Reopening: Guidance for Schools (K-12)
Overview

This document is intended to provide guidance for the reopening of schools (Kindergarten through 12th grade). Reopening and maintaining safe schools after a closure requires a number of considerations, including the local epidemiology of COVID-19, the availability of local testing and contact tracing, and the feasibility of the implementation of mitigation strategies. Various controls will need to be employed to limit the spread of COVID-19, including physical distancing and decreased classroom density, face coverings, and increased disinfection and ventilation.

With local restrictions being lifted and many returning to work, students, their families, teachers, staff, and administrators will likely have many questions that include, but are not limited to:

- How can we protect the health and safety of the students, faculty, and staff returning to school?
- What do we do if a student, faculty member, or staff member tests positive for or is suspected to have developed COVID-19?
- What do we do if a student, faculty member, or staff member comes in contact with a person who has tested positive or has a suspected case of COVID-19?
- How do we assure all stakeholders that we are doing all we can to prevent the spread of disease?

The purpose of this guidance is to provide clear and actionable steps towards the safe operations of schools through prevention, early detection, and control of COVID-19. It is imperative that schools consistently monitor and evaluate the effectiveness of the implemented mitigation strategies and alter their approach as needed.

The following document addresses aspects of schools (K-12) which have not been previously evaluated in other AIHA Guidance documents. Please refer to the Resources section below for links to AIHA Guidance documents concerning other areas of campus life, including: libraries, offices, childcare facilities, restaurants/dining halls, retail, ride sharing, small and medium sports and entertainment venues, places of worship and religious gatherings, gyms and workout facilities, and construction work that may take place on campus.

What actions should School Leadership take to protect students, faculty, and staff?

School leadership should continually monitor international (World Health Organization (WHO)), federal (CDC), state, and local guidelines for updates and changes in recommendations, cleaning and disinfecting strategies, and other best management practices. They should seek guidance from regional, national, and international leaders regarding health policies and best practices. They should consider forming a team of professionals to monitor, assess, and implement new strategies as they become available. In addition, schools should consider the following strategies for reducing the risk of COVID-19 transmission in regard to physical distancing strategies, enhanced cleaning practices, restrooms, employee and student wellness, training, and risk communication.

Due to the variety of schools (e.g., geographic location, size, physical layout, and structure), it may not be possible to implement all of the following recommendations; however, schools are encouraged to work with state and local health officials on whether and how to implement these considerations, and make the necessary adjustments to meet the specific needs of the school, and the local community.
Physical Distancing Strategies

- Mark 6-foot increments on the ground outdoors at the entrance to the school so students, faculty, and staff can maintain appropriate distancing when entering.

- To the extent possible, classes should include the same group of students and teacher(s) each day; each group has its own room and own teacher, and the students only interact with their classmates in their assigned group. For specialized middle and high school classes, consider offering these virtually to limit mixing of student cohorts.

- Individual desks (rather than communal tables) should be used whenever possible. Desks should be spaced at least 6 feet apart and should face the same direction, rather than towards each other or the center of the classroom. If communal tables must be used, dividers (such as Plexiglas) should be installed between students.

- Consider outdoor learning when feasible, or consider holding these classes in larger venues, such as an auditorium.

- If class sizes can be reduced, consider implementing this (ideally at 50% or less of previous capacity) so that physical distancing can be maintained.

- Utilize a “one way” approach for hallways. Include markings on the floor and signage, and communicate this traffic pattern to students, faculty, and staff.

- Masks/face coverings should be worn by students, faculty, and staff when they are in classrooms.

- Objects such as electronic devices, books, pens, demonstratives, or other learning aids should not be shared between students.

- Non-essential objects brought from the home should not be permitted in the classroom (i.e., show and tell).

- Lingering and/or socializing in common areas should be prohibited, and masks/face coverings should be worn by students, faculty, and staff.

- Staff lounges should be closed and intermingling of administration, staff, and teachers should be discouraged.

