

Coronavirus (COVID-19)

Education Guide and Best Practices

Schools have an important role in slowing the spread of diseases and to help ensure students have safe and healthy learning environments. Groups of people may have close contact in the school setting, often sharing spaces, equipment, and supplies. It is important that school plans are designed to complement other community mitigation strategies to protect high risk populations and the healthcare system.

General Guidance and Best Practices

K-12 schools, childcare programs, colleges and universities have all been affected by COVID-19. Below is a list of general best practices to help prevent the spread of COVID-19.

- Follow all CDC guidelines for [cleaning and disinfecting](#) your schools. Increase cleaning/disinfecting of high-traffic/high-touch areas and devices such as door knobs, water fountains, stair/hand rails, restrooms, shared supplies and computers/tablets.
- All essential personnel (janitorial, engineers, etc.) should minimally wear cloth face masks and follow social distancing guidelines by staying at least 6 feet apart from one another.
- Students, children, faculty and staff are required to assess their health daily via medical questionnaires. Questionnaires are only permitted to be given to those who will physically be present at work. Employees showing [symptoms](#) of COVID-19 (such as fever, cough, sore throat and fatigue) are required to self-quarantine at home and contact their healthcare provider.
- If there is a confirmed positive result at your institution, consider the following when developing your communication:
 - Define your message for the intended audience
 - Stick to the facts – e.g. How long did the employee work before becoming sick and when did he/she start showing symptoms? What is the potential exposure? etc.
 - Do not name employees and/or students (HIPAA/PIPEDA)
 - Define what your institution is doing to minimize transmission and potential future exposure
 - Communicate illness reporting procedures, HR benefit policy information and other benefits
- Ensure unoccupied schools or school buildings are secure. Periodic drive by inspections or walkarounds should be completed where video surveillance systems are not in place or monitored.
- Only designated individuals should be permitted to be on school, college or university property during this time. HUB's Real Estate experts have developed a [checklist](#) that can be found in the [HUB Coronavirus Resource Center](#).
- Develop a communication strategy. Establish a COVID-19 response team and create a list of emergency contacts who can work together. All information should be communicated by an appointed individual to ensure its accuracy and that it is distributed to all necessary groups of people. It is important to stay up-to-date with current information such as regulatory directives, guidelines, etc.
- All meetings (both related and unrelated to COVID-19) should be conducted remotely.
- Cyber attacks are on the rise – email (phishing/spear phishing), phone (vishing/smishing) and social media scams could result in significant financial loss and/or reputational damage. Educate all employees and anyone with a school-issued device on how to recognize and avoid such attacks. Additional information can be found within HUB's [guide for working safely from home](#).

Special Considerations

[K-12 Schools and Childcare Programs](#)

- Beware of internet trolls “zoom bombing” your virtual meetings. Unwelcomed attendees can potentially access sensitive information or expose children to inappropriate content. Educate your employees on how they can protect their meetings by using meeting passwords, turning off screen sharing for everyone except the meeting host, etc. See [Zoom’s Privacy and Security Page](#) for additional information and tips.
- For schools or families without online learning capabilities, you can organize educational material pickups. If this is something your school is already doing or considering, make sure to stagger pickup times, allow for non-contact or “curbside” pickup, and make sure only essential staff is on site.
- If your school is providing or will begin providing meal services, follow the same guidelines listed above for educational material pickups.
- When communicating information about COVID-19 to children be mindful of the following:
 - Make yourself available to listen and talk
 - Remain calm and reassuring
 - Avoid language that might blame others or lead to stigma/discrimination
 - Provide honest and accurate information
 - Teach ways to prevent the spread of germs – handwashing, covering your cough, etc.

[Higher Education](#)

- If a student, staff member or family member has recently traveled to an area with COVID-19 they should review the [CDC information for travelers](#), including the [FAQs](#). Any individuals returning from travel to areas with community spread of COVID-19 must follow guidance they have received from health officials.
- Restrict persons allowed on campus or within campus buildings. All students who left belongings at school should be instructed that they must wait to recover items until the pandemic subsides and/or they receive notification from college/university officials.
- Essential services such as on-campus health care or janitorial staff/engineers are required to abide by all social distancing requirements and follow guidelines to clean and disinfect.

Additional Resources and Information

Please contact your local HUB representative or refer to any of the following resources for additional information. With information regarding COVID-19 changing on a daily basis, it is important to stay current with all guidelines and recommendations.

- [HUB Coronavirus \(COVID-19\) Resource Center](#)
- [CDC COVID-19 Guidance Homepage](#)
- [CDC Guidance for Institutes of Higher Education](#)
- [CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)
- [Public Health Guidance for Schools \(K-12\) and Childcare Programs - Canada](#)
- [Talking with Children about COVID-19](#)

Get the latest information, guidance and resources on Coronavirus (COVID-19) to help you protect what matters most at hubinternational.com/coronavirus. For additional support, please reach out to your local HUB office.