



Keeping Your School Safe While Reopening

As the coronavirus continues to be a concern in our country, many schools are uncertain on what school reopening will look like in the fall. During this continued time of uncertainty, it is best to start planning and preparing now.

The member companies of Utica National have put together some tips for schools to contemplate while considering reopening to help maintain a safe and healthy environment.



SOCIAL DISTANCING

- Determine how many students can fit into classrooms with proper distancing
- Consider an alternative schedule with a percentage of students rotating between virtual and classroom learning
- Consider alternative purposes for offices and conference rooms

TRANSPORTATION (BUSES)

- Load students from rear to front, unload from front to rear
- Keep windows open when possible/reasonable
- Face coverings should be required
- Single passenger per seat, with exception of family, ideally with a row in-between
 - Ask parents of students eligible for transportation whether they intend to use it in order to form an accurate plan
 - Reduced classroom attendance, as noted above, should also be considered

PERSONAL PROTECTIVE EQUIPMENT

- Be prepared to provide masks/face coverings to all staff and students
- A face shield is recommended for anyone unable to wear a mask/face covering
- Provide training on proper use
- The use of gloves is recommended while cleaning and while caring for someone who is sick

TEMPERATURE CHECKS & HEALTH SCREENING

- Screening consists of health-related questions that anyone who is arriving should answer before entering. Consider an online survey that staff members can take from a phone or tablet.
- Some examples of health-related questions are:
 - Are you currently experiencing any symptoms – fever, chills or sweats, a temperature that is greater than 100 degrees, cough, shortness of breath or difficulty breathing, fatigues, muscle or body aches, headache, new loss of taste or smell, sore throat, nasal congestion or runny nose, nausea or vomiting, or diarrhea.

- Have you or a family member traveled internationally or outside the state in the past 14 days?
- Have you had any close contact within the last 14 days with anyone who has had a positive diagnosis of COVID-19?

TRAINING

As a Utica National policyholder, you have access to SafeSchools at no additional cost. Some of SafeSchools' online training that is available are courses on:

- Coronavirus Awareness
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- Coronavirus: Cleaning & Disinfecting Your Workplace
- Coronavirus: Managing Stress & Anxiety
- Coronavirus: Preparing Your Household, Coronavirus: Reopening Your Organization

For more information or guidance on returning to school, please visit the [Center for Disease Control \(CDC\) website](#). Also, you can visit Utica National's [COVID-19 Resource page for Education Institutions](#) for more guidance.

For additional information, please contact your Educational Institutions Risk Management Specialist Mike Centrone at michael.centrone@uticanational.com.

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