAY	TIME	COMPLETED BY
LAUNDRY ROOM	Wipe the walls, doors, and sink	Sunday - Thursday	1:30 pm – 2:00 pm	Homeliving Assistants Afternoon Staff
	Wipe the washer and dryer down.			
	Wash out the trash can.			
	Sweep and mop floors			
EMPLOYEE OFFICE/ staff wing office	Wipe the walls, doors, windows and furniture	Monday - Thursday	1:30 pm – 2:00 pm	Homeliving Assistants Afternoon Staff
	Clean the refrigerator and freezer			
	Sweep and mop the floor			

AREA	DAILY SPOT CLEANING	DAY	TIME	COMPLETED BY
COMPUTER/STUDY ROOM	Wipe down walls, doorknobs, desks, Chairs, and desktop computers	Monday - Thursday	3:00 pm – 7:30 am	Students
	Wipe down surfaces of furniture after use.			

ISOLATION ROOM	Wipe down walls, doorknobs, and bedding	Monday - Thursday	3:00 pm – 7:30 am	Students
	Change out bedding after use and wipe down surface area.			
	Vacuum, sweep, and mop the area			
	Wipe down surfaces of furniture after use.			

## MASTER SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:00 am	Employee cleans and sanitizes all area	Employee cleans and sanitizes all area	Employee cleans and sanitizes all area	Employee cleans and sanitizes all area	Employee cleans and sanitizes all area
	Employee nightly bed checks Cleans and sanitizes	Employee nightly bed checks Cleans and sanitizes	Employee nightly bed checks Cleans and sanitizes	Employee nightly bed checks Cleans and sanitizes	Employee nightly bed checks Cleans and sanitizes
	Employee checks Front Entrance area of the dormitory.	Employee checks Front Entrance area of the dormitory.	Employee checks Front Entrance area of the dormitory.	Employee checks Front Entrance area of the dormitory.	Employee checks Front Entrance area of the dormitory.
	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes
	Employee checks supplies in supply room. Employee restocks office and cleaning carts.	Employee checks supplies in supply room. Employee restocks office and cleaning carts.	Employee checks supplies in supply room. Employee restocks office and cleaning carts.	Employee checks supplies in supply room. Employee restocks office and cleaning carts.	Employee checks supplies in supply room. Employee restocks office and cleaning carts.
	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes
	Employee completes dorm projects/assignments if needed.	Employee completes dorm projects/assignments if needed.	Employee completes dorm projects/assignments if needed.	Employee completes dorm projects/assignments if needed.	Employee completes dorm projects/assignments if needed.
5:30am	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes	Employee completes bed checks Cleans and sanitizes
5:30am	Employee gets cleaning/sanitizing supplies ready for students to cleaning	Employee gets cleaning/sanitizing supplies ready for students to cleaning	Employee gets cleaning/sanitizing supplies ready for students to cleaning	Employee gets cleaning/sanitizing supplies ready for students to cleaning	Employee gets cleaning/sanitizing supplies ready for students to cleaning
6:00am	Employee wakes students up for the day. Students begin to get ready for the day. Clean and sanitize area Linen changed daily	Employee wakes students up for the day. Students begin to get ready for the day. Clean and sanitize area Linen changed daily	Employee wakes students up for the day. Students begin to get ready for the day. Clean and sanitize area Linen changed daily	Employee wakes students up for the day. Students begin to get ready for the day. Clean and sanitize area Linen changed daily	Employee wakes students up for the day. Students begin to get ready for the day. Clean and sanitize area Linen changed
7:00am 7:30am	Morning Attendance Sanitize/mask up/explain the safety measures to student Employees take student to breakfast/school Medication dispensed	Morning Attendance Sanitize/mask up/explain the safety measures to student Employees take student to breakfast/school	Morning Attendance Sanitize/mask up/explain the safety measures to student Employees take student to breakfast/school	Morning Attendance Sanitize/mask up/explain the safety measures to student Employees take student to breakfast/school	Morning Attendance Sanitize/mask up/explain the safety measures to student Employees take student to breakfast/school

