State of Illinois
Illinois Department of Public Health

Pandemic COVID-19 Checklist:
K-12 School Administrators

As administrators, you can plan and make decisions now that will protect the health of students in your care and your community during a COVID-19 pandemic. Because students are in close contact with each other in the school setting, schools are places where COVID-19 can quickly spread. You may be faced with making decisions about school dismissals and closures. Use this checklist to help you take steps to plan and protect the health of students in your care and your community.

Before a pandemic: PLAN

- ❑ Connect with your local board of education and health department to review or develop a pandemic COVID-19 plan for your community.
- ❑ Create an emergency communication plan for your school.
- ❑ Share plans with staff, parents, and students.
- ❑ Support flexible attendance and sick leave policies for students and staff.
- ❑ Develop a protocol for screening ill students and staff, including if the school nurse is unavailable.
- ❑ Develop a monitoring system to alert the local health department about large increases in absenteeism.
- ❑ Identify strategies to continue educating students if schools close (for example, web-based instruction and e-mail).
- ❑ Plan ways to continue student services (such as, meal and social services) if schools close.
- ❑ _____

During a pandemic: TAKE ACTION

- ❑ Put your plans into action, as needed.
- ❑ Educate parents, students, and staff on symptoms and what to do if someone becomes ill at school.
- ❑ Ensure ill students and staff are staying home or are sent home.
- ❑ Track student absenteeism due to COVID-19-like symptoms.
- ❑ Encourage students and staff to practice healthy behaviors (for example covering their coughs and sneezes and washing their hands often).
- ❑ Ensure availability of supplies (such as tissues, soap, and paper towels).
- ❑ Provide education on hand hygiene (how and when it should be done); consider incorporating scheduled hand hygiene breaks into daily routine.
- ❑ Increase cleaning and disinfection of frequently touched surfaces and objects (such as computers, desks, and doorknobs).
- ❑ Designate a room and transportation for sick students and staff.

After a pandemic: FOLLOW UP

- ❑ Discuss and note lessons learned.
- ❑ Improve your plans accordingly.
- ❑ Maintain community partnerships.
- ❑ Test and update your plans regularly.
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Get all your COVID-19 (Novel Coronavirus) questions answered by the Illinois Department of Public Health.
Call 1-800-889-3931 or email dph.sick@illinois.gov

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