

PANDEMIC INFLUENZA TOOL KIT

FOR

Your School District

**September
2006**



This model plan was developed as a project of
USDOE ERCM Grant #Q184E050050

www.schoolguard.org

SCHOOL DISTRICT INFORMATION

RECOMMENDED PDFs (See PDF Section)

- Stopping Germs at Home, Work and School
- Characteristics and Challenges
- How Does Seasonal Flu Differ from Pandemic Flu?
- Cover Your Cough
- Germ Free Zone
- Healthy Habits Help Keep Your Family Well
- Be a Germ Stopper
- Stopping The Flu Is Up To You – English
- Stopping The Flu Is Up To You – Spanish
- Keep Our School Healthy
- Stop Disease - Spanish

Pandemic Flu Checklist for Local Educational Agencies in California

Pandemic flu starts when a new flu virus develops and begins to spread around the world. Right now, there is no pandemic flu. But experts believe the current virus that is now seen in birds (avian flu) could change into a virus that can be transferred from person to person. That may lead to a pandemic. There are steps that individuals, families, and communities (including schools) can and should take to prepare.

Schools must help protect the health and safety of staff and students. Experts believe that up to 30 percent of the population may be sick at the same time. When pandemic flu occurs, there will likely be NO VACCINE for the first six months of the pandemic, and anti-viral medication will be in very limited supply. To control the spread of illness, social distancing, such as closing schools and having people stay at home, will be the primary approach to preventing the spread of the flu virus. Schools may have to be closed for a few weeks to a month or more if there is an outbreak of flu in the area.

We hope that the following checklist will help schools and before- and after-school programs plan for a possible flu pandemic. Please note that a separate checklist for child care agencies and preschools is available at [cite URL]. Not everything on this list will apply to every school and before- and after-school program. This list will serve as a guide to schools and before- and after-school programs as they develop their own plans. It is important for all schools and before- and after-school programs to communicate with and know the roles and policies of local agencies, such as the local health department and local office of emergency services. Both of these agencies will have important roles if there is a pandemic.

1. Mitigation and Prevention:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1.1 Identify or create a countywide, district wide, or regional committee to provide guidance regarding pandemic flu preparations to district school sites, including charter schools and private schools. The committee should include (if available):</p> <ul style="list-style-type: none"> • District administrators from instructional departments • District administrators from operations departments, such as custodial supervisor, human resources director, information officer, information technology/computer specialist, legal adviser, risk manager, and transportation director • Site administrators • School nurse/health services administrator • Adult education director • Food services director

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Charter school representative • Private school representative • Before- and after-school program providers • Local health department representative¹ • Mental health professional • Teachers • Parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2 Review communicable disease policies as well as district and school emergency/crisis response and safe school plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3 Determine if any additional policies or procedures are needed. ²
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4 Develop procedures for communicating with the local health department and the media during normal and emergency conditions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5 Prepare for the possibility of schools functioning with up to 30 percent of all school staff absent. ³
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.6 Assess the financial impact of alternate scheduling, school closures, and before- and after- school programs closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.7 Assess the requirements of medically fragile students and students with special needs and incorporate the requirements into the emergency/pandemic response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.8 Develop communication and dissemination plans for staff, students, and families, including information about schedule changes, busing changes, and possible school closures. ⁴

¹ This person should be the health officer or local health department designee who is the authority responsible for declaring a public health emergency and who will activate the district's pandemic influenza response plan in the event of a pandemic. (Find a list of local health officers at <http://www.dhs.ca.gov/cclho/default.htm>.)

² For example, policies regarding staff and student absences (non-punitive), sick leave, infirmaries for temporary placement of ill students, and transporting ill students.

³ High rates of absenteeism may be clustered by neighborhood or may occur district- or countywide. Look at alternatives, such as staggered school times, changes in busing, and telecommunications, and develop a substitute pool list for *all* levels and types of staff.

⁴ Possible avenues of communication may include automated phone messages, e-mail, Web sites, text-messaging, local media outlets, and cable television.

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.9 Develop information about alternative instructional delivery systems and communicate that information to staff, students, and families to ensure that students continue to receive instruction and academic credit in the event of school closures. ⁵
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.10 Identify school-based individual(s) to work with the local health department pandemic planning committee on the possible need for school sites to help meet temporarily the health-related needs of the community. ⁶
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.11 Identify strategies to provide meals for those children who rely on school meals as their primary source of daily nutrition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.12 Identify school-based individual(s) to educate all staff, including before- and after-school program staff, about pandemic flu and the school plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.13 Identify school-based individual(s) to educate students, staff (including before- and after-school program staff), and parents about washing hands, following hygiene/cough etiquette, obtaining seasonal influenza vaccine, and staying home when sick.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.14 Identify individual(s) to ensure (1) each room has adequate supplies of soap/water/paper towels or waterless hand sanitizer for hand washing and receptacles for disposal; and (2) basic hygiene supplies are replaced daily and trash is disposed of daily.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.15 Distribute and display “Stop the Spread of Germs” posters in each classroom. Posters are downloadable at http://www.cdc.gov/flu/protect/covercough.htm and http://www.cdc.gov/germstopper/materials.htm .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.16 Identify individual(s) to educate families about pandemic flu and the school plan. Family resources are available online at http://pandemicflu.gov/plan/tab3.html and http://pandemicflu.gov/planguide/checklist.html .

⁵ Develop procedures to ensure continuity of instruction (e.g., Web-based distance instruction, e-mailed lessons and assignments, automated phone messages, print media, cable television).

⁶ For example, school may be designated as a contingency hospital, vaccination center, casualty collection site/temporary morgue, site for feeding vulnerable populations (keeping in mind that not all schools have kitchens). Community may also need to utilize the LEA’s healthcare and mental health staff, etc.

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.17 Anticipate the potential fear and anxiety of staff, students, and families due to rumors and misinformation and plan communications accordingly. Consider developing key messages for various scenarios.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.18 Identify school-based individual(s) to implement a tabletop exercise/drill to practice the emergency/pandemic response plan.

