

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**ANTOINE L. HICKMAN**  
**CHIEF STUDENT SUPPORT INITIATIVES & RECOVERY OFFICER**

Signature on File

February 28, 2020

TO: All BCPS Staff

FROM: Antoine L. Hickman, Ed.D.  
Chief Student Support Initiatives & Recovery Officer



SUBJECT: **NOVEL CORONAVIRUS (2019-NCOV) INFORMATION AND FREQUENTLY ASKED QUESTIONS**

**ACTION:** Provide educational resources for staff and parents on the Novel Coronavirus via the school website on information provided to schools. This information is available on the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Resources include:

- Fact Sheet: What you need to know about 2019 Novel Coronavirus (2019-nCov)
- STOP the Spread of Germs
- What to do if you are sick with 2019 Novel Coronavirus (2019-nCov)
- Parent Guide to the 2019 Novel Coronavirus (2019-nCov)
- 2019-nCov: What the public should do
- Handwashing poster
- Cover your cough poster

Attached is Frequently Asked Questions (FAQs) to assist you and your staff. Additional updates and resources on the Novel Coronavirus (2019-nCov) will be provided to schools. Additional information is provided at Coordinated Student Health Services' SharePoint site at <https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SS/CSH/Pages/default.aspx> and Coordinated Student Health Services' website: [www.browardschools.com/CSHS](http://www.browardschools.com/CSHS)

**RATIONALE:** The District aims to ensure that school personnel, staff and parents are knowledgeable about the Novel Coronavirus. Please take action as outlined and ensure the following information is distributed to staff, visitors and parents:

- Parent Guide to the 2019 Novel Coronavirus (2019-nCov)
- CDC Fact Sheets information about Novel Coronavirus (2019-nCov)

Schools should maintain adequate supplies of soap and hand sanitizer for their students, staff and visitors. If available, schools should place the automatic hand sanitizer stand or large pump hand sanitizer containers in common areas for frequent use.

For further questions, please contact **Coordinated Student Health Services at 754-321-1575.**

ALH/MB:etb  
Attachments

c: Senior Leadership Team

# What you need to know about 2019 Novel Coronavirus (2019-nCoV)

## What is 2019 novel coronavirus?

The 2019 novel coronavirus (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person to person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get 2019-nCoV?

The 2019-nCoV is spreading from person to person in China and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with 2019-nCoV. CDC continues to closely monitor the situation.

## Have there been cases of 2019-nCoV in the U.S.?

Yes. The first infection with 2019-nCoV in the United States was reported on January 21, 2020. The current count of cases of infection with 2019-nCoV in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does 2019-nCoV spread?

This virus probably originally emerged from an animal source but now seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so. At this time, it's unclear how easily or sustainably this virus is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of 2019-nCoV?

Patients with 2019-nCoV have reportedly had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



## What are severe complications from this virus?

Many patients have pneumonia in both lungs.

## How can I help protect myself?

The best way to prevent infection is to avoid being exposed to this virus.

## There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- 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.

## What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against 2019-nCoV. The best way to prevent infection is to avoid being exposed to this virus.

## Is there a treatment?

There is no specific antiviral treatment for 2019-nCoV. People with 2019-nCoV can seek medical care to help relieve symptoms.

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory viruses like 2019 novel coronavirus.

Avoid close contact with people who are sick.



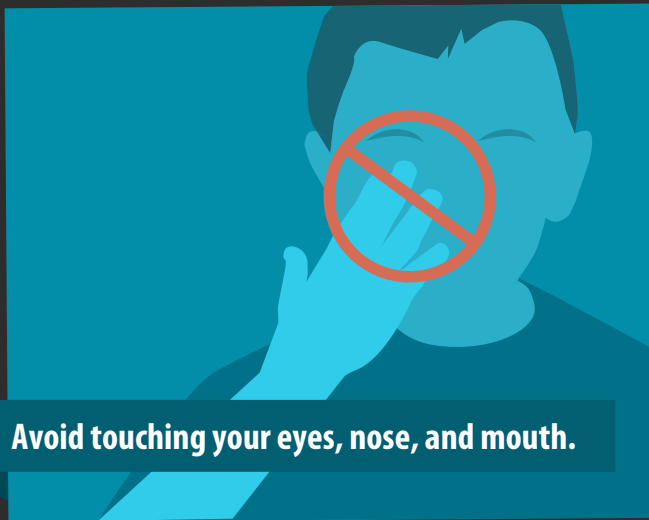
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



# What to do if you are sick with 2019 Novel Coronavirus (2019-nCoV)

**If you are sick with 2019-nCoV, or suspected of being infected with 2019-nCoV, follow the steps below to help prevent 2019-nCoV from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis.

