

## COVID-19 Checklist for Staff

1. **Know** the symptoms of COVID-19

From [CDC](#): Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever (Temp over 100.0 F) or 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

\*\*\*up to 40% of people with COVID-19 may be asymptomatic (exhibit no symptoms).

2. **Stay up to date** with current national, state and local COVID-19 information by checking reputable sources such as:

National - <https://www.cdc.gov/>, State - <https://dphhs.mt.gov/> and Local - Dr. Laurel Desnick (<https://park-county-coronavirus-response-parkcounty.hub.arcgis.com>) and Dr. Scott Coleman (<https://www.livingstonhealthcare.org/Patients-Visitors/Coronavirus-COVID-19-.aspx>) both give regular, excellent COVID-19 updates.

3. **Complete** your daily health screening questionnaire before coming to work.

4. **Stay home** if you are sick and call your health care provider for further guidance.

- LHC Nurse Hotline – 222-3541
- Park County Health Care Hotline – 222-4131
- CHP – 222-1111

5. **Practice and model** good prevention habits:

- Wash hands frequently for 20 seconds. If soap and water are not available use hand sanitizer with at least 60% alcohol
- Avoid touching your face
- Cough/sneeze into your elbow or tissue
- Avoid shaking hands
- Follow social distancing guidelines. If you are unable to maintain a distance of 6 feet wear a mask.
- Stay away from others who are sick
- Sleep and eat well, exercise frequently and take care of your mental health

6. **Strongly consider** an annual influenza vaccination.

7. **Send students** who appear ill to the School Nurse for a health check.

8. **Develop** a system in your classroom for daily disinfection of commonly touched surfaces.