2. Preparedness:

Completed	In Progress	Not Started	
			In addition to the steps listed above:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Continue educating staff, families, and students on pandemic flu prevention and school plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2 Identify the district and school site staff chain of command in case of illness. Establish a backup chain of command if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3 Develop a continuity of operations system for essential central office functions, including payroll, custodial service, waste management, food service, transportation, and facility maintenance (including daily cleaning of student and staff restrooms, kitchen and dining areas, and classrooms).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4 Review procedures for communicating with staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.5 Identify the languages spoken by the student population, including the communicatively disabled (such as students who are blind or deaf), and the information to be translated into those languages.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.6 Identify and recruit translators; translate information into template form so only minor changes will need to be made later. Recruit and train a pool of interpreters who can help deliver public announcements to students and families when a pandemic occurs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.7 Review policies and procedures for identifying ill students and staff, isolating them as necessary, and sending them home.

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.8 Use prevention strategies ⁷ now for reducing the spread of germs this flu season; look at results to gauge how these efforts are working and what more will need to be done in the event of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.9 Preplan for recovery: Identify and prescreen health and grief service providers, develop template letters, and provide training for school staff regarding grief and possible health problems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.10 Identify or develop educational materials for families and staff on topics such as how to support their student with recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress.

3. Response:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Track the number of staff and students absent daily.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Report to the district office and to the local health department the number of students absent if it is over ten percent of the student population or as requested.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Finalize the information that needs to be communicated to staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 Have translators review information templates and finalize the written and oral information that will be provided to non-English-speaking families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5 Hold staff meeting(s) to provide information on the extent of infection at the school site and potential changes that may take place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6 Conduct timely debriefings with the district wide and/or community pandemic committee to identify lessons learned and make necessary changes to the response plan.

4. Recovery:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Mobilize the district crisis recovery team that provides emotional-psychological support. If there is a loss of life

⁷ Teach and practice hand washing and hygiene/cough etiquette. Although annual flu vaccine does not protect against pandemic flu, health officials recommend encouraging students, staff, and families to obtain seasonal influenza vaccine and to stay home when sick.

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	in the school community, establish the location of a “safe room” for counseling services to be provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.2 Hold staff meetings and provide information on the extent of pandemic flu in the community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.3 Provide staff with information on activities that may assist students and inform staff of the signs and symptoms of emotional distress to watch for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.4 Announce counseling support services available to faculty and staff. Utilize employee assistance programs for assistance in coping with loss and stress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.5 Announce counseling support services that are available to students and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.6 Provide rest places for those staff and students who tire easily.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.7 Make educational materials available to families and staff on topics such as how to support their student with recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.8 Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop school and community resources to provide these services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.9 Assign staff to monitor the effects of cumulative stress on caregivers, such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.10 Consider offering school-based health and mental health services, if available, by community, university, or public/nonprofit mental health agencies and identify funding to support these services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.11 Modify work roles and responsibilities or add volunteer or support staff as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.12 Follow up with student referrals made to community agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.13 Conduct debriefings with the crisis recovery team.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.14 Document “lessons learned” and incorporate them into revisions and training.

References:

Centers for Disease Control and Prevention, "Child Care and Preschool Pandemic Influenza Planning Checklist." <http://www.pandemicflu.gov/plan/preschool.html>

Centers for Disease Control and Prevention, "School District (K-12) Pandemic Influenza Planning Checklist." <http://www.pandemicflu.gov/plan/schoolchecklist.html>

Tacoma/Pierce County Health Department, "Pandemic Flu Model Plan—Planning Tool for Schools." <http://www.tpchd.org/files/library/a4eaa3b511a9687a.pdf>

U.S. Department of State, "Pandemic Response Matrix." <http://www.state.gov/m/a/os/c17204.htm>



PUBLIC HEALTH INSTRUCTIONS DURING A PANDEMIC FLU

Throughout a pandemic flu, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what local County Department of Health Services may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic flu to limit the spread of the disease.

AVOID LARGE GROUPS

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic flu these kinds of events could be cancelled because large gatherings of people help spread the flu virus.

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or Quarantine instructions.

ISOLATION is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.



DISASTER SERVICE WORKER STATUS FOR ALL SCHOOL EMPLOYEES

In the event that a Pandemic Outbreak requires the closure of all schools for an extended period of time, an emergency would likely be declared by Local, State or Federal officials. Under these circumstances, all school employees could be called into service for a variety of functions.

All public employees are designated as Disaster Service Workers under California Government Code 3100. This means that during a declared Local, State or National emergency, school employees may be asked to assist local agencies, such as the Red Cross, in their response efforts. This is an obligation of all public employees by law and failure to serve in this role when asked can result in being charged with a misdemeanor and could even result in the loss of teaching certification.

Because of this legal obligation, it is important to make sure you have a family plan at home in the event that you are asked to remain at your school. Employees with obligations that require them to return to home, such as caring for young children or elderly adults must make this known to school administrators for consideration.

See the attached Frequently Asked Questions for more information.



FAQs about being a DISASTER SERVICE WORKER

An excerpt from California Government Code Section 3100-3109 states:

“It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war- caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance... in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...”

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...”

What does the term, “disaster service” mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act.*

Who are disaster service workers?

All public employees are disaster service workers. Public employees are persons employed by any county, city, state agency or public district.

What is the scope of duties of the disaster service worker?

Disaster service workers shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency.

How are disaster service worker activities assigned?

Disaster service worker activities are assigned to employees by their superiors or by law enforcement personnel to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation that is referred to in the government code?

Prior to employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution.

When do public employees take and subscribe to the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

Do disaster service workers get paid?

Disaster service workers get paid for their disaster-related activities only if they have taken and subscribed to the oath or affirmation.

Can a disaster service worker be sued for actions that occur while they are performing disaster services?

Disaster service workers for non-profit organizations and governments cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if a disaster service worker is injured while performing the functions of their assigned duties?

