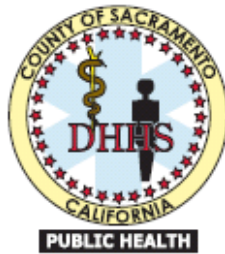


Sacramento County

Action Kit for Schools

Pandemic Preparedness *2006-2007*



Sacramento
Office of Education **County**



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To School Officials from Glennah Trochet, M.D.
Sacramento County Public Health Officer

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Acknowledgements

Sacramento County Public Health Division and Sacramento County Office of Education are indebted to the following people and agencies for their permission to reproduce some of the information contained in their pandemic influenza planning for schools materials:

This Sacramento County School Kit for Pandemic Flu is the result of collaboration between the Sacramento County Public Health Division and the Sacramento County Office of Education. We want to especially extend our gratitude to the Contra Costa Health Services and the Contra Costa County of Education for the Pandemic Flu School Action Kit produced in May 2006.

(http://www.cchealth.org/topics/pandemic_flu/school_action_kit/).

Other agencies we wish to extend our appreciation and acknowledgement include:

American Red Cross

Association for Professionals in Infection Control and Epidemiology

California Department of Education

California Department of Health Services

Federal Emergency Management Agency

Minnesota Antibiotic Resistance Collaborative

Minnesota Department of Health

National Association of School Psychologists

Orange County Department of Education

Pandemicflu.gov

Seattle and King County Public Health Department

Tacoma/Pierce County Department of Health

United States Centers for Disease Control and Prevention

United States Department of Education

United States Department of Health and Human Resources

University of Pittsburgh Medical Center



Countywide Services Agency

Department of
Health and Human Services

Division of Public Health
Glennah Trochet, M.D.
County Health Officer

Terry Schutten, County Executive
Penelope Clarke, Agency
Administrator
Lynn Frank, Interim Director

County of Sacramento

September 20, 2006

Dear School Official,

This binder of information is designed to provide you with the practical tools you and your staff will need to prepare for a pandemic influenza (commonly referred to as “flu”) outbreak. At present, there is no pandemic flu in the United States.

It is important to understand that every year, a large number of people get sick with seasonal flu. More than 35,000 people in the United States die from complications of seasonal flu. Flu vaccination is an effective way to prevent people from getting sick with seasonal flu.

At this time, a serious form of avian/bird flu (H5 N1) virus *in birds* is circulating in several countries. It is not in the United States now. When cases of flu in birds are identified in the United States, there may be confusion and concern, even though there is no conclusive evidence that the virus will be a major health threat to humans.

At some point, whether it is the H5N1 virus or another virus, health experts believe that there will eventually be a virus that spreads from human-to-human for which most people have no immunity and for which there is no vaccine. When that happens and people begin to get sick from the virus, we will have an influenza pandemic (worldwide outbreak).

There is a great deal of planning for this pandemic underway at the federal, state and local level. The tools in this binder will help your school begin those efforts. They should also help parents of your students begin their preparations.

As the months go by, we will be giving you additional information about:

- How your school might be used as a site for providing treatment or vaccination.
- What plans have been developed to care for those who are extremely ill when hospital beds in the county are full.
- New scientific developments and information.

We hope you will work with us and help us educate the community about the importance of preparation. Please call 916-875-5881 if you have any questions.

Sincerely,

Glennah Trochet, M.D.
Health Officer

Sacramento County Division of Public Health
Influenza Pandemic: Preparedness Planning
Points to Guide Discussions with Schools

Mitigation

The activities that are initiated in advance to prevent or temper the impact of a flu pandemic involve:

- Creation of a Influenza Pandemic Response plan for your schools, district, or County
- Education, preparing and training your staff about a flu pandemic before it occurs; training for different roles during a crisis
- Develop plan for communication with Health Department, local government emergency operations centers, other School Districts

Business Continuity Planning

The Centers for Disease Control and Prevention estimates that in the United States an Influenza Pandemic could infect up to 200 million people and cause between 100,000-200,000 deaths. 25-30% of the workforce could be affected any given time.