## Separate yourself from other people in your home

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have 2019-nCoV infection. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Clean your hands

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, you should wash them thoroughly with soap and water.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., shortness of breath or difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, 2019-nCoV infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office keep other people from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

## Discontinuing home isolation

Patients with confirmed 2019-nCoV infection should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments. Current information on 2019-nCoV is limited; thus, home precautions are conservative and based on general recommendations for other coronaviruses, like Middle Eastern Respiratory Syndrome (MERS).



For more information: [www.cdc.gov/nCoV](http://www.cdc.gov/nCoV)

### **Parent Guide to the Novel Coronavirus (2019-NCOV)**

Due to increased concern in the community about the spread of the 2019 Novel Coronavirus (2019-nCoV), Broward County Public Schools has developed this guide so that parents/guardians have the correct information regarding what the virus is, how to protect yourself and your child, and what to do if you suspect a possible case.

The 2019-nCoV is a new respiratory virus originated in Wuhan, Hubel Province China. It is being closely monitored by the Centers for Disease Control and Prevention (CDC). Reported illnesses of 2019-nCoV have ranged from infected individuals with little or no symptoms to individuals who are severely ill. Public health officials are unclear as to how 2019-nCoV spreads from person to person

#### **What you should know:**

The symptoms include mild to severe respiratory illness with:

- Fever
- Cough
- Difficulty breathing

Having these symptoms alone does not mean that someone has the virus. Symptoms may appear in as few as two days or as long as 14 days after exposure. According to the CDC, the greatest risk of infection is for individuals who have traveled to Wuhan China. These symptoms mimic flu-like symptoms and there are currently no specific treatments for 2019-nCoV. However, preventive measures for the 2019-nCoV are similar to other respiratory viruses such as the flu.

#### **What are flu symptoms?**

Flu symptoms can include a cough, sore throat, fever, runny or stuffy nose, body aches, headaches, chills, feeling tired and may include vomiting and diarrhea. Some people with the flu may not experience all these symptoms.

#### **What if my child has these symptoms?**

- You should contact your healthcare provider immediately. Don't wait for symptoms to worsen!
- Parents/guardians are encouraged to keep children home when sick.

#### **What are some ways I can protect my child?**

- According to the CDC, proper handwashing with soap and water is one of the best ways to prevent illness.
- Demonstrate proper handwashing for 20 seconds. Have your child visit <https://www.cdc.gov/handwashing/index.html> to watch a video on proper handwashing.
- Demonstrate to your child how to cover their nose and mouth with a tissue when coughing or sneezing. They should throw the tissue away after use and wash their hands. If a tissue is not available, **THEY SHOULD NOT USE THEIR HANDS**. They should cover their mouth and nose with their sleeve.
- Children should avoid touching their eyes, nose, or mouth. Germs spread this way.
- If possible, avoid people who are sick.
- Clean and disinfect frequently touched surfaces or objects.



The current outbreak of 2019 novel coronavirus (2019-nCoV) was first identified in China but has now spread internationally, impacting an increasing number of countries. Sustained community spread is occurring in China. Limited person-to-person spread, most associated with close contact with a patient with confirmed 2019-nCoV, has been seen outside of China. No community spread of 2019-nCoV has been identified in the United States at this time.

In the coming days and weeks, we expect more confirmed cases in the United States, including some person-to-person spread. The goal of CDC's aggressive ongoing public health response is to prevent spread of 2019-nCoV in in the United States.

## What you should do

- **STAY INFORMED** – CDC is updating its website daily with the latest information and advice for the public. ([www.cdc.gov/ncov](http://www.cdc.gov/ncov))
- **REMEMBER TO TAKE EVERYDAY PREVENTIVE ACTIONS** that are always recommended to prevent the spread of respiratory viruses.
  - » Avoid close contact with sick people.
  - » While sick, limit contact with others as much as possible.
  - » Stay home if you are sick.
  - » Cover your nose and mouth when you cough or sneeze. Avoid touching your eyes, nose and mouth with unwashed hands; germs spread this way.
  - » Clean and disinfect surfaces and objects that may be contaminated with germs.
  - » 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 rub with at least 60% alcohol.
- **IF YOU FEEL SICK** with fever, cough, or difficulty breathing, and have traveled to China or were in close contact with someone with 2019-nCoV in the 14 days before you began to feel sick, seek medical care. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.