Claims sustained by disaster service workers while performing disaster services will be filed as workers compensation claims under the same authorities and guidelines as all employees within their agency.

For additional information about Disaster Service Workers, you can visit the following websites:

*** California Emergency Services Act**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

California Government Code 3100-3109

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>

The California Constitution oath or affirmation

http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/\\$file/Ch2.3_%20DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20DSW.pdf)

In the event of a Pandemic, check with your local County Public Health Services for information on local plans. Visit the Department of Human and Health Services website at: www.pandemicflu.gov or the WHO website at: <http://www.who.int/en/> for up-to-date information on countries that have been affected by Avian Flu.



Avian Flu Bird

Why worry about getting both human and bird flu viruses at the same time?

The mixing of human and Avian Flu viruses could produce a new type of flu to which humans have no defenses. It is possible that the new type would be easily passed from person to person, which could cause worldwide outbreak (pandemic) and even death.

If Avian Flu is identified in the U.S., these are things you can do to protect yourself

1. Always wash your hands after outdoor activities, such as playing in standing water, after picnicking.
2. Always cover your cough.
3. Avoid ill people.
4. Stay home when ill.
5. Avoid contact with wild birds, especially water birds.
6. Do not enter bird cages and chicken pens.

Bird Illness

How do chickens or other birds get Avian Flu?

- From direct contact with the saliva or droppings of infected birds
 - From contaminated feed, water, cages, equipment or clothing, like shoes of poultry workers.
- Indoor birds are safe from Avian Flu.

What are the symptoms of Avian Flu in birds?

- Lack of appetite and energy
- Swollen head, eyelids, comb, wattle and legs
- Purple wattle and comb
- Nasal discharge
- Sneezing and coughing
- Diarrhea
- Sudden death

Things you can do to protect your bird from Avian Flu:

1. Do not mix birds of unknown origin with existing pet birds.
2. Keep your birds in cages, hen houses or in a netted area to keep wild birds away.
3. Clean and disinfect your bird cage or hen house as necessary.

What is Avian Flu?

Avian Flu, also called bird flu, is a contagious respiratory disease that can infect humans as well as birds. It is caused by a flu-like virus. Avian Flu virus does not usually infect humans but a number of cases of human Avian Flu have occurred since 1997. As of August 2006, there are no human cases of Avian Flu in the U.S.

Chickens, ducks, geese and other wild water birds are especially at risk to get the disease. Avian flu can be deadly to both birds and humans.

What are the symptoms of Avian Flu in humans?

They are similar to those of the seasonal flu.

- Fever, cough, sore throat, muscle aches
- Severe respiratory illness like pneumonia

Some persons may show other symptoms like diarrhea, coma, encephalitis, and eye infections.

How is human Avian Flu spread?

Humans can get Avian Flu from contact with infected birds, contaminated surfaces, or standing pond water. Infected birds shed the virus in saliva and droppings. A person can catch the Avian Flu virus when an infected chicken coughs or sneezes onto the person's face, or by breathing in bird dropping particles.

The World Health Organization (WHO) reports that there have been limited person to person transmissions of the virus. The virus is not spread by eating cooked meat or eggs so there is no danger in eating cooked chicken, duck or other poultry.

What drugs are available for Avian Flu?

The effectiveness of antiviral drugs is unknown.

Is there a vaccine against human Avian Flu?

No. However, health care providers may give regular flu vaccine to high-risk groups such as poultry workers, to lessen the risk that they may become infected with both the human and bird flu viruses at the same time.

Visite el sitio de la OMS en: <http://www.who.int/en/> para ver información actualizada sobre los países afectados por la influenza aviar.



Gripe Aviar (Gripe de Aves)

¿Qué es la influenza aviar?

La influenza aviar, también conocida como gripe aviar, es una enfermedad respiratoria contagiosa que infecta a humanos y aves. Es causada por un virus similar al de la influenza. El virus de la influenza aviar no suele infectar a humanos, pero sí ha ocurrido cierto número de infecciones desde 1997. Hasta marzo de 2006 no se ha reportado ningún caso humano de influenza aviar en los Estados Unidos.

Gallinas, patos, gansos y otras aves acuáticas silvestres tienen un riesgo especial de contraer la enfermedad. La influenza aviar puede ser mortal para aves y para humanos.

¿Cuáles son los síntomas de la influenza aviar en humanos?

Son similares a los de la influenza común.

- Fiebre, tos, dolor de garganta y dolores musculares
 - Dificultades respiratorias severas como las de la neumonía.
- Algunas personas pueden presentar otros síntomas como diarrea, coma, encefalitis e infecciones oculares.

¿Cómo se transmite la influenza aviar en humanos?

Los humanos pueden contraer la influenza aviar a través del contacto con aves infectadas, superficies contaminadas o agua estancada. Las aves infectadas producen saliva y excrementos con el virus. Una persona puede contraer el virus si un pollo infectado tose o estornuda en su cara, o respirando partículas de excremento.

La Organización Mundial de la Salud (OMS) sigue estudiando si la influenza aviar puede transmitirse entre personas. El virus no se transmite por el consumo de carne o huevos cocidos. No existe riesgo por comer pollo, pato o cualquier otra ave cocida.

¿Qué medicinas están disponibles para la influenza aviar?

Se desconoce la efectividad de medicinas antivirales.

¿Existe una vacuna contra la influenza aviar?

No. Sin embargo, los proveedores de atención a la salud pueden dar vacunas contra la influenza común a los grupos de alto riesgo, como los trabajadores avícolas, para disminuir el riesgo de que contraigan el virus de la influenza aviar y el de la influenza humana a la vez.

¿Por qué preocuparse de contraer el virus de la influenza aviar y el de la influenza humana a la vez?

La mezcla de los dos virus podría producir un nuevo tipo de influenza para el que no tenemos defensas. Es posible que el nuevo tipo pudiera transmitirse fácilmente de persona a persona y que desatara una infección mundial (pandemia) e incluso una muerte masiva.