- Consider closing student lounges and cafeterias in order to limit student interactions to their assigned group and assigned classroom. Consider limiting or prohibiting the use of lockers.

- Any activities that require students, faculty and/or staff to enter or be present in common areas should be staggered to reduce density, and to limit the mixing of different groups in common areas.

- Consider conducting classes such as art, music, and physical education, for which one teacher instructs multiple groups throughout the day, virtually. Or, consider a physical education curriculum that minimizes contact between students.

- Limit class density and minimize close contact for instructional programs involving group projects (e.g., poster painting, cooperative group instruction, chemistry / biology labs, etc.).

- Consider the use of health and physical education classes as an opportunity to instruct students on the facts of the virus, protection factors, and cleaning and disinfection of spaces.

- Special events such as festivals, holiday events, and special performances should be canceled or postponed. If held, attendance for nonparticipants should be virtual.

- Visitors (including parents) should be restricted and/or prohibited from entering school buildings.

- If administrative staff can work from home, they should be encouraged to do so.

- Consider staggering school start times and/or start dates; young children should return first as there is limited evidence of transmission from young children to each other or adults.
School Start and End Times, Including Drop-Off and Pick-Up

- All students, faculty, and staff should be required to wash their hands or use hand sanitizer prior to entering and exiting the school building.
- School start and end times should be coordinated or staggered by class or group, and staggered (by time and/or location) such that contact with other class groups is limited. Students should be discouraged from congregating in common areas and social distancing should be monitored by school staff and teachers.
- For younger children, consider limiting the school staff that assists with drop-off and pick-up (i.e., the teacher assigned to their class group). Their teacher/school staff member should wear a face covering while assisting with drop-off and pick-up.
- For younger children, when feasible, the same parent or designated person is encouraged to drop off and pick up the child daily. This designated person, as well as the child, should wear a face covering if possible in accordance with local, state, and federal requirements. CDC recommends all people 2 years of age and older wear a cloth face covering in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain.

Use of common areas should be demarcated with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- Consider marking 6-foot increments on the floor to remind students, faculty, and staff to maintain appropriate distancing.
- Consider providing infographic sheets or posting signage as a visual reminder of the appropriate protocol.

- Discourage handshaking or other physical contact upon arrival and departure.
- Each school bus should be wiped down after each run. This includes the hand rail, windows, window handles, walls, and seats. See CDC guidance for bus transit operators.
- School bus drivers should be trained on hand hygiene and coughing etiquette, and should wear a mask/face covering at all times.
- If possible, reduce bus capacity (ideally to 50% capacity) and create distance between children on school buses (e.g., seat children one child per row, skip rows). See graphic at the end of this document. Children from the same household can be seated in the same row.
  - If there is a staggered program for instruction, the bus transportation system will need to identify seating to ensure sufficient physical distancing.
- Install and maintain hand sanitizer stations in the bus entry, to be used by all students upon entering and exiting.
- Post signs on the bus reminding students of proper sneezing and coughing etiquette.
- Each bus should have tissues available for students, and a touchless garbage can to dispose of tissues.
- Increase ventilation on the bus by maintaining open windows, when possible.
- Communicate to parents and students proper bus etiquette.

Air Quality and Ventilation

- Ensure classrooms and common areas are equipped with fresh air whenever possible, and optimize the ventilation system settings when fresh air is not possible. Ways to do this include but are not limited to:
  - Open windows whenever possible.
Maximize fresh air through your ventilation system.

Maintain relative humidity at 40-60%.

Consult a professional in Industrial Hygiene to determine the optimal ventilation rate to reduce COVID-19 transmission. AIHA maintains a list of qualified industrial hygienists.

Also consider consulting an HVAC professional and see ASHRAE updates for more information.

If fans are used in the classroom, take steps to minimize air from fans blowing from one person directly at another individual.

The use of ceiling fans should be minimized or eliminated.

**Disinfection**

Train faculty and staff on the proper use of cleaning and disinfection products (see the training section below for more details).

Different EPA registered chemicals should not be mixed together. The combination could be toxic by inhalation.