	Student needs are attended too	Medication dispensed Student needs are attended too	Medication dispensed Student needs are attended too	Medication dispensed Student needs are attended too	Medication dispensed Student needs are attended too
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## MASTER SCHEDULE (cont.)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY/FRIDAY
730am		Employee returns to the dorm to complete unfinished chores and sanitizes again. Morning walk around the wing.	Employee returns to the dorm to complete unfinished chores and sanitizes again. Morning walk around the wing.	Employee returns to the dorm to complete unfinished chores and sanitizes again. Morning walk around the wing.	Employee returns to the dorm to complete unfinished chores and sanitizes again. Morning walk around the wing.
8:00am		Night Shift Employees Shift Ends	Night Shift Employees Shift Ends	Night Shift Employees Shift Ends	Night Shift Employees Shift Ends
9:30am		Dorm open for students	Dorm open for students	Dorm open for students	Dorm open for students
2:00pm		Afternoon Shift Begins	Afternoon Shift Begins	Afternoon Shift Begins	
2:00pm		Employee cleans and sanitizes all area Employee prepares for student to return to dorm get supplies and equipment together for safety measures	Employee cleans and sanitizes all area Employee prepares for student to return to dorm get supplies and equipment together for safety measures	Employee cleans and sanitizes all area Employee prepares for student to return to dorm get supplies and equipment together for safety measures	Employee cleans and sanitizes all area Employee prepares for student to return to dorm get supplies and equipment together for safety measures
3:00pm		Employee checks in student Gives them a clean mask Sanitize belongs and self send them to their area and remind of safety protocol	Employee checks in student Gives them a clean mask Sanitize belongs and self send them to their area and remind of safety protocol	Employee checks in student Gives them a clean mask Sanitize belongs and self send them to their area and remind of safety protocol	Employee checks in student Gives them a clean mask Sanitize belongs and self send them to their area and remind of safety protocol <b>Friday Check Outs</b>
3:30pm		Life skill/SEL	Free time	Life skills/SEL	Free time
4:00pm	<b>Day shift beings Student Check In Employee prepares for student check in-safety protocol is mandated.</b>	Homework Time computer time	Homework Time computer time	Homework Time computer time	Homework Time computer time <b>Friday sanitizing and deep cleaning 4:30 Dorm close</b>
5:00pm	Dinner Time/cafeteria	Dinner Time /cafeteria	Dinner Time /cafeteria	Dinner Time/ cafeteria	Dinnertime/ cafeteria
5:30pm	Attendance Sanitize self/clean mask Computer time Free time/social time with safety protocol	Attendance Sanitize self/clean mask Computer time Free time/social time with safety protocol	Attendance Sanitize self/clean mask Computer time Free time/social time with safety protocol	Attendance Sanitize self/clean mask Computer time Free time/social time with safety protocol	Attendance Sanitize self/clean mask Computer time Free time/social time with safety protocol
7:00pm	Shower Time Medication dispensed	Shower Time Medication dispensed	Shower Time Medication dispensed	Shower Time Medication dispensed	Shower Time Medication dispensed
7:30pm	Attendance Employee gets cleaning/sanitizing supplies ready for students to cleaning shower area, sleeping area, hallways, over all the student use area Clean and sanitize area Linen changed daily	Attendance Employee gets cleaning/sanitizing supplies ready for students to cleaning shower area, sleeping area, hallways, over all the student use area Clean and sanitize area Linen changed daily	Attendance Employee gets cleaning/sanitizing supplies ready for students to cleaning shower area, sleeping area, hallways, over all the student use area Clean and sanitize area Linen changed daily	Attendance Employee gets cleaning/sanitizing supplies ready for students to cleaning shower area, sleeping area, hallways, over all the student use area Clean and sanitize area Linen changed daily	Attendance Employee gets cleaning/sanitizing supplies ready for students to cleaning shower area, sleeping area, hallways, over all the student use area Clean and sanitize area Linen changed daily
8:30pm	Attendance Bedtime/ Employee completes student night check and student needs	Attendance Bedtime Employee completes student night check and student needs	Attendance Bedtime Employee completes student night check and student needs	Attendance Bedtime Employee completes student night check and student needs	Attendance Bedtime Employee completes student night check and student needs
9:00pm	Students are sleeping bed check Employee starts student laundry. Employee completes unfinished cleaning.	Students are sleeping bed check Employee starts student laundry. Employee completes unfinished cleaning.	Students are sleeping bed check Employee starts student laundry. Employee completes unfinished cleaning.	Students are sleeping bed check Employee starts student laundry. Employee completes unfinished cleaning.	Students are sleeping bed check Employee starts student laundry. Employee completes unfinished cleaning.