- What will you do when a high number of your workforce are out ill?
- What will you do when bus drivers are sick?
- Prioritize critical functions
- Identify positions needed to carry out critical functions
- Identify functions that could be suspended for up to 2 months
- Cross train staff in critical functions
- Plan for alternative work schedules
- Create a mechanism for calling in back-up staff
- Consider and prepare for the psychological impact on staff, teachers and students

Educate staff for self-monitoring of influenza-like symptoms

- What are the symptoms of influenza?
- Stay home when sick
- Respiratory Hygiene and Cough Etiquette
- Advise staff to prepare themselves and their families: emergency kits at home

Encourage and facilitate vaccination of employees

- Current seasonal human influenza vaccine

Monitor

- Develop systems to monitor your staff and clients for influenza-like illnesses
- Report to the Health Department any outbreaks, increased absenteeism

In your Plan, include discussions about Antiviral medications and Vaccines

- Be aware that during a pandemic, there will be limited medications and supplies
- Vaccines will probably take several months to develop
- There will be discussion about prioritizing and triaging the use of medications and vaccines
- Emphasize that non-medical infection control measures are the most important methods to control the spread of influenza (always available)

Communications

- Define decision-making policies and coordination within your facility during a crisis

Modified original document developed by Tacoma-Pierce County Health Department

Reference: http://www.metrokc.gov/prepare/docs/Eric_Corner/PanFluDiscussionSchool.pdf

PROCESS

SCHOOL ACTION STEPS FOR PANDEMIC FLU

The following is a chronological list of important step-by-step actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated.

PRIOR TO OUTBREAK/PREPAREDNESS & PLANNING PHASE

- Create a pandemic flu plan. (Use the School Pandemic Flu Planning Checklist.
- Work with local health officials and emergency preparedness officials. They may want to use the schools as a way to disseminate information to families. You can begin with Parent Letter #1 in the Parent section of this binder.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu.
- Train nurses and staff in flu-symptom recognition. (See surveillance section of this binder). Remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Ensure that standard surveillance/disease recognition procedures are in place and implemented. (See surveillance section of this binder).
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette,” clean hands, and clean work areas. (See public information section of this binder for posters).
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.).
- Review the health needs of students. Some students may have a greater risk of infections. Encourage those families to talk to their health care providers. Some parents may need to be more cautious in keeping their children out of school.
- Develop alternative learning strategies such as collaborative agreements with Sacramento Television or other local cable stations, teleconferencing, lessons on CDs.
- Educate staff, students and parents about: the differences between seasonal flu, avian (“bird”) flu and pandemic flu; best hygienic practices to prevent any sort of flu; what could occur in a pandemic. (Use the information in the public information section of this binder).

Arrival of Avian/Bird Flu *in birds* in North America

Avian (bird) Influenza Detected in birds in the United States (few or no human infections)

- Check with veterinary public health authorities to obtain updated recommendations.
- Review grounds maintenance to determine if measures are needed to limit contact of students/staff with wild birds or wild bird feces.
- Review and update procedures for cleaning and caring for birds and livestock maintained in school programs.
- Send Parent #2

Outbreak of Flu Disease

Novel (new)¹ strain of influenza capable of efficient person-to-person spread first detected among humans² (illness not widespread in Sacramento community)

- Monitor absenteeism data and report significant changes to Sacramento County Public Health.
- Send out Parent Letter #3 Initial Outbreak, informing parents that some students are sick but schools remain open, include tip sheets and information resource list*
- Work with Sacramento County Division of Public Health regarding a Press Release A announcing schools remain open but parents need to prepare/Use key messages A*
- Post flu prevention signs on campus

Expansion of the Outbreak

Increased illness in the community, but minimal disruption of businesses and services

- Local Health Officer may issue ADA Support Letter to schools/Epidemic Declaration
- Continue to monitor absenteeism data and coordinate communication of that data with Sacramento County Public Health.
- Send Parent Letter #4 Expanded Outbreak, include prevention tip sheets, etc.

¹ This would imply that humans will have little or no immunity to protect them against infection . A novel strain could arise from the H5N1 avian influenza virus, but could also arise from other strains.