Si se detecta la influenza aviar en los Estados Unidos, éstas son algunas medidas que puede tomar para protegerse:

1. Lávese las manos siempre después de realizar actividades en exteriores, como jugar en agua estancada o tener un picnic.
2. Cubra siempre sus estornudos.
3. Evite el contacto con personas enfermas.
4. Permanezca en casa cuando esté enfermo.
5. Evite el contacto con aves silvestres, especialmente aves acuáticas.
6. No entre en jaulas y corrales de aves.

Enfermedades de aves

Cómo contraen la influenza aviar las gallinas u otras aves?

- Por el contacto directo con la saliva o excremento de aves infectadas
- Por alimento, agua, jaulas o equipo contaminado. O por contaminación en la vestimenta de los trabajadores avícolas. Las aves que se mantienen en interiores están a salvo del virus.

¿Cuáles son los síntomas de la influenza aviar en aves?

- Pérdida de apetito y falta de energía
- Cabeza, párpados, cresta, barbilla y piernas hinchadas
- Cresta y barbilla moradas
- Goteo nasal
- Estornudos y tos
- **Diarrea**
- Muerte súbita

Medidas que puede tomar para proteger a su ave de la influenza aviar:

1. No mezcle aves de un origen desconocido con mascotas actuales.
2. Mantenga a sus aves en jaulas, corrales o áreas enrejadas para mantener alejadas a las aves silvestres.
3. Limpie y desinfecte la jaula o corral para aves según sea necesario.

CSBA Sample Board Policy

Students

BP 5141.22(a)

INFECTIOUS DISEASES

Note: The following **optional** policy may be modified to reflect district practice.

The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.

Infectious Disease Prevention

Note: In order to help protect the safety of students and staff, the Centers for Disease Control and Prevention recommend that districts develop contingency plans for dealing with an infectious disease outbreak, such as a pandemic influenza. These contingency plans should be incorporated into the district's emergency and disaster preparedness plan. See AR 3516 - Emergencies and Disaster Preparedness Plan.

The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.

(cf. 1020 - Youth Services)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - Student Health and Social Services)

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs are based on the most up-to-date information.

The Superintendent or designee shall ensure that the district's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of blood borne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)

INFECTIOUS DISEASES (continued)**Universal Precautions**

Note: Pursuant to 8 CCR 5193, employers with one or more employees having occupational exposure to blood borne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials; see BP/AR 4119.42/4219.42/4319.42 - Exposure Control Plan for Blood borne Pathogens for a detailed exposure control plan and BP/AR 4119.43/4219.43/4319.43 - Universal Precautions. The following **optional** section addresses the need for students to follow similar procedures.

Students and staff shall observe universal precautions in order to prevent exposure to blood borne pathogens and to prevent the spread of infectious diseases.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Blood borne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

(cf. 5141 - Health Care and Emergencies)

(cf. 6145.2 - Athletic Competition)

Students with Infectious Diseases

Note: In Thomas v. Atascadero Unified School District, a federal court held that AIDS is a disability under Section 504 of the Rehabilitation Act (29 USC 794) and that a student with AIDS cannot be excluded from school without evidence that the student poses a risk of transmission of the HIV virus to classmates or teachers. The following paragraph extends this protection to students with any blood borne pathogen infection. 8 CCR 5193 defines blood borne pathogens to include the hepatitis C virus in addition to hepatitis B virus and HIV.

See AR 5111.2 - Exclusion from Attendance for information regarding exclusions, including notification of parents/guardians.

The Superintendent or designee shall exclude students only in accordance with law, Board policy, and administrative regulation. Because blood borne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 6164.6 - Identification and Education Under Section 504)

Note: The following **optional** paragraph encourages parents/guardians to notify the school if their child has an infectious disease so that staff can assist in maintaining the child's health. However, it's important to note that the law does not require parents/guardians to inform school officials of a student's HIV/AIDS status; thus, a student cannot be penalized because the parent/guardian did not provide such notification.

INFECTIOUS DISEASES (continued)

Both Federal and State law (20 USC 1232g and Education Code 49060-49069) require that student health information remain confidential. In the event that a parent/guardian authorizes the district to disclose the fact that the student has an infectious disease, such as the student's HIV status, it is recommended that any decision to inform staff should be made by the Superintendent or designee, the student, and his/her family, in consultation with district legal counsel.

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

*Legal Reference:*EDUCATION CODE

48210-48216 *Persons excluded*

49073-49079 *Privacy of pupil records*

49403 *Cooperation in control of communicable disease and immunization of pupils*

49405 *Smallpox control*

49406 *Examination for tuberculosis (employees)*

49408 *Information of use in emergencies*

49602 *Confidentiality of student information*

51202 *Instruction in personal and public health and safety*

CALIFORNIA CONSTITUTION

Article 1, Section 1 *Right to Privacy*

CIVIL CODE

56-56.37 *Confidentiality of Medical Information Act*

1798-1798.76 *Information Practices Act*

HEALTH AND SAFETY CODE

120230 *Exclusion for communicable disease*

120325-120380 *Immunization against communicable diseases*

120875-120895 *AIDS information*

120975-121022 *Mandated blood testing and confidentiality to protect public health*

121475-121520 *Tuberculosis tests for pupils*

CODE OF REGULATIONS, TITLE 8

5193 *California blood borne pathogens standard*

CODE OF REGULATIONS, TITLE 17

2500-2511 *Communicable disease reporting requirements*

UNITED STATES CODE, TITLE 20

1232g *Family Educational and Privacy Rights Act*

1400-1482 *Individuals with Disabilities Education Act*

Legal Reference continued: (see next page)

INFECTIOUS DISEASES (continued)

Legal Reference continued:

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

COURT DECISIONS

Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 376

Management Resources:

CSBA PUBLICATIONS

Saving Lives: AIDS Issues for California Schools 1994, rev. 2006

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic Flu Resources:

http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

U.S. Government Pandemic Flu Information: <http://www.pandemicflu.gov>

(3/93 7/99) 7/06

Policy Reference UPDATE Service

Copyright 2006 by **California School Boards Association**, West Sacramento, California 95691

All rights reserved.