	Cleans and sanitizes	Cleans and sanitizes	Cleans and sanitizes	Cleans and sanitizes	Cleans and sanitizes
9:30pm	Attendance/ bed check Employee continues student laundry. Employee completes student night check/report Clean and sanitize	Attendance/Bed check Employee continues student laundry. Employee completes student night check/report Clean and sanitize	Attendance/Bed check Employee continues student laundry. Employee completes student night check/report Clean and sanitize	Attendance/Bed check Employee continues student laundry. Employee completes student night check/report Clean and sanitize	Attendance/Bed Check Employee continues student laundry. Employee completes student night check/report Clean and sanitize
10:00pm	Attendance/Bed check Employee continues cleaning/sanitize/reports	Attendance/Bed check Employee continues cleaning/sanitize/reports	Attendance/Bed check Employee continues cleaning/sanitize/reports	Attendance/Bed check Employee continues cleaning/sanitize/reports	Attendance/Bed check Employee continues cleaning/sanitize/reports
10:30pm	Attendance/Bed check Employee continues cleaning/sanitize/completes evening reports/communicates with incoming night shift Shift ends	Attendance/Bed check Employee continues cleaning/sanitize/completes evening reports/communicates with incoming night shift Shift ends	Attendance/Bed check Employee continues cleaning/sanitize/completes evening reports/communicates with incoming night shift Shift ends	Attendance/Bed check Employee continues cleaning/sanitize/completes evening reports/communicates with incoming night shift Shift ends	Attendance/Bed check Employee continues cleaning/sanitize/completes evening reports/communicates with incoming night shift Shift ends

### MASTER SCHEDULE (cont.)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
11:00pm	Night Shift Begins Attendance/bed check/Bed count Night Shift reads log for the day. Employee continues cleaning and sanitize area	Night Shift Begins Attendance/bed check/Bed count Night Shift reads log for the day. Employee continues cleaning and sanitize area	Night Shift Begins Attendance/bed check/Bed count Night Shift reads log for the day. Employee continues cleaning and sanitize area	Night Shift Begins Attendance/bed check/Bed count Night Shift reads log for the day. Employee continues cleaning and sanitize area	Night Shift Begins Attendance/bed check/Bed count Night Shift reads log for the day. Employee continues cleaning and sanitize area
11:30pm	Employee completes student night check Employee continues with what was not finished	Employee completes student night check Employee continues with what was not finished	Employee completes student night check Employee continues with what was not finished	Employee completes student night check Employee continues with what was not finished	Employee completes student night check Employee continues with what was not finished

### SOCIAL EMOTIONAL LEARNING

School staff/ local resources at Dennehotso Boarding School will spend 10 minutes or more per day on SEL activities with students. The SEL instructor will utilize SEL programs as appropriate per the department. A schedule will be developed for the SEL instructor to visit the students, one – two times a week, to share information from the program. Evening programs for parents will be scheduled as well to offer support and resources.

Universal accommodations will be put in place to alleviate undue pressure on students experiencing hardships. The accommodations are:

- Extending time on assignments
- Option to revise/redo work to demonstrate mastery
- Option to retake tests after remediation to demonstrate mastery (the final exam can only be retaken one time)
- Specific, timely, and frequent feedback
- Use of assistive technology: increase font size, text-to-speech program or screen reader, word processing program for the written assignment

### COUNSELING

#### DORMITORY STUDENT COUNSELING

- Students will be referred to one-on-one and/or group counseling sessions by staff or parents.
- Social/Behavioral/Emotional Wellness will be emphasized: student check-ins will be encouraged.
- Counselor will periodically facilitate talking circles and/or mental wellness activities with students.

- Home visits may be coordinated with the Dormitory life manager as needed.

## Support Services

- Students served by special education will be assigned a case manager who will provide services according to their IEP and include the Dormitory to continue with support services in the dorm.
- Recreation Program-recreation program includes a daily schedule of physical activity, and fun activities, with time usage, safety measures, and protocol. The plans will reflect a variety of activities that will meet the needs of the students.
- Tutoring/Study Program is provided daily for one hour split into 30mins-after school and after dinner with time usage, safety measures, and protocol.
- Native Language and Culture Program- The native language and culture will have different activities that include food, speaking, writing, and classes on native culture activities which meet the CFR requirements of scheduling activities with identified protocols and safety measures.
- Behavior and mental Health Support – the Dormitory program provides a detailed plan identifying resources and strategies to support social and emotional learning and trauma and sensitive teaching which will be conducted by the Dormitory staff member.
- English Language Learners are identified and if eligible are provided services.

## Preparing School Facility

To support our students, staff, and parents in moving forward amid the extraordinary circumstances of the COVID—19 pandemic, Dennehotso Boarding School is committed to providing safe spaces where learning, teaching, servicing, and working together will thrive.

### *Campus Entrances/ Access to Buildings*

- DBS employees working in the front office, visitors and contractors will use the East gate for access/exit.
- All DBS employees, visitors, and contractors will have a sign-in sheet to ensure everyone who is on the campus is accounted for.
- Students will have designated entrances and exits when arriving and leaving campus.

### *Face Masks*

- A clean face mask **must** be worn by any person who enters the DBS campus.
- Face masks **must** be always worn by all employees on the campus in public settings (common workspaces, public spaces, hallways, meeting rooms, classrooms, break rooms, restrooms, etc.). A clear face mask (not a shield) may be worn by staff who work with children that need to visually see the instructor's mouth.
- Face masks are not required to be worn while at your workstation if there are no other employees within your workstation, **and** you have been vaccinated.
- If an employee comes to campus without a mask, one will be provided by DBS Staff.
- At times when mask-wearing is not feasible (e.g., eating and drinking), steps are taken to promote physical distancing during these times.