² A novel influenza virus capable of efficient spread among humans would result in public health concern, regardless of the country of origin. If discovered in the United States, the public health response would be further accelerated.

Continued Expansion of the Outbreak

Widespread illness in the community, significant impacts on services and supplies

- Sacramento County Health Officer may issue Declaration and press release closing school(s) (decision would be made based upon a variety of factors and would be coordinated with school districts)³
- Send out Parent Letter #5 School Closure, announcing closure(s), if appropriate
- Implement alternative learning methods to the extent possible, regardless of status of school closures, in order to minimize group venues.
- Cancel any non-academic events

Following the Outbreak

- Sacramento County Division of Public Health issues declaration and press release that schools that were closed can re-open.
- Issue Parent Letter #6
- Continue communicating with Sacramento County Public Health for information updates
- Continue to monitor absenteeism data and report significant changes (both increases and reductions) to Sacramento County Public Health.

If students get sick again, start checklist again at Outbreak section.

³ In some cases, schools might undertake school closure voluntarily.

School District (K-12) Pandemic Influenza Planning Checklist

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education ([Practical Information on Crisis Planning: A Guide For Schools and Communities \(PDF\)](#) (1.56MB)). Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Planning and Coordination Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning and Coordination Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> • Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Participate in exercises of the community's pandemic plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Implement an exercise/drill to test your pandemic plan and revise it periodically 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Continuity of Student Learning and Core Operations:

Continuity of Student Learning and Core Operations Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Infection Control Policies and Procedures:

Infection Control Policies and Procedures Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish policies for transporting ill students. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan/sup4.html). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Communications Planning:

Communications Planning Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page left intentionally blank (plan to insert the State Department Checklist for local educational agencies once released in September 2006)

CAHAN (California Health Alert Network)

CAHAN is a statewide web-based emergency alerting system that provides secure and rapid dissemination of important public health information. CAHAN can transmit alert messages via e-mail, telephone, cell phone, fax, and e-mail enabled devices such as alpha-pagers.

CAHAN contains an on-line document library containing health, preparedness, and related documents. The library includes collaboration tools for users to create, share, and post documents.

CAHAN is a password protected subscriber system -- a local or state administrator must grant users access to CAHAN. Each user controls their own CAHAN user account for how they want to receive alerts, specifying whether they receive an alert by phone, pager, fax, or e-mail.

The major CAHAN Capabilities are:

- Alerting
- Document Repository
- Collaboration
- Public Health Directory

Alerting Capability

CAHAN is designed to provide rapid alerting for impending and current health threats. CAHAN can send alerts by E-mail, phone, cell phone, fax, and e-mail enabled pager. Senders of an alert can confirm receipt of alerts in real-time as recipients acknowledge receipt. Alerts can be sent locally, regionally, and statewide.

Document Repository

CAHAN contains documents and files related to health advisories, public health preparedness, and emergency preparedness. The document library can store Word documents, PDF, PowerPoint presentations, and other file types. Documents are indexed and searchable. Word documents and PDF files can be faxed directly from the library.

Collaboration

The CAHAN document library has tools and features to allow collaborative document creation, distribution, and posting. Notifications of changes are provided for any document or folder. If desired, document access can be restricted.

Public Health Directory

All users in CAHAN, statewide, are entered into a searchable directory. Work contact information, only, is accessible through a robust search engine.

The Secure CAHAN Portal

The CAHAN system is a web-based system accessible through a password-protected entry screen. Once logged into CAHAN, all of the system features are accessible through an easy to navigate Internet site. Each user maintains their own user access profile and information. Work related phone numbers, e-mail accounts, and contact information is accessible by other users, but all other user-entered information is never accessible to other users.

Alert delivery and confirmation is password protected. Phone alerts will attempt delivery 3 times, or when the alert is confirmed, whichever occurs first.

More Information

For more information go to the CAHAN link at:

www.scph.com

Enrollment

To get enrolled in Sacramento County, contact the Sacramento County CAHAN Administrator:

David West Phone
876-7548

westd@saccounty.net

SAMPLE HEALTH OFFICER ADA SUPPORT LETTER TO SCHOOLS / EPIDEMIC DECLARATION

To School Officials:

Because of the pandemic influenza epidemic in our community, your school(s) is experiencing a “material decrease” in attendance and is eligible to apply for waivers to recoup average daily attendance (ADA) loss.