Reprinted with permission of CSBA

CSBA Sample Administrative Regulation

Students

AR 5141.22(a)

INFECTIOUS DISEASES

Note: The following **optional** regulation may be modified to reflect district practice.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Universal Precautions in the Classroom

Note: The following standards are based upon the universal precautions required for use by employees pursuant to 8 CCR 5193 and should be modified to reflect district practice.

Before students work with blood, blood products, or other body fluids, the teacher shall explain the potentially hazardous nature of blood and body fluids in the transmission of various agents from one person to another and the specific procedures and safety precautions to be used in the lesson.

The following precautions shall be used when students are working with blood or other body fluids:

1. Before and after exposure to blood or other body fluids, students shall wash their hands with soap and water and cover any existing cut, wound, or open sore with a sterile dressing.
2. Students shall wear gloves or other personal protective equipment as appropriate.

(cf. 5142 - Safety)

3. Blood typing or similar experiments may be conducted by teacher demonstrations. When being performed individually, students shall work with their own blood or use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.
 - a. Students shall use individual sterile lancets for finger punctures and shall not reuse them.
 - b. Before the finger is punctured, it shall be wiped with a piece of cotton that has been immersed in alcohol.
 - c. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.

INFECTIOUS DISEASES (continued)

4. Lancets and any other materials contaminated with blood or body fluids shall be discarded into a solution consisting of one part bleach to 10 parts water (1:10), made fresh daily.
5. At the end of the class, surfaces shall be wiped with alcohol or a solution of one part bleach to 10 parts water.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Blood borne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.93 - Science Instruction)

(6/88 7/99) 7/06

Policy Reference UPDATE Service

Copyright 2006 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

Reprinted with permission of CSBA

CSBA Sample Board Policy

Business and Non-instructional Operations

BP 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Note: 5 CCR 560 **mandates** the Board to adopt policy for use by district schools in formulating individual civil defense and disaster preparedness plans.

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

Note: Education Code 32282 requires that emergency procedures be incorporated into the comprehensive school safety plan; including earthquake emergency procedures (see AR 3516.3 - Earthquake Emergency Procedure System and AR 0450 - Comprehensive Safety Plan).

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

Note: The U.S. Department of Education has published Practical Information on Crisis Planning, which is available on its web site, to provide guidance for schools in developing crisis plans. This document recommends that districts work with city and county emergency planners to help integrate resources and that school staff participate in local emergency planning so that the district perspective is addressed by the local government. In addition, as part of the Pandemic Influenza Planning Checklist, the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that local public health administrators be involved in the district's planning process.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

Note: Government Code 8607 and 19 CCR 2400-2450 created the Standardized Emergency Management System (SEMS). While SEMS must still be used to coordinate emergency operations, by 2006, pursuant to an Executive Order signed by the Governor, each local agency must integrate the National Incident Management System (NIMS) with the SEMS. Districts should work with their local office of emergency services to assist with this integration.

In order to be eligible for reimbursement of response-related personnel costs due to a Governor-proclaimed disaster, each district must follow the SEMS Guidelines to coordinate multiple-jurisdiction or multiple-agency operations. The guidelines urge districts to formally adopt policy language giving clear direction to staff to meet SEMS requirements. Districts may contact their Office of Emergency Services regional office for more information.

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

Note: Education Code 32282 requires that emergency procedures be incorporated into the comprehensive school safety plan, including a procedure to allow the use of school facilities for mass care and welfare shelters during disasters or other emergencies. See AR 0450 - Comprehensive Safety Plan.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference: (see next page)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

School Emergency Response: Using SEMS at Districts and Sites, June 1998

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:

http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning: <http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

(6/96 11/04) 7/06

Policy Reference UPDATE Service

Copyright 2006 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Reprinted with permission of CSBA

CSBA Sample Administrative Regulation

Business and Non-instructional Operations

AR 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Components of the Plan

Note: The following administrative regulation should be modified to reflect district practice.

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

Note: As part of its Pandemic Influenza Planning Checklist, the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that a district's emergency and disaster preparedness plan include procedures for dealing with medical emergencies, such as a pandemic flu outbreak.

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students
- b. Procedures for evacuation of students and staff, including posting of evacuation routes

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

Note: Although loading a school bus in excess of capacity is generally prohibited, Education Code 39834 allows the Board to adopt a policy or rule permitting such overloading for the evacuation of students in case of an emergency, as provided in the following paragraph.

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

- e. Provision of a first aid kit to each classroom
- f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

- g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

- a. The impact on student learning and methods to ensure continuity of instruction
- b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

- a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

- b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 - District and School Web Sites)

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
- d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

- a. Development of guidelines for law enforcement involvement and intervention
- b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

(6/96 11/04) 7/06

Policy Reference UPDATE Service

Copyright 2006 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

Reprinted with permission of CSBA

SURVEILLANCE AND REPORTING



Surveillance and Reporting

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Schools are provided with the following information to monitor the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from an influenza-like illness
- Reporting form(s) to submit to the designated agency via fax. *This information will be collected from all schools and submitted in a single report to the local County Dept. of Health Services.*
- Sample Attendance Log to document flu-related absences to document need to apply for an Average Daily Attendance Waiver



Definition of Surveillance Levels

Standard Surveillance

No flu activity reported in the community (flu season)

- Monitor daily attendance for increased reports of absence due to flu-like illness
- Do not report absences to the designated agency unless greater than 10%

Heightened Surveillance

Flu activity reported in the community (less than 10% school absenteeism due to flu-like illness)

- Monitor daily attendance for flu-like illness/absences
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms
- Log absences due to flu-like illness
- When directed, send **weekly** absence report (via fax) to the designated agency

Intensive Surveillance

High number of flu illness reported in the community (10% or greater school absenteeism due to flu-like illness)

- Monitor daily attendance and log absences on log sheet
- Continue morning 'flu check'
- When directed, send **daily** absence report (via fax) to the designated agency
- Begin preparation for potential school closure



Influenza Case Definition

The Centers for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

Fever of 101.5° degrees Fahrenheit or higher

AND ONE OF THE FOLLOWING

- Cough
- Sore throat
- Headache
- Muscle aches
- Other exposure factors such as travel to an area with recent outbreak of the flu

A student with flu-like symptoms must be sent to the office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter name of student on tracking log and report on the daily/weekly report form.