### *Gloves*

- Gloves are required to be worn by any staff member performing disinfecting activities. (CDC guidelines).
- Gloves are not necessary for general use and should not be used to replace good hand hygiene.

### *Building Cleaning and Disinfection Protocols*

- Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, interior doors, door push plates, common spaces, tables, classroom desks, chairs, etc.) Supervisors will assign all staff to clean per the cleaning schedule. All surfaces will be cleaned with CDC-approved cleaning supplies.
- Increased cleaning will be performed in restrooms in common areas.
- Hand sanitizer dispensers are placed at the entrance and exit points for buildings on campus, as well as other places on campus.
- Disinfectant and sanitizing procedures comply with CDC guidelines.

### *Public Space Protocols*

- Visual cues such as floor decals, colored tape, or signs are placed in areas where lines are common to indicate where people should be standing while waiting.
- Eating in the classrooms only at designated times.
- Barriers to ensure social distancing are placed where space allows.
- Public materials (brochures, schedules, calendars, etc.) are removed from public areas and available on request only.
- Water fountains are disabled and clearly marked to state that only the bottle fill dispenser is operational.
- Assigned staff, will disinfect door handles and light switches on a regular basis several times per day.
- Hand wipes and sanitizers are available in all areas of the dorm.

### *Workspace Protocols*

- Physical barriers to ensure social distancing should be placed where space allows.
- Alternative workspace locations may need to be established to ensure social distancing.
- Public materials (catalogs, brochures, etc.) are removed from workstations and available by request only.
- Disinfecting during the workday and disinfecting your telephone, keyboard, etc., is the responsibility of the employee.

### *Restrooms*

- Increase cleaning of restrooms will be performed by an assigned staff on a daily basis.
- Soap, paper towels, and toilet paper supplies will be checked periodically throughout the day by assigned staff.
- All Students/Staff must wash their hands before exiting the restroom for 20 seconds per recommended guidelines of the CDC.
- Decals/posters/signage is provided in restrooms on how to properly wash hands.

### *Campus Personnel/Student Traffic Control*

- One-way directional signage for spaces with multiple throughways is established to avoid meeting others within those areas.

## Fire Safety Plan

- DBS developed a plan that will embed physical distancing into the fire drill protocol. The destination is in front of the dormitory where the students will stand in the designated area by gender and social distancing will be practiced.
- Staff and students' normal path of travel within the building will be altered to comply with social distancing. Emergency evacuation plans are designed to evacuate the Dormitory/school in the most efficient and safe manner without panic.

## Student Isolation Room Protocol

**\*The Dormitory has a one-room isolation room in the boy's and girls' living area with a restroom. The academic department is designated for the Covid-19 Isolation Area during this phase**

If symptomatic, the student will be placed, by a designated staff member, in a controlled, single-person area with the door closed or partitioned off. They should have access to a dedicated bathroom and if possible, an outside exit:

- Anyone entering designated rooms must use appropriate Personal Protective Equipment (PPE).
- Parents or guardians of a symptomatic student will be notified immediately of their child's status and should be asked to remove the student from the premises.
- The isolation room will be immediately sanitized upon the departure of the student.

## Emergency Plan per CDC Guidelines

The importance of staying home when sick cannot be emphasized enough. Schools should encourage all students/parents, staff, and teachers to self-monitor for symptoms at home prior to leaving for school.

*Symptoms include:*

- Fever (greater than or equal to 100.4 F or 38 C)
- Subjective chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COVID-19 symptoms may present differently in children than in adults. For example, children are less likely than adults to have a fever with COVID-19 and more likely to present with non-respiratory symptoms such as nausea and diarrhea. It is important to recognize many common illnesses have similar symptoms. In an abundance of caution, any person experiencing symptoms should remain home.

### ***What to do When Someone on Site has COVID-19 Symptoms***

Dennehotso Boarding School has set a low threshold for sending students or staff members home if the illness is suspected and encourages the collection of backup emergency contacts. Any of the symptoms listed above that are not related to an already diagnosed condition or illness (as known by the school healthcare personnel) could be COVID-19. Students and staff members should get a COVID test if they have symptoms. DBS will follow the local healthcare provider's guidance regarding testing and contact tracing. All required reporting will be made to the Assistant Principal. The Assistant Principal will enter the data into the BIE portal.

As with other infectious diseases, if a student or staff member develops any symptoms at school, they should be immediately removed from any group setting. They should be placed in a separate room with a mask on, as tolerated. If a separate room is not available, place the sick student or staff member in a location where they can be at least 6 feet away from others.