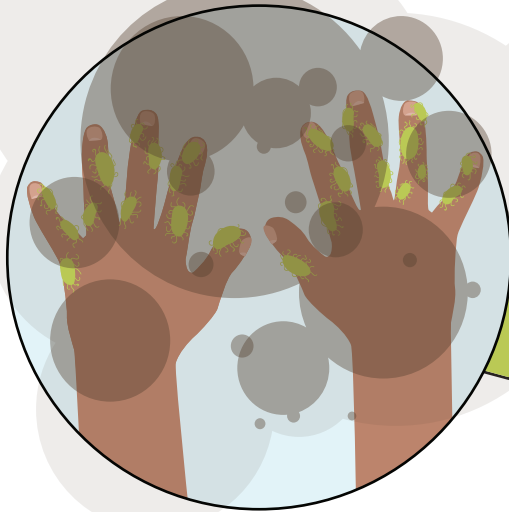
## What you should not do

- **DO NOT** travel to China.
- **DO NOT** use facemasks. CDC does not recommend the use of facemasks for the **general U.S. public** to prevent the spread of 2019-nCoV.
- **DO NOT** show prejudice to people of Asian descent, because of fear of this new virus. Do not assume that someone of Asian descent is more likely to have 2019-nCoV.

All persons in the U.S.—including those of Asian descent—who have not traveled to China or been in contact with someone with a confirmed or suspected nCoV case in the last 14 days are at low risk of becoming sick.



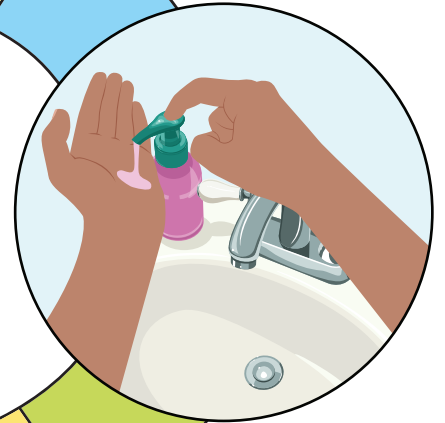
# Wash Your Hands!



Dirty!



Wet



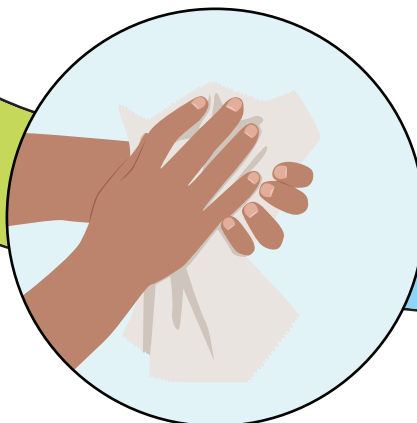
Get Soap



Scrub



Rinse



Dry



Clean!

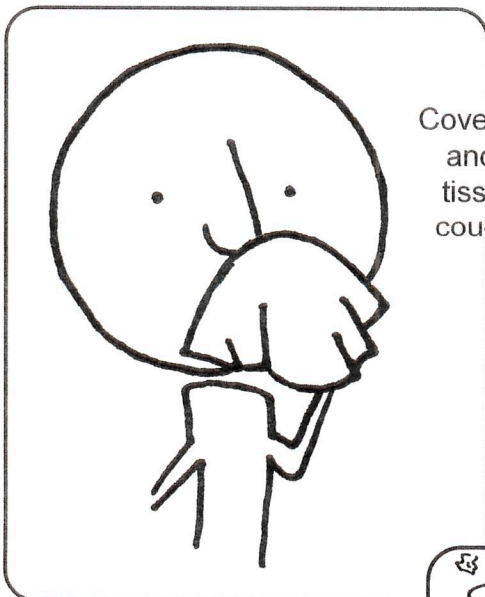


Centers for Disease  
Control and Prevention  
National Center for Emerging  
and Zoonotic Infectious Diseases

