

Marin County Schools Flu Prevention Toolkit

Information Packets and Guidelines for PARENTS, ADMINISTRATORS, TEACHERS,
ATTENDANCE CLERKS, SCHOOL HEALTH ASSISTANTS, NURSES and CUSTODIANS

October 2010

H1N1 Flu - Frequently Asked Questions

<http://www.marinschools.org/SwineFlu/MCOE-H1N1faq.pdf>

PARENT Information Packet

Timeline: Week of September 7, 2009

- September Letter from Superintendent/Principal
 - [Parent Letter - English](#)
 - [Parent Letter - Spanish](#)
- [Influenza-Like Illness Symptom Screening Tool for Parents and Caregivers](#)
(form English/Spanish)
- CDC: [Seasonal and Novel H1N1 Flu: A Guide For Parents - English](#)
CDC: [Seasonal and Novel H1N1 Flu: A Guide For Parents - Spanish](#)
- Video: *Seasonal and H1N1 Flu Panel Presentation for Parents (09-30-2009)
 - *[Part 1](#): Seasonal and H1N1 Flu Prevention, School Response, Epidemiology in Children
 - *[Part 2](#): H1N1 Flu Vaccination Program, Questions and Answers

** May require Adobe Flash Player installed in browser to view the video.*

ADMINISTRATOR Packet

Timeline: Tracking and communication will be ongoing

- Review "Guidance for School Response to Pandemic (H1N1) 2009" presentation developed by Marin Public Health and Marin Schools Nurses Organization (<http://www.marinschools.org/SwineFlu/SchoolH1N1Response-0909.pps>)
Contact your school nurse to arrange training.
- Check [CDC H1N1 Resources for K-12 Schools](#) and [Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza during the 2010-2011 School Year](#)
- Check [CDC H1N1 Resources for Child Care and Early Childhood Programs](#)
- Check MCOE and Marin Public Health websites for H1N1 Updates
 - MCOE H1N1 Influenza Update:
<http://www.marinschools.org/SwineFlu/swinefluupdate.htm>

- **Marin County Public Health Update Status**
<http://www.marinflu.org>
- H1N1 Conference Calls with Marin Public Health:
[October 21, 2009](#)
[October 28, 2009](#)
[November 18, 2009](#)
- Designate a school site flu data collector who will contact and consult with the school nurse when an unusually high number of absentees from flu-like illness is reported. Overall school absenteeism due to ILI greater than 10%, or 20% in a single grade or classroom, should be reported.
- **School nurse**, after consultation, will contact the district superintendent and school principal. School nurse will then report to Department of Public Health Department, Shanna Cronan, PHN, scronan@co.marin.ca.us or (415) 473-7805.
- Review School Closure/Dismissal Reporting Form that must be submitted to CDC
http://www.cdc.gov/h1n1flu/schools/dismissal_form/dismissal_form.htm
(online form)
http://www.cdc.gov/h1n1flu/schools/dismissal_form/pdf/dismissal_form.pdf
(email form)
- **The Public Health Flu Hotline is 415-473-6823.** It is staffed 24 hours/ 7 days a week by administrative staff and nurses. Kaiser Flu Shot Hotline 415-444-4154 or Kp.org/flu. Use these resources and publicize them within the school community.
- Additional Resources for Administrators
 - Preparing for the Flu: A Communication Toolkit for Schools (including fact sheets for teachers and parents)
<http://www.flu.gov/plan/school/toolkit.html>
 - **CDE Sample Parent Notifications:**
<http://www.cde.ca.gov/ls/he/hn/pandemicflunotify.asp>
 - Technical Report for State and Local Public Health Officials and Schools Administrators on CDC Guidance for School (K-12) Responses
<http://www.flu.gov/plan/school/k12techreport.html>
 - CDC Novel Influenza (H1N1) School Dismissal (Form)
http://www.cdc.gov/h1n1flu/schools/dismissal_form/

TEACHER Tools

Timeline: Mid-September

- Review "Guidance for School Response to Pandemic (H1N1) 2009" presentation developed by Marin Public Health and Marin Schools Nurses Organization
<http://www.marinschools.org/SwineFlu/SchoolH1N1Response-0909.pps>
- Teach Cough Etiquette
Cover Your Cough (CDC):
<http://www.cdc.gov/flu/protect/covercough.htm>

- Teach Hand Hygiene and Handwashing Techniques
Show CDC video: [Clean Hands Help Prevent the Flu](http://www2a.cdc.gov/podcasts/player.asp?f=11325) (1:12 minutes)
<http://www2a.cdc.gov/podcasts/player.asp?f=11325>
Show video "The Sneeze: How Germs are Spread" (5:10 minutes)
http://www.teachertube.com/viewVideo.php?video_id=125234
- Review with students protocols for what to expect if they are ill at school
- Select posters for classroom and school site
All Grades: Where to Wash (CDC School Toolkit)
http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1916
K-5: Germ Free Zone (CDE)
<http://www.cde.ca.gov/nr/av/mm/documents/yr03germpostereng.pdf>
Elementary and Middle School: Keep Our School Healthy (CDE)
<http://www.cde.ca.gov/nr/av/mm/documents/yr03healthposter2.pdf>
Middle and High School: Don't Give Bacteria a Free Ride (CDC)
http://www.cdc.gov/ncidod/dhqp/pdf/ar/mrsaPosters/FreeRide_blue.pdf
Posters available from CDC and CDE in different sizes and languages
<http://www.cdc.gov/germstopper/materials.htm>
<http://www.cde.ca.gov/ls/he/hn/flutookit.asp>
- Check [BrainPop](#), an interactive classroom resource for teachers and students. BrainPop is a subscription service but it is providing its flu-related resources free this season, including BrainPOP Jr.'s [Washing Hands](#) movie for younger students, and H1N1 lesson plans, "[Putting Germs to the Test](#)" and "[What to Do About Swine Flu](#)" for educators.