Staff tending to the care of the sick individual should use appropriate personal protective equipment (PPE) including surgical masks and gloves. Contact the emergency contact for the individual to be picked up from school as soon as possible, ideally within 1 hour. Call 911 if the individual is exhibiting any serious symptoms, including difficulty getting enough air, change in alertness or responsiveness, bluish lips, or face.

When a positive Covid result is obtained by staff or students it is important to note that release from quarantine **DOES NOT** require a provider's note and **DOES NOT** require repeat testing or a negative test. The protocol is as follows: A staff or student with a positive result will stay home for 5 days and on the 6<sup>th</sup> day, if there are no symptoms, they may return to campus.

### **Cafeteria**

To support our students, staff, and parents in moving forward amid the extraordinary circumstances of the COVID—19 pandemic, Dennehotso Boarding School commits to continuing to provide safe spaces where learning, teaching, servicing, and working together will thrive. Dormitory Students will be served dinner in the cafeteria. Breakfast and lunch will be served to them in the classrooms to prevent unnecessary movement.

#### ***Cafeteria Entrance/Exits***

- All kitchen staff will enter and exit from the north side single door, in single file, standing three feet apart.
- Self-Health checks (temperature and questionnaire) are conducted safely and respectfully at the entrance before entering.
- If a staff member has a temperature or symptoms of Covid-19 they will stay home.
- PPE equipment will be available for staff (i.e. masks, gloves, sanitizer, etc.)

#### ***Cleaning and Disinfection***

- The staff will pick up the appropriate cleaning supplies and take them to the designated workstation to sanitize the area before beginning work.
- Staff will clean and disinfect frequently touched surfaces.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct usage and storage of cleaning and disinfection products.

### Handwashing Station

There are hand washing stations, with disposable towels, in the cafeteria for the staff to practice frequent handwashing routines:

- dish room
- ice machine area
- restrooms

### Transportation

- At bus stops, students will maintain physical distancing and are required to wear face coverings.
- Students to wait in family groups; parents/guardians are encouraged to wait with their children when feasible.
- Temperature will be taken by bus drivers before students are allowed to board the bus. If there is a temperature, 100.4 degrees or above, the student will be released back to his parent and cannot board the bus;
- Students are required to wear face coverings (one will be provided if needed).
- Direct students to the back of the bus, as they enter the bus, one at a time if the bus design allows.
- Avoid crowding when waiting to enter or depart the bus. Students will remain in their seats until the student before them is several rows in front of them or exiting the bus.
- Drivers will carry extra BIE-provided face coverings for student use as required.
- School Bus Driver will clean and disinfect frequently touched surfaces after each route.
- School Bus Drivers will open bus windows to increase circulation of outdoor air, but not to pose a safety or health (e.g. risk of falling).

### Emergency Communication Plan/Accessibility

- Develop a link on the DBS website as safety information;
- Effectively push out school safety updates and accomplishments on social media.
- Actively partner with local media (Chapter House) on safety updates and initiatives.
- Prepare staff and students to share information appropriately should an incident occur.
- Develop a rapid response telephone tree.
- Utilize the table below to guide decisions on emergency communications.

Incident Impact Level	Notification Method	Expected Response Time
<u>Low Impact Incident</u> Poses no or minimal risk to district safety. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than three students (e.g., a small disturbance)	1. Posted message on ONE CALL NOW and School Website; 2. Letter sent home.  Principal will designate a person responsible.	90 minutes
<u>Moderate Impact Incident</u> Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities (e.g., gas leak or a threat to the school)	1. Posted message on the ONE CALL NOW and School Website; 2. Letter sent home.  Principal will designate a person responsible	60 minutes
<u>High Impact Incident</u> Poses a significant and immediate risk to the safety of students. Results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students (e.g., six or more positive Covid 19 Case in the same building, intruder in school or the use of a weapon)	1. ONE CALL NOW messenger; 2. Email Sent; 3. Posted message on website; 4. Letter sent home.  Principal will designate person responsible	30 minutes



If you have questions regarding this document, please call the following:

Dennehotso Boarding School Contacts

Owen Holmes	Acting Principal	<a href="mailto:owen.holmes@bie.edu">owen.holmes@bie.edu</a>	Ext. 2301
Caroline Charley	Homeliving Assist.	<a href="mailto:caroline.charley@bie.edu">caroline.charley@bie.edu</a>	Ext. 3246
Laura Sam	Homeliving Assist.	<a href="mailto:laura.sam@bie.edu">laura.sam@bie.edu</a>	Ext. 3246

## STUDENT WHO HAS COVID-19

In the event that a Dormitory student shows the symptoms of Covid-19 while at the dormitory:

