

TEMPLATE

School Closure Procedures / Checklist

1. The Marin County Superintendent of Schools is notified by the Marin County Health Department of the diagnosis of a student with “probable” case H1N1 (Swine Flu) virus.
2. The School District Superintendent, Board President, County Superintendent, County Health Officer and Emergency Services staff meet to confirm the Health Officer’s recommendation to close the school.
3. Once the closure decision is made, the School District moves forward with the following actions:
 - a. Develop message to parents, staff and school community:
 - Recorded message to be used to notify families if using automated system or script if staff is making calls.
 - Talking Points for Board Members and district staff for questions from parents, community or media.
 - b. Implement system of notification to parents and staff.
 - c. Plan for school staff to be available and prepared with information to greet parents at school who do not receive the school closure message.
 - d. Convene meeting with school staff to:
 - Provide information and updates / address concerns
 - Receive guidance from Public Health Department / school nurses
 - Review cleaning and safety information
 - e. Inform on-campus partners such as preschools, pre- and after-school care programs, and other on-site programs.
 - f. Inform local organizations or programs that may be impacted by the closure: youth centers; community centers; park and recreation programs, etc.
4. Confer with city officials and local law enforcement.
5. Work with Office of Emergency Services staff to create and distribute a press release regarding the school closure.
6. Designate a spokesperson for the District
7. Prepare for re-entry and screening process. Public Health Department requests that all students returning to school when it re-opens are screened to determine if they have any flu-like symptoms.
 - School nurses to be mobilized to assist the school when possible.
 - Non-health personnel can be trained to assist with screening.