Review product labels and Safety Data Sheets (SDSs) and follow manufacturer specifications for cleaning and surface contact duration.

Consider consulting an Industrial Hygiene expert if additional advice is needed. AIHA has a consulting list of qualified Industrial Hygienists.

Cleaning supplies should be provided and continuously stocked for use by faculty and staff.

All surfaces and commonly touched equipment and supplies should be disinfected at least daily, although more frequently is preferred (i.e., hourly).

Faculty and staff should be educated on identifying common high-touch surfaces in the facility (e.g., doorknobs, chalk or whiteboard erasers, faucet handles, light switches, etc.)

All items should be allowed to dry thoroughly following cleaning. See cleaning product-specific instructions to determine the necessary contact and drying time.

Develop strategies to minimize contact with commonly touched surfaces, and ensure that students, faculty, and staff wash hands or use hand sanitizer before and after contact with high-touch surfaces.

Toys, sports equipment, or other learning materials should be cleaned and disinfected frequently and before being shared with another student.

Set aside toys and materials that need to be disinfected; washing with soapy water is the ideal method of cleaning.

Items that cannot be cleaned or disinfected should not be used. Rotate toys/materials throughout the day for disinfecting.

Books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection. Plastic coverings on books or other plastic or metal materials should be disinfected between use.

Common areas should be cleaned and disinfected daily (at a minimum) and (if feasible) consider performing this more frequently (i.e., hourly). This includes commonly touched surfaces and equipment (doorknobs, light switches, elevator buttons, etc.) in common areas (e.g., shared bathrooms, computer rooms, common use laptops).

Normal routine cleaning of outdoor areas, such as playgrounds and parks, should be performed.

High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.

Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
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- Do not disinfect sidewalks and roads.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.
- Establish a disinfection routine so that common areas (e.g., lobby) can be cleaned and disinfected before and after students arrive and before and after students leave.
  - Disinfect all surfaces and commonly touched equipment (e.g., computer stations).
  - Consider using a checklist or audit system to track when and how cleaning is conducted.
  - Seating, doors, restrooms, common areas, etc. should be disinfected at the end of each day.
  - Do not use wet rag approach (use disposable products instead).
- Use disposable paper towels or other artifacts to wipe surfaces clean. Hard surfaces can air dry rather than wiping.
  - Ensure disinfection protocols follow product instructions for application and contact time.
- All cleaning supplies should be kept in a secure location that is not accessible to students.
- Use gloves when handling and removing trash and wash hands after touching garbage bags or trash cans.
- Refer to CFOC guidance for national standards for cleaning, sanitizing and disinfection of educational facilities for children.

Restrooms

- If possible, assign bathrooms so each class group has their own bathroom. Otherwise, permit scheduled bathroom breaks to limit mixing of class groups (bathrooms may be used at other times by the students as well, on an as needed basis).
- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if possible.
- Place a trash can by the door if the door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
  - If a key is used, it too should be disinfected after each use.
- Place signs above toilet lids (if present) to indicate that they should be closed before flushing.
- Encourage students, faculty, and staff to wash their hands before and after using the restroom; place signage when appropriate.
- Provide paper towels and air dryers in restrooms.
  - The WHO and CDC currently state that hands can be dried using a paper towel or hand dryer.
  - However, the use of touch or push hand dryers is discouraged due to possible surface contamination. If hand dryers are used, consider touchless devices.
- Work with HVAC professionals to ensure that bathrooms are well ventilated.
- Double efforts to keep bathrooms clean and properly disinfected. Maintain a record of sanitary work practices to ensure that this is performed routinely.