1. The employee will immediately separate the student from the other students.
2. The employee will ensure that the other students stay in a designated area all social distancing from one another with their masks still on.
3. The employee will immediately take the student with the symptoms to the dormitory isolation room in the boy's wing or the girl's wing.
4. The employee will call the Homeliving Specialist and report the incident.
5. The employee will then return to the other students and monitor them and await further direction.
6. The Homeliving Specialist will contact the parent/guardian of the student who is experiencing Covid-19 symptoms and explain the situation to them.
7. Homeliving Specialist will begin the contact tracing procedure. Assign the other homeliving assistants to contact the parents of the students who came in direct contact with the student about the situation. The instructions will be for them to inform the parent/guardian of the students and state that one of the Dormitory students enrolled was exposed to an individual with Covid-19 and we are informing the parent/guardian of all Dormitory students to pick up their child so they can isolate themselves at home until further notice. If they have any questions, they may call.
8. Inform the principal regarding the incident.
9. A statement will be written to the parent/guardian with information regarding the process of isolation at home and when their child can return to the dormitory.
10. Sanitize and deep clean the area(s) where the student who was exposed entered, etc.

## ISOLATION ROOM PROTOCOLS

This guidance outlines recommendations for isolating students or staff who develop signs and/or symptoms of COVID-19 in the Dennehotso Boarding School dormitory setting. Students or staff who develop symptoms will need to be evaluated and isolated for a short period of time in a designated non-threatening isolation area within the line of sight of adults to help mitigate the risk of transmission.

### ISOLATION ROOM CHECKLIST:

- ☐ Dedicated space for a single-person room with space for sitting or lying down
  - If single-person rooms are not available, space chairs/cots out as close to 6 feet away as possible; supplement with plexiglass barriers
- ☐ Door that closes
- ☐ Limited amount of furniture in the room to minimize the number of surfaces requiring cleaning and disinfecting
- ☐ If possible: Access to a dedicated bathroom
- ☐ If possible: Outside access door for retrieval of staff/students without contaminating additional school areas
- ☐ If possible: portable high-efficiency particulate air (HEPA) filtration systems to help enhance air cleaning

### USING THE ISOLATION ROOM:

- Place symptomatic staff/students in the isolation room with the door closed
- Isolated staff/students should wear a medical face mask (preferred) or cloth face covering to contain secretions while in isolation

- Facemasks and cloth face coverings should not be placed on anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
- Anyone entering the isolation room must wear appropriate personal protective equipment (PPE) including a medical face mask and gloves if there is potential for respiratory droplet spread.
- Immediately notify the parents or guardians of a symptomatic student and ask them to pick up the student and take them home or to a healthcare facility, depending on the severity of their symptoms
  - If an ambulance must be called or a student must be taken to a hospital, first alert the healthcare staff that the student may be presenting with COVID-19 symptoms
- When parent or guardian arrives at the dormitory, parent/guardian should remain in their car and school staff should escort the student through the outside access door, when possible, directly to the parent's car
- Once staff/student has vacated the isolation room routinely clean the room. When possible, wait 24 hours before entering and cleaning
- School staff who work in the isolation area should follow Cleaning and Disinfection Guidelines.

## **VISITOR POLICY**

- There will be **NO VISITORS ALLOWED** in the building. All parents/guardians will be advised to call the Dormitory staff before coming to the dormitory and will remain in the lobby. Phone numbers and contact information will be provided by the school One Call Now Messenger; Email Sent; Posted message on the website; Letter sent home. They will need to have a mask and sanitize before coming into the lobby area.

## **STUDENT ROOMS**

- Each wing will be assigned 13 students; a bed will be assigned with a space between them with 2 students per room.
- Student furniture, bed, and desk are 3 ft apart.
- Students must keep their masks on while in the dormitory.
- The student(s) assigned to each wing must be the only students allowed in the room. Students are not allowed to enter a room they are not assigned to.

## **HANDWASHING**

- Will schedule a presentation with the Dormitory staff and the Dormitory students, to educate students and staff on proper handwashing techniques. This will continue with the homeliving assistance.
- The Dormitory staff will reinforce the policy with signs visible throughout the building reminding students and showing pictures of how to properly wash hands.
- Hand sanitizer stations are placed in all high-traffic areas for added disinfection.

## **CLEANING/DISINFECT**

- Common areas: door handles, floor, walls, doorframes, writing utensils, transparent barriers, countertops, tables, and furniture. These will be cleaned/disinfected by Dormitory staff throughout their shift.
- Students will be responsible for cleaning their rooms daily; wiping down desks, windowsills, and dressers, and throwing away trash.
- The Homeliving Assistants are assigned daily cleaning which includes sweeping & mopping the wing hallway, wiping the microwave, and refrigerator, and sanitizing toilets, showers, countertops, and water fountains, washers, and dryers.
- The Dormitory staff will walk through the wings to ensure proper cleaning procedures have taken place.
- Automatic dispensing hand sanitizing stations are located throughout the dormitory for staff and student use.