NOTE: When we know more about the H5N1 virus and what symptoms may be presented, additional information will be provided. There may be additional symptoms to those listed above that have yet to be identified.



WEEKLY FLU CENSUS

Once a flu epidemic has been confirmed, use this form to provide a weekly report about the number of students absent with flu-like illness to the designated agency. They will gather county-wide data to report to the local County Health Services Public Health Division's Communicable Disease Programs unit.

Flu-like illness matches the definition: fever of 101.5° degrees Fahrenheit or higher **and** one of the following: cough, sore throat, headache, muscle aches.

Name of School _____ Week Ending _____

Elementary _____ Middle _____ High School _____ Other: _____

School District _____ City _____

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week: _____

How many total days absent: _____

Total number of students enrolled in your school: _____

ADA for the week: _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week: _____

How many total days absent: _____

Total number of staff/faculty employed in your school: _____

Assistance Needed/Comments:

When directed to do so, fax this form each Friday during the period of Heightened Surveillance to the Designated Agency



DAILY FLU CENSUS

Once a flu epidemic has been confirmed as present in your County, use this form to provide a **DAILY** report about the number of students absent with flu-like illness to the designated agency. They will gather county-wide data to report to the local County Health Services Public Health Division's Communicable Disease Programs unit.

Flu-like illness matches the definition: fever of 101.5° degrees Fahrenheit or higher **and** one of the following: cough, sore throat, headache, muscle aches.

Name of School _____ Week Ending _____

Elementary _____ Middle _____ High School _____ Other: _____

School District _____ City _____

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week: _____

How many total days absent: _____

Total number of students enrolled in your school: _____

ADA for the week: _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week: _____

How many total days absent: _____

Total number of staff/faculty employed in your school: _____

Assistance Needed/Comments:

When directed to do so, fax this form each Friday during the period of INTENSIVE Surveillance to the Designated Agency

PARENT INFORMATION

RECOMMENDED PDFs (See PDF Section)

- Stopping Germs at Home, Work and School
- Characteristics and Challenges
- Checklist for Individuals & Families-English & Spanish
- Healthy Habits Help Keep Your Family Well
- How Does Seasonal Flu Differ from Pandemic Flu?
- Home Care for Pandemic Flu
- Cover Your Cough
- Germ Free Zone
- Stopping The Flu Is Up To You – English & Spanish



SAMPLE PARENT LETTER #1 Prevention Letter

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the U.S.

Dear Parents:

This letter will help your family prepare for a flu pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic flu of any kind in the United States. There is also no bird/avian flu in the United States at this time.

Public health officials are worried the avian/bird flu virus may change so that it can infect people and spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic. Public health officials want people to protect themselves against pandemic flu.

Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your healthcare provider.

You can get more information from the local County Dept. of Health Services:

Check the county telephone book under County Department of Public Health

The federal government website with information on planning for individuals and families: <http://www.pandemicflu.gov> or the **American Red Cross** at <http://www.redcross.org>



SAMPLE PARENT LETTER#1 Prevention Letter *Spanish*
Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the U.S.

Estimados Padres:

Esta carta le ayudara a su familia prepararse para la gripe pandémica que podría enfermar a muchas personas.

Es importante saber que a horita, no hay gripe pandémica de ninguna clase en los Estados Unidos. A horita tampoco hay gripe aviar/de aves en los Estados Unidos.

Oficiales de la Salud Pública están preocupados de que el virus de la gripe aviar/de aves se cambie y así pueda infectar a las personas y pasarse fácilmente de persona–a–persona. Esto causaría un brote llamado pandémica. Oficiales de Salud Pública quieren que las personas se protejan de la gripe pandémica.

Estas son unas formas de cómo proteger a su familia:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo por haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos tres pies de distancia de personas que estén enfermos.
- Personas que están enfermas no deben ir al trabajo o a la escuela y deben evitar otras personas hasta que se mejoren.

Incluido con esta carta es una lista para ayudarle a las familias a prepararse para un brote de gripe pandémica. Esta información también le puede ayudar a su familia a prepararse para cualquier tipo de emergencia.

Si usted tiene preguntas, favor de contactar a su proveedor de asistencia medica.

El sitio Red del gobierno federal tiene información sobre planificación para personas y familias: <http://www.pandemicflu.gov>

Cruz Roja Americana

<http://www.cruzrojaamericana.org>



Even though the confirmation of a bird infected with avian/bird flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

SAMPLE PARENT LETTER #2 FIRST BIRD CASE: Use this letter to help prepare parents for pandemic flu after first bird case is found in United States

Dear Parents:

As expected, birds sick with avian/bird flu virus are now in the United States. It is important to know that, at this time, there are no known human cases of avian/bird flu in the United States.

Health officials are worried that the avian/bird flu virus may change so that people can get sick from it. If that happened it could spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic.

So even though there is no flu pandemic now, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.
- Do not touch sick or dead birds

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your healthcare provider.

You can get more information from the local County Dept. of Health Services:

Check the county telephone book under County Department of Public Health

The federal government website with information on planning for individuals and families: <http://www.pandemicflu.gov>

American Red Cross

<http://www.redcross.org>



Even though the confirmation of a bird infected with avian/bird flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

SAMPLE PARENT LETTER #2 FIRST BIRD CASE SPANISH: Use this letter to help prepare parents for pandemic flu after first bird case is found in United States

Estimados Padres,

Como esperábamos, pájaros enfermos con el virus de la gripe aviar/ de aves, ha llegado a los Estados Unidos. Es importante saber que, a horita no hay casos de gripe aviar en los humanos en los Estados Unidos.