Cafeterias and Food Preparation

- Eliminate shared common areas for dining (i.e. cafeterias) and consider delivering or serving boxed meals and snacks directly to classrooms instead.
- To the extent possible, for snacks and meals provided by the school, pre-packaged boxes or bags should be used, rather than “buffet” or other family-style food serving.
- Food preparation areas and equipment should be cleaned and disinfected on a daily basis (at a minimum); after cleaning, cutlery and dishware should be stored to prevent contamination.
– The outside of dishwashers should be cleaned at the beginning and end of each shift.
– All silverware and dishware should be cleaned in the dishwasher, when available.
– If silverware and dishes cannot be kept clean and covered, disposable options are recommended.
– Install touchless water/beverage faucets when possible. Non-touchless water/beverage faucets should be disinfected throughout the day. Water fountains, where the users’ mouth is in close proximity to the beverage source, should not be used.

– Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.

• When preparing food for students, providers must first wash their hands and then wear food-safe disposable gloves and a mask/face covering. Food service and preparation should follow FDA guidance.

• All students, faculty, and staff must wash their hands before and after eating.

• Prior to and after meal or snack times, tables must be thoroughly cleaned and disinfected with an EPA-registered household disinfectant approved for use against the virus causing COVID-19, which are listed here. Diluted bleach (sodium hypochlorite) (5 tablespoons per gallon of water/4 teaspoons bleach per quart of water) can also be used for suitable surfaces according to the CDC, following the manufacturer’s guidance for usage and ensuring adequate ventilation.

• Students, faculty, and staff should not share utensils, food, snacks, or drinks.

• For younger students who require assistance with feeding, faculty and staff must wash hands and put on disposable gloves. These gloves should be removed immediately after feeding, followed by hand washing.

**Face Coverings**

• Face coverings should be worn by students, faculty, and staff as feasible, and at all times in common areas. Face coverings are most essential in times when physical distancing is not possible, although face coverings are not a substitute for physical distancing.

  – Provide disposable or washable face coverings to students, faculty, and staff (if possible).

  – Teach and reinforce proper use and removal of disposable masks or cloth face coverings to all students, faculty, and staff.

  – Information should be provided to all on proper washing of cloth face coverings.

  – Students, faculty, and staff should be frequently reminded not to touch their mask/face covering and to wash their hands frequently.

  – Consider enlisting student, faculty, or staff leadership to serve as mask/face covering ambassadors, by carrying face coverings and distributing them to those not wearing face coverings when at school.

• Additional information on cloth masks can be found on CDC’s website.

• Cloth face coverings may prevent people who do not know they have the virus from transmitting it to others; these face coverings are not surgical masks, respirators, or personal protective equipment (PPE). Homemade face coverings primarily protect others, not yourself.

• Cloth face coverings should NOT be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

• If a school chooses to provide an N95 respirator to an employee, please fully consider all the potential OSHA requirements. If your faculty or staff does not have experience in using PPE, the CDC has
recommended sequences for donning and doffing PPE. Cloth face coverings should NOT be worn by babies and children under age two because of danger of suffocation.

Student, Faculty, and Staff Wellness

- Communicate to students, faculty, and staff the importance of being vigilant for screening themselves for symptoms and staying in touch with the school nurse if or when they start to feel sick.
- Establish routine, daily wellness health checks on arrival (such as temperature screening and symptom screening of students, faculty, and staff). Conduct screenings safely, respectfully, and with measures in place to ensure confidentiality, as well as in accordance with any applicable privacy laws or regulations:
  - Consider establishing a system to perform daily temperature checks (using teaching aids, administrative staff, teachers, etc.) to ensure that anyone with a fever is not admitted to the school. Additional screening information/guidance can be found on the CDC website.
  - Perform a visual inspection for other signs of illness (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, cough, sore throat, nasal congestion, runny nose).
  - Persons who have a fever of 100 deg F (38ºC) or above, or other signs of illness should not be admitted to the school.
- Have a written protocol to follow if someone is sick; train faculty and staff on this protocol prior to resuming classes.
  - Options for daily health check screenings are provided in CDC's General Business FAQs for screening individuals.
  - This written protocol should include contact tracing.
  - Sick students, faculty, and staff should be kept separate from well students, faculty, and staff until they can return home.
- Stagger staff shifts, start times, and break times (as feasible).
- Ask students, faculty, and staff to consider the following if they commute to work using public transportation:
  - Wear masks or face coverings and disposable gloves while riding on public transportation.
  - Maintain as much distance as possible between themselves and others.
  - If available, use other forms of transportation.
  - Change their commute time to less busy times when possible.
  - Wash or sanitize their hands as soon as possible after their trip.
- Provide students, faculty, and staff with adequate time and access to soap, clean water, and single use paper towels for handwashing.
  - Consider installing a portable handwashing station at the entrance of every classroom. Repeatedly train students, faculty, and staff on effective handwashing.
  - Remind them to wash their hands often, ideally at least one time per hour and before and after handling food or garbage or using the restroom, with soap and water for at least 20 seconds.
  - If soap and water are not available, they should use hand sanitizer with at least 60% alcohol.
  - Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices.
- Remind students, faculty, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.
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Post signs and reminders at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette. This should include signs for non-English speakers, as needed. Consider using infographics and frequent verbal trainings for those who cannot read.