**CLEANING/DISINFECTANT SUPPLIES**

- Chemicals are kept locked in the storage closet in each wing. Dormitory staff will prep cleaning carts with appropriate and safe cleaners for student use. ***Students are never allowed to prep carts or mix chemicals.***
- Students are monitored by Dormitory staff while using these products.
- All chemicals used must be approved by the “List N” of the EPA.
- Safety Data Sheets (SDS) are available in the storage room in case of allergic reactions and/or other safety-related issues pertaining to chemical use.

**VENTILATION**

- Windows and doors will be allowed to be opened in the student rooms.
- HEPA filters have been installed in each HVAC unit and will be replaced every three months for air protection.

**SHARED OBJECTS**

- Students will be provided bedding and toiletries items.
- Students issued their own laptops to use on site
- School supplies will be issued to students – including notebooks, pens, pencils, colored pencils, etc. – as needed. Once issued, students can keep these items.

**ACTIVITY ROOM (COMMON AREA)**

- Student will have their own desks and chair. Some Furniture has been removed and stored.
- Each couch is sanitized to protect each student as they sit.
- Each couch is separated 3 feet from one other.
- Before and after the student uses their desk they will wipe the desk and chair down with a disinfectant wipe.
- Dormitory employees and students must wear their masks in the Activity Room at all times.

**ADDITIONAL PREVENTION**

- No touch soap dispensers will be installed in bathrooms
- All toilets are automatically flush. They will need to be wiped down by students after each use.
- Sinks and showers will have to remain as is. They will need to be wiped down by students after each use.

**LAUNDRY**

- Student laundry will be completed by the Homeliving Assistant. This includes all student linens, towels, washcloths, and clothing.
- The Homeliving Assistant will do one student’s laundry at one time and not mix the clothing with other students.
- The Homeliving Assistant will wear proper gloves while doing the student laundry. They will change their gloves after each load of laundry.

**DORMITORY EXPECTATIONS**

- Masks must be always worn by the Dormitory staff and students.

- Social distancing of 3 feet or more is encouraged.
- Temperature checks will be done on students that are experiencing covid-19 like symptoms.
- Group activities will be smaller in size and not exceed 10 individuals.
- Routine cleaning of high-touch surfaces will be done. (i.e. tables, keyboards, desks, door handles etc.)
- Hand sanitizing stations will be located at the entrance of the dormitory and down each wing for students to use before entering and exiting their rooms and their wing.
- Adequate supplies will be on hand for students to use to alleviate object sharing.
- Students will have access to masks, hand sanitizer, cleaning wipes, and disinfecting spray upon request.
- Non-essential furniture will be removed from the dormitory. Antimicrobial furniture will be placed in the activity room and cleaned between student use.
- Doors and windows will be opened when permitted to provide additional ventilation throughout the dormitory.
- Covid-19 prevention signage will be placed at every entry and exit of the dormitory.

### **DORMITORY TRAINING:**

#### **Home Living (23 CFR Part 36)**

- First Aid/Safety/Emergency and Crisis Preparedness
- CPR-Automated External Defibrillator
- Student Checkout Policy
- Confidentiality (Health Information Patient Privacy Act)
- Medication Administration
- Student Rights
- Child Abuse Reporting and Protection Standards
- Suicide Prevention
- Bullying Prevention (recommended)
- De-escalation/conflict resolution
- Substance Abuse issues
- Ethics
- Parenting Skill/Child Care
- Special Education & Working with students with disabilities
- Student Supervision Skills
- Child Development
- Basic Counseling Skills
- COOP Plan

## Dorm Pictures

Arrows marked for direction of traffic.

