

March 3, 2020

Dear SUSD Employees,

In our preparations for the possibility that the novel coronavirus (COVID-19) may appear at some point among our student or staff populations, we want to make sure you are aware of the many ways in which **you** can directly contribute to its prevention at school, in workplaces and in your home.

COVID-19, as you have probably heard, is a new version of coronavirus, a large family of respiratory illnesses that is common to humans and some animals. Much remains to be learned about how this particular virus spreads, but we are learning more about it every day. And while a vaccine is being developed, it likely will not be available to address the current situation.

That is why national public health officials at the Centers for Disease Control and Prevention (CDC) advises that for now, the best defense for preventing the transmission of COVID-19 is the use successful, time-tested, everyday practices.

Your cooperation is expected in the following ways to help maintain a healthy and safe environment for our students, co-workers and community:

- ***Stay home if you are ill.***

If you have symptoms of illness, do not go to work or perform activities in public until you are fever-free (below 100.4° F.) and symptom-free for at least 24 hours without the use of fever-reducing or other symptom-altering medicines, such as acetaminophen, ibuprofen and cough suppressants.

- ***Practice respiratory etiquette and hand hygiene.***

- Wash your hands often with soap and water for at least 20 seconds.
- When a sink is not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Always cover every cough and sneeze with a tissue or use your elbow.
- Dispose of used tissue immediately in a trash bin.

- ***Disinfect frequently touched surfaces, such as keyboards, doorknobs, light switches and desks with disinfectant and/or disposable disinfectant wipes.***

For additional CDC recommendations on how to do your part, visit:

[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus). For local updates, visit

[www.maricopa.gov/coronavirus](http://www.maricopa.gov/coronavirus). For the latest in communication from SUSD, visit

[www.susd.org/COVID19](http://www.susd.org/COVID19).

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SUSD's Incident Command Team continues to meet regularly to prepare for the potential arrival of COVID-19 in our schools and/or workplaces and to review the latest updates from our local, state and national public health partners. We will keep you advised of any new, pertinent information as it becomes available.

In addition to emails to all employees, information will be shared through the weekly employee email newsletters and through your site leadership.

Please direct any questions or concerns you have on this situation to your on-site leader, school principal or [SUSDCommunications@susd.org](mailto:SUSDCommunications@susd.org).

Thank you, and be healthy.

**Scottsdale Unified School District Incident Command Team**

- Dr. John Kriekard, Superintendent
- Dr. Milissa Sackos, Assistant Superintendent of Secondary Education
- Michelle Marshall, General Counsel
- Amy Bolton, Chief Communications & Marketing Officer
- Shannon Cronn, Clinical Services Coordinator
- Shannon Crosier, Director of Finance
- James Dorer, Chief Security Officer
- Dennis Roehler, Director of Facilities

**Tips for Classroom Teachers**

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1. Disinfect frequently touched classroom surfaces daily using disinfectant. These surfaces include desktops, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, light switches and phones. Be sure to read the label on any cleaner and disinfectant to understand its proper use and take any recommended precautions, such as wearing gloves and eye protection during its use.
2. Inform yourself with information about the signs and symptoms of the COVID-19 illness by checking the CDC website regularly at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus). Known symptoms at this time include fever, coughing and shortness of breath.
3. Immediately report and refer any student or staff member exhibiting symptoms of illness to the school nurse, who will perform further evaluation.
4. Teach students in all grade levels about proper handwashing techniques. Display provided hygiene materials on or near restroom doors and areas where food and drink are dispensed and consumed.
5. Have a plan in place in the event you experience illness and need to be out sick to protect your students and coworkers from illness.
6. Encourage students to maintain his or her own set of pencils, pens and supplies. Avoid communal pencils and other classroom supplies if possible.
7. Release students early from class to ensure that they have ample time to wash hands prior to eating a snack in the classroom and before lunch.
8. Encourage students to wash their hands as often as possible with soap and warm water for 20 seconds. If handwashing is not possible, encourage age-appropriate students to use an alcohol-based hand sanitizer. Hand sanitizer should be used on the hands only. Avoid contact with eyes and mouth.
9. Be vigilant about the use of tissues in class. Instruct students to immediately discard used tissues in the trash bin.
10. Provide guidance as needed to students about always covering coughs and sneezes using the elbow when no tissue is available.

**Tips for Employees & Supervisors**

1. Inform yourself with information about the signs and symptoms of the COVID-19 illness by checking the CDC website regularly at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus). Known symptoms at this time include fever, coughing and shortness of breath.
2. Encourage all staff who report directly to you to stay home when feeling ill or experiencing symptoms of illness.
3. Be vigilant and follow through by sending home staff members who come to work sick.
4. Create backup plans now to ensure continuity of operations in your area of responsibility should one or more staff members miss work due to illness.
5. Refer any staff member exhibiting symptoms of illness to the SUSD school nurse (if applicable) or urgent care for further evaluation.
6. Reinforce proper handwashing, courteous coughing and sneezing techniques. Display provided materials on or near restroom doors and where food and drink are consumed.
7. Disinfect frequently touched surfaces in your work area daily using disinfectant. These surfaces include desktops, countertops, doorknobs, computer keyboards, faucet handles, light switches and phones. Be sure to read the label on any cleaner and disinfectant to understand its proper use and take any recommended precautions, such as wearing gloves and eye protection during its use.