According to Education Code Section 46392 [a][4], schools experiencing a “material decrease” in attendance- at least 10% of the students who would normally attend a school do not attend on any one day – may file for reimbursement for ADA funds due to disease epidemic. The California Department of Education requires the Local Health Officer to verify the cause of increased absenteeism is due to a disease outbreak.

This letter serves as verification that the Local Health Officer has declared an influenza epidemic in Sacramento County. During the period from (enter DATE) through (DATE), cases of influenza were significantly above baseline levels in Sacramento County. For the purposes of the Education Code, this constitutes an influenza epidemic that likely resulted in a material decrease in school attendance during this period of time.

If you have any questions regarding this letter, call the Sacramento County Division of Public Health at 916-875-5881.

Sincerely,

Health Officer, Sacramento County

SAMPLE HEALTH OFFICER DECLARATION CLOSING SCHOOLS

To School Officials:

The health department is ordering [all, your] schools to close immediately due to the influenza epidemic in our community. If you have any questions regarding this declaration, please call Sacramento County Department of Health and Human Services Communicable Disease Control Program at 916-875-5881.

This closure is ordered because the risk of influenza transmission combined with impacts of the epidemic on school staffing render it potentially unsafe to continue school operations as usual.

Please inform your students, parents and guardians immediately that school facilities will be closed to all activities, including sport and non-academic events, and may remain closed for an extended period of time (for example, up to 6 weeks).

The Public Health purpose of closing schools is to decrease contact among children to decrease their risk of getting sick and to limit the spread of infection.

Sacramento County Public Health will keep school officials updated as the situation changes. A press release is being issued to inform the public of this declaration.

Health Officer, Sacramento County

Public Health Instructions During an Influenza Pandemic

Throughout an influenza epidemic (known as a “pandemic” if it is widespread), 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 Sacramento County Division of Public Health 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 an influenza pandemic 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.

Health officials are likely to recommend infection control precautions to practice during the period of isolation in order to protect caregivers or other members of the household.

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.

Stopping Germs at Home, Work and School

How Germs Spread

The main way that illnesses like colds and flu are spread is from person to person in respiratory droplets of coughs and sneezes. This is called “droplet spread.”

This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.



How to Stop the Spread of Germs

In a nutshell: take care to

- ❖ Cover your mouth and nose when you cough or sneeze
- ❖ Clean your hands often
- ❖ Remind your children to practice healthy habits, too



Cover your mouth and nose when coughing or sneezing

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze. You may try to use your coat or jacket to cover a cough/sneeze. Or try covering a cough/sneeze near your armpit if you do not have a tissue.

The “Happy Birthday” song helps keep your hands clean?

Not exactly. Yet we recommend that when you wash your hands—with soap and warm water—that you wash for 15 to 20 seconds. That’s about the same time it takes to sing the “Happy Birthday” song twice!

Alcohol-Based Hand Wipes and Gel Sanitizers Work Too!

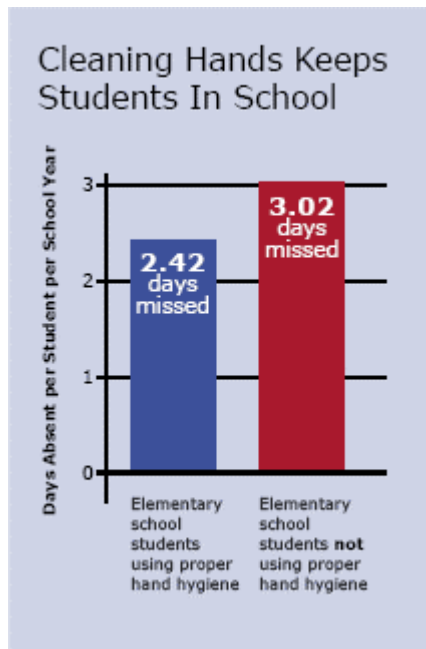
When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn’t need water to work; the alcohol in it kills the germs on your hands.”