Los oficiales de salud están preocupados que el virus de la gripe aviar/de aves se pueda mutar y así enfermar a las personas. Si eso sucediera el virus podría esparcirse de persona—a—persona. Esto causaría un brote mundial de gripe, llamada una pandemia.

Así que, aunque no hay una pandemia de gripe ahora, nosotros queremos recordarles acerca de algunas maneras de proteger a su familia de la enfermedad:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del brazo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos a tres pies de distancia de las personas que están enfermas.
- Personas que están enfermas no deben ir al trabajo ni a la escuela y deben evitar otras personas hasta que se mejoren.
- No toque pájaros enfermos o muertos

Junto con esta carta va una lista de verificación para ayudarle a las familias a prepararse para un brote de gripe pandémica. Esta información le puede ayudar a su familia a preparar para cualquier tipo de emergencia.

Si usted tiene preguntas, favor de contactar a su proveedor de asistencia medica.

El sitio Red del gobierno federal tiene información de planificación para individuos y familias:
<http://www.pandemicflu.gov>

Cruz Roja Americana <http://www.cruzrojaamericana.org>



SAMPLE LETTER TO PARENTS

Initial Pandemic Flu Outbreak #3: Use this letter to let parents know schools are open, but may need to close in the future

Dear Parents:

This letter will give you information about a flu outbreak in California. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people extremely sick. So many people are sick in California, the United States and throughout the world that health officials call it a “pandemic flu.”

At this time, the county health department tells us that students who are not ill can safely come to school. We will keep you updated with any important information. It is possible that the next phase will be the closure of the schools, but for the time being, the schools will remain open until further notice. If the pandemic flu continues to spread and more people become ill, schools may close for weeks or months. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for caring for your child in your home in the event of an extended school closure.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who come to the school sick or become sick while in school will be sent home immediately.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay away at least three feet away from people who are sick.
- People who are sick should stay home from work or school and stay away from other people until they are better.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

We are also providing you with some tips about how to care for your family if they are ill.

If you have questions, please contact your healthcare provider. You can get more information from your local County Dept. of Health Services. Look in the County telephone book under County Public Health.



SAMPLE LETTER TO PARENTS - Initial Pandemic Flu Outbreak #3 Spanish: Use this letter to let parents know schools are open

Estimados Padres,

Esta carta le dará información acerca de un brote de gripe en California. Todos los años, algunas personas se enferman con la gripe durante los meses de otoño y invierno. Este año, hay un nuevo virus de gripe que esta enfermado a muchas personas en el estado. Tantas personas están enfermas en los Estados Unidos y en el mundo que oficiales de salud lo están llamando una “gripe pandémica”.

En este momento, el departamento de salud del condado nos dice que estudiantes que no están enfermos pueden continuar yendo a la escuela sin peligro. Las escuelas se quedarán abiertas. Nosotros le mantendremos al día con información importante.

Para prevenir que la gripe se pase a más personas, nosotros le pedimos que mantenga a niños enfermos en casa. Cualquier niño que llegue enfermo a la escuela será enviado a casa.

Los oficiales de salud quieren que usted se proteja y proteja a su familia contra gripe pandémica. Aquí están algunas maneras de parar la transmisión de microbios y enfermedad:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos a tres pies de distancia de las personas que están enfermas.
- Personas que están enfermas no deben ir al trabajo o a la escuela y deben evitar otras personas hasta que se mejoren.
- No vaya a los centros comerciales, cines u otros lugares donde hay gran cantidad de gente.

También le estamos dando algunos consejos acerca de cómo cuidar a su familia si están enfermos.

Si usted tiene preguntas, favor de contactar a su proveedor de asistencia medica.

Si la gripe pandémica continúa diseminándose y más personas se llegan a enfermar, pueda ser que las escuelas cierren por semanas. El propósito de cerrar las escuelas será para prevenir que los niños se enfermen. Si las escuelas se cierran, los niños deben permanecer en casa. Empiece a prepararse ahora para tener cuidado de niños en su hogar.

Las recomendaciones pueden cambiar durante el brote de gripe pandémica.



**SAMPLE LETER TO PARENTS School Closure #4:
Use this letter to inform parents schools are closed**

Dear Parents:

Health officials have ordered all schools in this County to close. This order is because of the pandemic flu situation in this County. **All schools are immediately closed until further notice and children should stay home.**

Schools may be closed for weeks or possibly months to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the flu is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers. Follow recommendations for social distancing provided by the local County Dept. of Health Services.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- **Have them drink a lot of liquid (juice, water)**
- **Keep the sick person as comfortable as possible. Rest is important.**
- **For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.**
- **Keep tissues and a trash bag within reach of the sick person.**
- **Be sure everyone in your home washes their hands frequently.**
- **Keep the people who are sick with the flu away from the people who are not sick.**

We are seeking alternative methods to deliver educational materials to your child(ren) while the school closure continues. We will be contacting you at your home with this information as it becomes available.

For more information, call your healthcare provider. Or contact local County Dept. of Health Services.

We will contact you as soon as we have information about when school will reopen.



SAMPLE LETTER TO PARENTS School closure Spanish #4:

Use this letter to inform parents schools are closed

Estimados Padres,

Oficiales del Condado han ordenado que todas las escuelas se cierren. Esta orden fue dada a causa de la gripe pandémica que hay en el Condado. Todas las escuelas se cierran inmediatamente hasta que haya otra orden y los niños deben de quedarse en casa.

Pueda ser que las escuelas permanezcan cerradas por días y aún semanas para reducir el contacto entre niños y así parar la transmisión de la gripe.

Sabemos que muchos estudiantes y sus familias están muy enfermos. Sabemos que nuestra comunidad esta pasando por un tiempo muy difícil y nuestros pensamientos están con ellos. La gripe se pasa fácilmente de persona-a-persona así que no es seguro que se reúnan grupos grandes. Durante este tiempo, los adultos y los niños deben de mantenerse lejos de otras personas y de los grupos lo más tiempo posible. No deben reunirse en otras ubicaciones tales como los centros comerciales, los cines ni los centros sociales.