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

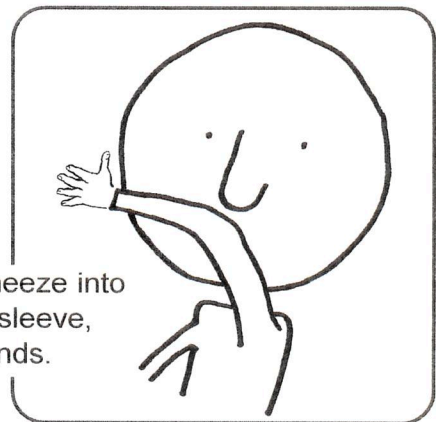
Stop the spread of germs that make you and others sick!

# Cover your Cough

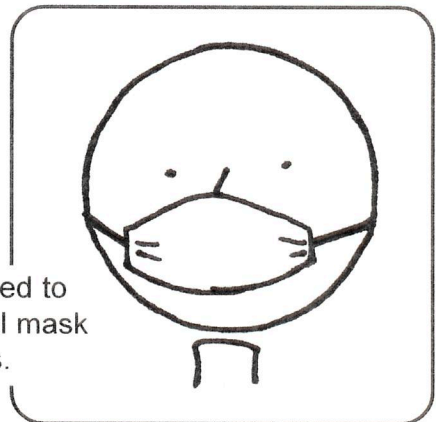
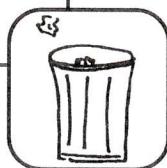


Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.



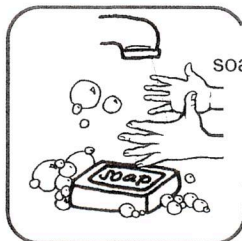
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

## Clean your Hands

after coughing or sneezing.



Wash with soap and water

or clean with alcohol-based hand cleaner.



Minnesota Department of Health  
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St. Paul, MN 55164-0975  
651-201-5414 TDD/TTY 651-201-5797  
www.health.state.mn.us



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INFECTION CONTROL AND EPIDEMIOLOGY, INC.



## **Novel Coronavirus (2019-nCov) Frequently Asked Questions (FAQs)**

**Question:** What steps should the school administrator take if a student/staff informs you that they/their family have traveled abroad to China or been in close contact with someone who has traveled abroad in the last 14 days?

**Answer:** In the event of the student/staff presenting with signs/symptoms of fever, cough, difficulty breathing, it should be managed according to District protocols for communicable disease. School staff and healthcare personnel should always continue to follow standard Occupational Safety & Health Administration (OSHA) bloodborne pathogen infection control precautions. School staff should follow current procedure and report it to CSHS Department.

**Question:** How can school staff protect themselves and others to prevent the spread of respiratory viruses?

**Answer:**

- Avoid close contact with sick people
- Cover mouth and nose with a tissue when sneezing or coughing
- Wash hands often with proper handwashing techniques and/or use hand sanitizers
- Avoid touching eyes, nose or mouth
- Stay home when sick and encourage parents of sick children to keep them at home
- Do not share eating utensils, drinking glasses or other personal items
- Touching an inanimate object with flu viruses on it, such as doorknobs, elevator buttons, desktops, and then touching the mouth or nose also may infect people; therefore, wash hands/use hand sanitizers

**Question:** What if a student/staff request to wear face masks at school?

**Answer:** Face masks are not allowed in school or recommended. CDC does not recommend the use of face masks for the general US public to prevent the spread of the 2019 – Novel Coronavirus.

**Question:** What steps should school administration do as preventive actions at school?

**Answer:**

- Provide adequate supplies of soap and paper towels in dispensers in bathrooms and the areas for handwashing for student, staff and visitors
- Provide adequate supply of hand sanitizers
- Clean and disinfect surfaces and objects such as doorknobs, desktops, equipment i.e., computers, laptops with District approved germicidal cleaner, Wexcide
- Reinforce to staff, student and visitors to wash hands often with proper handwashing techniques and/or use hand sanitizers
- Display posters throughout the school on proper handwashing and cover your cough
- Provide parents with information on Novel Coronavirus "Parent Guide to the Novel Coronavirus (2019)" and post information on the schools' website from CDC
- Provide information in staff meetings, PTA and other community venues