NURSE/MAIN OFFICE

The main office and nurse's office are two areas that present a risk of transmission. Many visitors will be entering the main office and precautions should be taken to protect the health of office personnel while sick students will visit the nurse's office necessitating additional safety measures.

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TRIPLE S

STOP THE SPREAD

The following protocols are key to maximize health and safety and break the chain of transmission in the main office environment and nurse's office.

No Sharing

Office personnel should not share equipment like phones, computers, copiers, and staplers to reduce the risk of infection.

Staff Lounge

Before and after using appliances in the staff lounge, a staff member should use a wipe to disinfect the appliance and "touched" objects.

Hand Hygiene

The nurse's office should always have a wall mounted hand sanitizer dispenser as well as an adequate supply of hand soap.

Sick Students

All horizontal surfaces, especially those that may have been touched by a sick student, must be disinfected.

PERSONAL RESPONSIBILITY

Ensure there is a hand sanitizer dispenser at a central location in the area where the offices are located. Let individuals know they will be responsible for their own area. Each staff member should use a wipe when they first enter their office. Having staff members wipe their own furniture and office equipment negates the need to wipe multiple times and means the custodial professional will not need to disinfect the items on a nightly basis.

VISITING THE NURSE

- Set a disinfection protocol and ensure the nurse is effectively trained on the process and safety.

- The nurse should use disinfecting wipes or chemical disinfectant and microfiber cloths.

- The nurse is required to wash/sanitize her/his hands before and after taking care of a student.

- Ensure wipes and disinfectants that are used are appropriate for use on medical equipment.

- Isolation curtains are recommended to separate sick students from each other.