- Remind students, faculty, and staff if someone coughs or sneezes, they should cover their mouth and nose with a tissue or use the inside of their elbow.
- Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer.
- Use no-touch waste receptacles when possible.
- Learn more about coughing and sneezing etiquette.

- Remind employees that people may be able to spread COVID-19 even if they do not show symptoms.

- Consider all close interactions (within 6 feet) with students, faculty, staff, and others as a potential source of exposure.

Training

- The school should notify faculty and staff of new workplace policies and changes prior to reopening and upon resuming operations.

- Faculty and staff should be trained on new or modified working schedules, how they can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises.

- Faculty and staff should receive, at minimum, awareness training on cleaning and disinfection products used in the workplace following OSHA Hazard Communication Standards. For employees who will use disinfectants and cleaners, training should also include proper use, PPE, disposal, and all precautionary measures.

- Health checks and reporting requirements of individuals infected with COVID-19 should be explained to faculty and staff prior to reopening and again once operations have resumed.

- Faculty and staff should evaluate their health constantly; if they are sick, have a fever, symptoms, or someone at home is sick then they should remain home. NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.

Waste and Laundering

- Single-use items and used disinfection materials can be treated as regular waste, following regular safety guidelines.

- Any reusable cloth materials can be washed with detergent and dried on the highest temperature setting for the fabric.

- Ensure all commercial laundry services are aware of the potential for COVID-19 exposure before laundering.

Communication

- Communicate to the teachers, staff, students (when appropriate), and families about what is being done to mitigate the spread of COVID-19.

- (e.g., disinfection routine, health policies for staff, physical distancing, and health and safety measures in place).

- Consider communicating the visible symptoms of COVID-19 exposure.

- Platforms for verbal/written communication can include the use of social media, websites, and posting information on indoor/outdoor bulletins.

- Upon arrival and throughout the day, communicate the importance of good personal hygiene to students (i.e., hand washing, covering nose and mouth when sneezing or coughing, not sharing food, etc.).
**Other Control Measures**

- Consider scheduling an extended winter break or implementing remote learning between late November through January and extending the school year further into June to minimize in-person congregating during peak flu season.

- Although perhaps not necessary if hand-washing protocols are rigorously followed, consider providing disposable gloves to staff, especially when cleaning and disinfecting the building, removing waste materials, and cleaning the restrooms.
  - If gloves are worn, they must be changed regularly and they are not a substitution for hand-washing.
  - Remove or replace any gloves that are torn or damaged. Users should check their gloves frequently to avoid exposure.

- Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative staff coverage, and monitor and track COVID-19 related staff absences.

- Stay informed about local COVID-19 information and updates in your geographic area.

**What should a school Employee do to protect themselves and students attending school?**

- Evaluate your health constantly. If you are sick, stay home. If you have a temperature, stay home. If someone at home is sick or you came into contact with someone who became sick, stay home. If you have allergies or other medical illness, stay home.
  
  **NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.**

- Wear a face covering when in public and during the workday, and maintain physical distancing with students, parents, and other family members during drop-off and pick-up.

