

Colleges, Universities and Boarding Schools Guidance

Updated March 4, 2020

The information found in this guide is applicable to contagious illnesses, and can be used to minimize the spread of infectious disease among individuals in colleges, universities and boarding schools.

Cover coughs and sneezes

- Post signage in kitchens, bathrooms and common areas, make tissues available with trash cans and hand hygiene options nearby.
- Hand sanitizer and/or hand washing is the most important measure for preventing the spread of pathogens is effective hand hygiene. Keep hand sanitizer (minimum 60% alcohol) available near points of entry. Washing hands with warm water and soap for at least 20 seconds is as effective. Promote both.
- Post signage, verbally cue people, have staff model. Make sure that you have adequate supplies for good hand hygiene, including clean and functional hand washing stations, soap, paper towels, trash receptacles and alcohol-based sanitizer.

Mask guidance for staff and students to the extent available

Outside of a healthcare setting, masks are most effectively used by sick individuals to prevent spread of their secretions and cough droplets to others.

Staff

- Assure staff and volunteers do not come to work sick. Any staff or volunteers who become sick at work should be sent home.
- Staff should wash or sanitize hands frequently, and try not to touch their face.
- Healthy staff should not wear masks, unless spending extended time in an area designated for people with coughs or providing direct care to sick students.
- Sick staff and volunteers should stay home until they are well.

Education and Training

- Educating staff and students about how respiratory illness spreads can inform and improve adoption of best practices to prevent the spread of respiratory illness. Hold mandatory educational sessions for staff and students to review information on facility policies for respiratory illnesses.
- Educational sessions should include information on COVID-19 symptoms, how respiratory illnesses spread, basic cough and sneezing etiquette, hand washing, personal protective equipment, and housekeeping procedures.
- All staff, including administrators, case workers, clinical staff, custodians, and food handlers should attend training sessions.
- Information can also be provided through signs, written materials, and video presentations.

- As more is learned about the current COVID-19 outbreak, regular announcements should be made to keep all informed, especially regarding changes in prevention measures and medical treatment protocols.

Students

- Since students in most colleges, universities and boarding schools interact closely in dining, restroom, and other common areas, the goal is to separate individuals with possible respiratory illness symptoms (coughing, fever, shortness of breath) from those without.
- Attempt to maintain a six-foot separation between the coughing and the non-coughing guests in sleeping areas.
- Since individuals with a cough need to unmask to eat, individuals with known respiratory symptoms should eat with maximum spacing from others, and in a place with maximum ventilation, including outside if necessary or offering meals to go.
- Be diligent in following hygiene and food safety rules: keep food covered; do not use personal utensils in shared containers, wash hands before eating and handling shared objects and clean kitchen surfaces and dining areas between use.

Facility Readiness: Signage, Supplies and Staffing

- Prominently display the CDC's [coronavirus](#), [handwashing](#) and "[Cover Your Cough](#)" signs at all entrances, bathrooms, and common areas. Multi-lingual versions are available.
- Display signs instructing students to notify the appropriate staff if they have fever and respiratory symptoms (i.e., cough and shortness of breath).
- Consider showing a video in common areas that have a television that demonstrates proper methods for hand-washing and respiratory etiquette.
- Provide dispensers of alcohol-based hand sanitizers in common areas.
- Maintain sufficient supplies of hand soap and paper towels, hand sanitizers, tissues, general cleaners, disinfectants and personal protective equipment.

Cleaning

Special cleaning procedures and products are not necessary as long as there are standard procedures for cleaning and disinfecting with an Environmental Protection Agency (EPA) registered disinfectant with a claim for human coronaviruses.

Increase frequency of your routine cleaning and disinfection program to the extent feasible, emphasizing cleaning and disinfecting frequently touched objects and surfaces like:

- bathrooms
- water coolers
- desks and countertops
- doorknobs
- computer keyboards
- hands-on learning items
- faucet handles
- phones

- toys

Custodial staff should follow the disinfectant manufacturer's instructions for use, including:

- Using the proper concentrations of disinfectant
- Allowing required wet contact time

Resources

CDC Hand Hygiene Posters

English: <https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf>

Spanish: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

Chinese: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-chinese-508.pdf>

CDC How to Wash your hands poster

English: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

Spanish: <https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-SPANISH-8x11-p.pdf>

CDC Clean Hands for 20 seconds poster

English: <https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf>

Spanish: <https://www.cdc.gov/handwashing/pdf/HH-Posters-Spa-Restroom-508.pdf>

Cover your cough poster

<https://www.health.state.mn.us/people/cyc/index.html>