

MEMORANDUM

To: Superintendents, Administrators, and School Nurses

From: Steve Balko, Director of School Building Security

Date: February 28, 2020

Subject: Note for Schools Regarding the 2019 Novel Coronavirus (COVID-19)

In preparation for potential impacts from the COVID-19 virus, schools should review their pandemic plans within their overall school safety plan. Schools should also consult with their local health department in the planning process. The Division of School Building Physical Security and Safety is available to provide assistance with school safety planning needs. Additional guidance will be forthcoming from the Indiana State Department of Health. As this information becomes available, it will be shared with schools.

At this time, schools should monitor students, using normal school procedures to assess symptoms. Patients with confirmed COVID-19 infection have reported mild to severe respiratory symptoms of fever, cough, and shortness of breath. Schools should encourage all students and staff to practice good health hygiene to prevent the spread of any illness, including viruses. Steps include:

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Additional resources and information can be found here:

- The Centers for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- The Indiana State Department of Health: <https://www.in.gov/isdh/28470.htm>

For additional questions please contact: Stephen Balko, Director of School Building Security by phone at 317-232-4914, or by email at sbalko@doe.in.gov.