- Wash your hands when you arrive at work, throughout the day after various activities (e.g., before and after preparing food, before and after administering medication, after handling garbage, after using the bathroom or helping a child to do so, etc.), after touching your face covering, when you leave work, and when you arrive home.

- Let your employer know if you have concerns about the PPE that may be provided to you and that you are properly instructed on how to use it.

- Carry a disposable tissue; if you get the urge to sneeze or cough, cover your nose, mouth, and mask. Tissues should be immediately thrown away.

- Employees should use different bathrooms than the ones students use.

**What can Parents/Guardians/Caretakers do to minimize the transmission of COVID-19?**

- Evaluate you and your child’s health constantly. If either of you are sick, stay home. If either of you have a temperature, stay home. If someone at home is sick or you came into contact with someone who became sick, stay home and keep your child home too. If you have allergies or other medical illnesses, stay home.

- Communicate to the school and local health department if a student or a family member has been diagnosed with or in contact with someone diagnosed with COVID-19.

- Consistent with applicable federal, state, or local privacy and confidentiality laws (such as the Family Educational Rights and Privacy Act (FERPA)), parents/caretakers/guardians should inform the school if they or their child has been diagnosed with or in contact with someone diagnosed with COVID-19.

- Wear a face covering when out in public and maintain physical distancing (maintain 6-feet of separation from others) during drop-off and pick-up.
Wash your hands throughout the day, after drop-off, and before pick-up (if feasible), and after touching your face or face covering.

Carry a disposable tissue; if you get the urge to sneeze or cough, cover your nose, mouth, and mask. Tissues should be immediately thrown away.

Resources

- Association for Early Learning Leaders
- CDC General Business Frequently Asked Questions website.
- CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs.
- CDC Guidance for Schools and Child Care Programs.
- CDC Cleaning and Disinfection for Community Facilities.
- CDC Cleaning and Disinfecting Your Facility Every-day Steps, Steps When Someone is Sick, and Considerations for Employers.
- CDC K-12 Schools and Child Care Programs: FAQs for Administrators, Teachers, and Parents.
- CDC COVID-19 and Children FAQ.
- CDC Schools and Child Care Programs: Checklist for Teachers and Parents.
- CDC Guidance for Child Care Programs that Remain Open - Supplemental Guidance.
- CDC Talking with Children about Coronavirus Disease 2019.
- CDC Considerations for School Closure.
- WHO Key Messages and Actions for COVID-19 Prevention and Control in Schools.
- The EPA has developed a list of disinfectants for use against SARS-CoV-2.
- ASHRAE has a list of COVID resources for commercial buildings.
- AIHA’s Indoor Environmental Quality Committee developed these guidance documents about re-opening and cleaning buildings after closures due to COVID-19: Recovering from COVID-19 Building Closures and Workplace Cleaning for COVID-19.
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Disclaimer

AIHA is not legally responsible and shall be held harmless from all claims, causes of action, and demands, whatsoever, any third party may incur on account of damage, loss or injury resulting from adhering to these guidelines.

These guidance documents were primarily developed for those smaller business that don’t have readily available occupational health and safety resources, and designed to help business owners, employers, employees and consumers implement science-backed procedures for limiting the spread of the coronavirus. They are subject to any local, state, or federal directives, laws, or orders about operating a business and should only be used if they do not conflict with any such orders. These documents are subject to revision and shall be updated accordingly.

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About Occupational Health and Safety Professionals
Occupational health and safety (OHS) professionals (also known as industrial hygienists) practice the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers’ injury or illness. Through a continuous improvement cycle of planning, doing, checking and acting, OHS professionals make sure workplaces are healthy and safe.

Get additional resources at AIHA's Coronavirus Outbreak Resource Center.

Find a qualified industrial hygiene and OEHS professionals near you in our Consultants Listing.

| backtoworksaferly.org
Periodically scan this QR Code to check if any new versions of AIHA’s guidance documents have been posted, as well as to find guidance documents for other businesses and industries.