Sabemos que puede ser difícil obtener una cita con el doctor, ir a una clínica y aun ser visto en la sala de emergencia del hospital. Aquí están algunos consejos para ayudar a los que están enfermos con la gripe:

- Beban mucho líquido (jugo, el agua)
- Mantenga al enfermo lo más cómodo posible. El descanso es importante.
- Para la fiebre, dolores de garganta y de músculo, utilice ibuprofen (Motrin) o acetamenophen (Tylenol). No utilice aspirina con niños ni adolescentes; puede causar síndrome de Reye, una enfermedad que amenaza la vida.
- Mantenga pañuelos desechables y un basurero al alcance del enfermo.
- Asegúrese que todos en su hogar se laven las manos con frecuencia.
- Mantenga a las personas enfermas con gripe lejos de las personas que no están enfermas.

Para más información, llame a su proveedor de asistencia medica.

Nosotros le contactaremos en cuanto tengamos información acerca de cuando las escuelas volverán a abrir.



**SAMPLE LETER TO PARENTS School Re-Opens #5:
Use this letter to inform parents schools are re-opened.**

Dear Parents:

Local County Health officials have declared the pandemic flu is under control. Our school will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the flu virus and health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could become sick again soon. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school. We will be screening children for symptoms each morning as they arrive at school. Any child found to be ill will be sent home.

We are looking forward to seeing your children again.

Sincerely,



SAMPLE LETTER TO PARENTS School Re-Opens Spanish #5:

Use this letter to inform parents schools are re-opened.

Estimados Padres,

Oficiales de Salud del Condado han declarado que la gripe pandémica está bajo control. Nuestra escuela abrirá el _____. En este momento, los estudiantes pueden volver a clase sin peligro.

Aunque la escuela esta abierta, todavía hay algunas personas que están enfermas con el virus de gripe. Y oficiales de salud dicen que brotes de gripe pandémica a veces suceden en ondas. Esto significa que más personas podrían enfermarse rápidamente otra vez. Si más personas se enferman, las escuelas pueden necesitar cerrar otra vez. Continuaremos dándole información importante.

La gripe todavía se transmite de persona-a-persona así que, por favor mantenga a los niños enfermos en casa. No los mande a la escuela.

Deseamos ver a sus niños pronto.

Tips for Parents on coping with pandemic flu



Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home – it could be for several weeks!!:

Examples: Non-perishable foods

- ~Ready to eat canned meats, fruits, vegetables, soups
- ~Protein or fruit bars
- ~Dry cereal or granola
- ~ Peanut butter and jelly
- ~Dried fruit, nuts, trail mix
- ~Crackers
- ~Canned juices
- ~Bottled water
- ~Canned or jarred baby food
- ~Baby formula
- ~Pet food

Health and emergency supplies

- ~Prescription medications
- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol based hand wash
- ~Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin)
- ~Thermometer
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Flashlight with extra batteries
- ~Portable radio with extra batteries
- ~Manual can opener
- ~Garbage bags
- ~Tissues, toilet paper, disposable diapers

If someone in your home develops flu symptoms (fever, cough, muscle aches):

- ✓ Encourage plenty of fluids to drink.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- ✓ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✓ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- ✓ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✓ All members of the household should wash their hands frequently.
- ✓ Keep other family members and visitors away from the person who is ill.
- ✓ Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider. Or contact the local County Dept. of Health
Or visit the Federal government's pandemic flu website: <http://www.pandemicflu.gov>

MEDIA MATERIALS

SAMPLE PRESS RELEASE A: Health Services will use this type of press release to announce schools remain open

For release (DATE)

Contact: (PIO name and number)

Local County schools are open, but parents should prepare

Local County schools remain open despite the pandemic flu outbreak in the county but parents are asked to prepare for possible closures if the virus continues to spread.

School and county health officials are working together to monitor the situation and parents will be updated with any important information.

“At this time, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.” said local Health Officer. If the pandemic flu continues to spread and more students become ill, health officials say they may need to order schools closed for a period of time. Parents are urged to begin planning now for childcare in their home.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are better.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call their individual schools or the local County Dept. of Health Services.

For more information on pandemic flu, visit the Federal government website at

www.pandemicflu.gov

###

SAMPLE PRESS RELEASE B:

Health Services will use this type of press release to announce school closures

A similar press release will be issued when school reopens

For immediate release (DATE)

Contact: (PIO name and number)

Health officials order closure of schools in County

Local County Health officials have ordered the closure of schools as a result of the pandemic flu outbreak in the county.

Schools may be closed for a period of time - days or even weeks. Because the virus is easily spread from person-to-person, Local County Health Services has also ordered colleges, day care centers and preschools to close. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers and other places where germs can be spread.

“We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with the schools to deal with the situation and will keep parents updated with any important information,” said local Health Officer for the County.

According to the local Health Officer, the purpose of closing schools is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor’s appointment, go to a clinic or even be seen in a hospital emergency room.

They provided some tips for residents to care for the sick at home:

- **Have them drink a lot of liquid (juice, water)**
- **Keep the sick person as comfortable as possible. Rest is important.**
- **For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin in children or teenagers; it can cause Reye’s syndrome, a life- threatening illness.**
- **Keep tissues and a trash bag within reach of the sick person.**
- **Be sure everyone in your home washes their hands frequently.**
- **Keep the people who are sick with the flu away from the people who are not sick.**

###



SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS A- OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic flu continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 3 months).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home schooling.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district for additional information.



SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS B- SCHOOL CLOSURES

- Local County Health Officials have ordered the closure of schools in Sonoma County as a result of the pandemic flu outbreak.
- Schools may be closed for an extended period of time (for example, up to 3 months).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because pandemic flu is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district office for additional information.

**PDFs
POSTERS
AND
HANDOUTS**