ATTENDANCE CLERK Guidelines

Timeline: Tracking will be ongoing

- Review [Influenza-Like Illness Symptom Screening Tool](#) sent home to Parents/Caregivers (form English/Spanish) -
<http://www.marinschools.org/SwineFlu/MCOE-H1N1ScreeningTool.pdf>
- Maintain a log of students absent with flu-like symptoms.
- School may consider changing attendance voice mail prompt to identify if student has flu like symptoms.
- The person who has been designated as the school site flu data collector will contact and consult with the school nurse when an unusually high number of absentees from flu-like illness is noted among staff and students.
(Sample reporting data: overall school absenteeism due to ILI greater than 10%; 20% ILI absenteeism within a single grade or classroom; severity being reported; number of staff with symptoms; hospitalizations)
- Additional Resources for Attendance Clerks
 - [What to Do If You Get Flu-Like Symptoms](#) (CDC) -
<http://www.cdc.gov/h1n1flu/sick.htm>
 - [Advice for Parents on Talking to Children about Novel H1N1 Flu](#) (CDC) - <http://www.cdc.gov/h1n1flu/talkingtokids.htm>
 - [Flyer: H1N1 Panel Presentation for Parents \(09-30-2009\)](#)
[English](#) [Spanish](#)

- [Preparing for the Flu: A Communication Toolkit for Schools](http://www.cdc.gov/h1n1flu/schools/toolkit/) (including fact sheets for teachers and parents) - <http://www.cdc.gov/h1n1flu/schools/toolkit/>

SCHOOL HEALTH ASSISTANT/NURSE Guidelines

Timeline Tracking and communication will be ongoing

- Obtain and present upon request by school administrators the "Guidance for School Response to Pandemic (H1N1) 2009" PowerPoint presentation developed by Marin Public Health and Marin Schools Nurses Organization Review
(<http://www.marinschools.org/SwineFlu/SchoolH1N1Response-0909.pps>)
- Show video "The Sneeze: How Germs are Spread" (5:10 minutes)
http://www.teachertube.com/viewVideo.php?video_id=125234
- Review [Influenza-Like Illness Symptom Screening Tool](#) sent home to Parents/Caregivers (form)
- Review H1N1 Conference Call Notes with Marin Public Health:
[October 21, 2009](#)
[October 28, 2009](#)
[November 18, 2009](#)
- Check ill student for fever (100° or greater) AND whether student has either a cough or sore throat
- If yes, isolate the ill student and provide the student with a protective mask. Keep students isolated at least three feet apart.
- Office staff should wear a protective mask when interacting with student with flu like illness
- Notify parent/guardian to pick up student as soon as possible.
- The person who has been designated as the school site flu data collector will contact and consult with the school nurse when an unusually high number of absentees from flu-like illness is noted among staff and students. Overall school absenteeism due to ILI greater than 10%, or 20% in a single grade or classroom, should be reported.
 - School nurse, after consultation, will report this to the school principal and district superintendent and to the Department of Public Health, Shanna Cronan PHN, scronan@co.marin.ca.us or (415) 473-7805. If unsure whether there is an outbreak or whether the school has reached the threshold, contact the Department of Public Health.
- Equipment:
 - 1) liquid soap dispenser (preferred method for sanitizing; does not have to be antibacterial);
 - 2) hand sanitizer dispensers with minimum 60% alcohol base;
 - 3) recommend protective mask
- The Public Health Flu Hotline is 415-473-6823. It is staffed 24 hours/ 7 days a week by administrative staff and nurses. Kaiser Flu Shot Hotline 415-444-4154 or Kp.org/flu. Use these resources and publicize them within the school community.

CUSTODIAN Guidelines

Timeline: Ongoing

- Virus lasts up to 8 hours on surfaces
- [How to Clean and Disinfect Schools to help Slow the Spread of Flu](#) from Centers for Disease Control and Prevention (CDC).
- General and routine cleaning with extra attention to keyboards/doorknobs and other high touch areas and installation nearby of liquid soap and hand sanitizer dispensers
- Equipment:
 - 1) liquid soap dispenser (preferred method for sanitizing; does not have to be antibacterial);
 - 2) hand sanitizer dispensers with minimum 60% alcohol base;
 - 3) recommend "ear-loop procedure mask" type protective mask.
- The CDE has distributed, at no cost to schools, a supply of earloop masks provided by the California Emergency Management Agency. The allocation of the masks has been made by the CDE. Assess how fast they are being used to determine future purchases. Vendors used by Marin County include Mark Fitch (McKesson) at 707/539-0991 or Chris Pearce (Boundtree) 415/435-3733. The San Rafael representative for McKesson is Steve Reis at 250-6644.
- White ear-loop procedure mask (latex free). 50 masks/per box, approximately \$4.88/box.

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