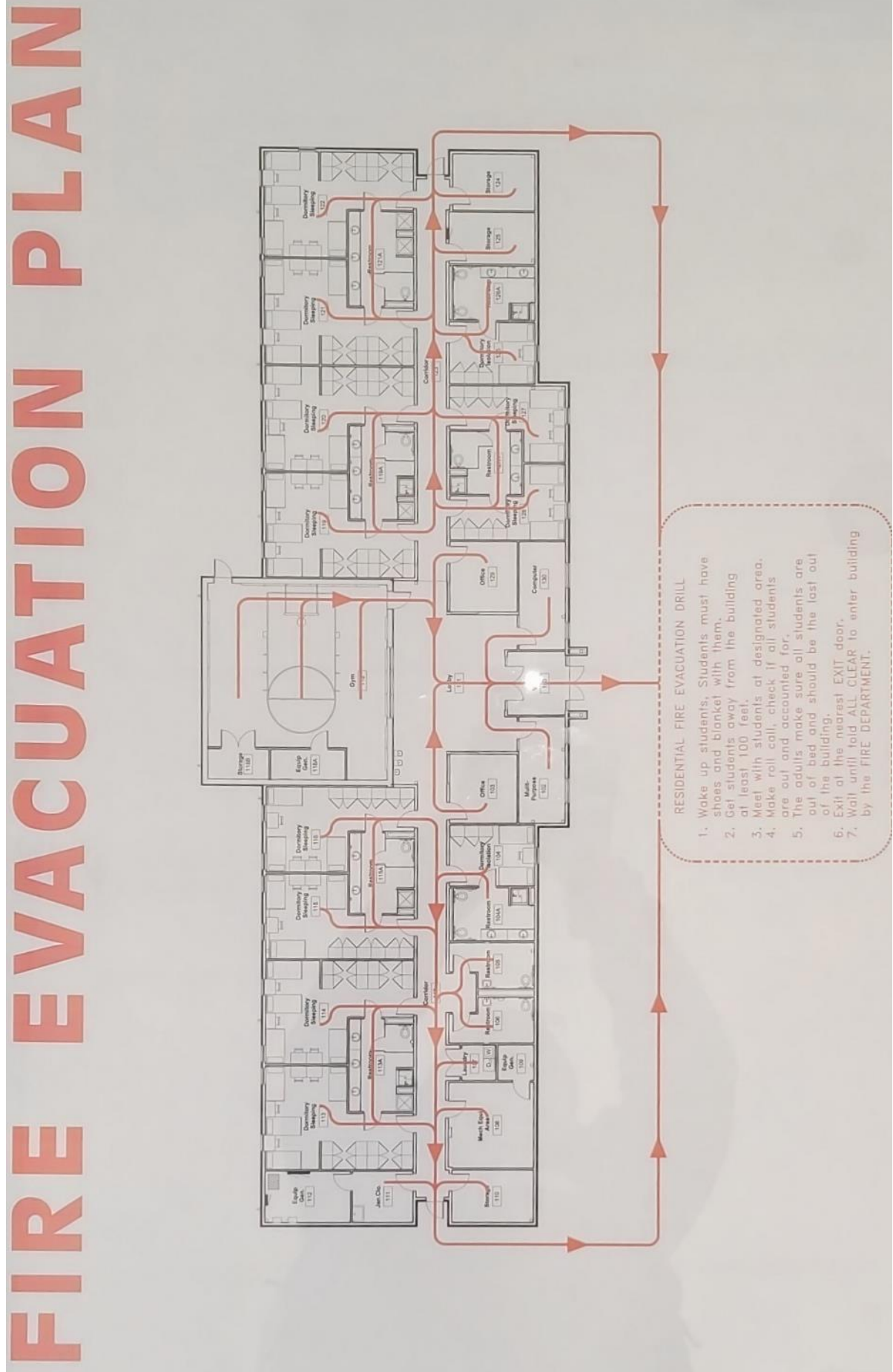


East Entrance



Living Room





## Cleaning Check-Off Sheet

DENNEHOTSO BOARDING SCHOOL

CLEANING CHECK SHEET

DORMITORY

SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			COMMENTS:
DATE:			DATE:			DATE:			DATE:			DATE:			DATE:			
TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	

SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			COMMENTS:
DATE:			DATE:			DATE:			DATE:			DATE:			DATE:			
TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	

SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			COMMENTS:
DATE:			DATE:			DATE:			DATE:			DATE:			DATE:			
TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	

SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			COMMENTS:
DATE:			DATE:			DATE:			DATE:			DATE:			DATE:			
TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	TIME	AREA	INITIALS	

**AREAS:** Restroom/ Hallway/ Laundry Room/ Computer Room/ Living Room/ Office Area/ Student Living Area/ Isolation Room/ Linen Room



## **DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK**

*Tell your mom, dad, or caregiver before  
you come to school. Tell your teacher or  
an adult if you become sick at school*



*cough*



*Shortness of breath  
or problem breathing*



*chills*



*sore throat*



*loss of taste  
or smell*



*muscle pain*

### **OTHER SYMPTOMS INCLUDE:**

*fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite*



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# STOP THE SPREAD OF GERMS | COVID-19 |



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Cover Coughs and Sneezes

Stop the spread of germs  
that can make you and others sick!



Cover your  
mouth and nose  
with a **tissue**  
when you  
sneeze or cough.



If you don't  
have a tissue,  
use your  
**elbow.**



Wash hands  
often, **especially**  
after coughing  
or sneezing.



CS 370483-2 05/06/2020

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