References: CDC website: <http://www.healthinschools.org/sh/influenza.asp>

* Source: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: [Hand washing](#).



Germs and Children



Source: Am J Infect Control 2000;28:340-6

Remind children to practice healthy habits too, because germs spread, especially at school. The flu has caused high rates of absenteeism among students and staff in our country's 119,000 schools. Influenza is not the only respiratory infection of concern in schools -- nearly 22 million school days are lost each year to the common cold alone. However, when children practice healthy habits, they miss fewer days of school.

School administrators, teachers and staff: See [Preventing the Spread of Influenza \(the Flu\) in Schools](#) for CDC interim guidance.

More Facts, Figures, and How-Tos

CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stop the germs that cause flu, the common cold, and other illnesses. See [Other Resources](#) and [Posters](#) on this Stop the Spread of Germs site for a select listing of Web sites, materials, and contact information.

Stop the Spread of Germs in Schools – Fast Facts

- Approximately 1/5 of the U.S. population attends or works in schools. (U.S. Dept of Ed, 1999).
- Some viruses and bacteria can live from 20 minutes up to 2 hours or more on surfaces like cafeteria tables, doorknobs, and desks. (Ansari, 1988; Scott and Bloomfield, 1989)
- Nearly 22 million school days are lost annually due to the common cold alone. (CDC, 1996)
- Addressing the spread of germs in schools is essential to the health of our youth, our schools, and our nation.
- Students need to get plenty of sleep and physical activity, drink water, and eat good food to help them stay healthy in the winter and all year.

Related Links

Source of Reference: http://www.cdc.gov/germstopper/home_work_school.htm

[Stopping the Spread of Germs at Work](#) **NEW! Oct 15, 2004**

Pandemic Influenza: CHARACTERISTICS & CHALLENGES

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide.

Historically, the 20th century saw three pandemics of influenza:

- 1918 influenza pandemic caused at least 500,000 U.S. deaths and up to 50 million deaths worldwide
- 1957 influenza pandemic caused at least 70,000 U.S. deaths and 1-2 million deaths worldwide
- 1968 influenza pandemic caused about 34,000 U.S. deaths and 700,000 deaths worldwide

Characteristics and Challenges in a Pandemic:

1. There Will Be Rapid Worldwide Spread

- When a pandemic influenza virus emerges, its global spread is considered inevitable.
- Preparedness activities should assume that the entire world population would be susceptible.
- Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

2. Health Care Systems Will Be Overloaded

- Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.
- Nations unlikely to have the staff, facilities, equipment and hospital beds needed to cope with large numbers of people who suddenly fall ill.
- Death rates may be high, largely determined by four factors: the number of people who become infected, the virulence of the virus, the underlying characteristics and vulnerability of affected populations and the effectiveness of preventive measures.
- Past pandemics have spread globally in two and sometimes three waves.

3. Medical Supplies Will Be In Short Supply

- The need for vaccine is likely to outstrip supply.
- The need for antiviral drugs is also likely to be inadequate early in a pandemic.
- Antiviral medications may or may not be effective (resistance of flu viruses can occur)
- A pandemic can create a shortage of hospital beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may be created to cope with demand.
- Difficult decisions will need to be made regarding who gets antiviral drugs and vaccines.

4. There Will Be Economic and Social Disruption

- Travel bans, closures of schools and businesses and cancellations of events could have major impact on communities and citizens.
- Care for sick family members and fear of exposure can result in significant worker absenteeism.

Information from www.pandemicflu.gov

SURVEILLANCE / 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.⁴ 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 Sacramento County Health and Human Services' Public Health Division
- 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 Health Department 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 (see footnote 4)
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms
- Log absences due to flu-like illness
- Send weekly absence report (via fax) to Health Department

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'
- Send daily absence report (via fax) to Health Department
- Begin preparation for potential school closure

⁴ Because the determination of influenza-like-illness (ILI) as the cause of absenteeism will impose an added administrative burden on schools during a time of staff shortages, Public Health may opt to accept estimates of ILI rather than detailed counts.

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 ache

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.

Weekly Influenza Census

Once pandemic/epidemic influenza (“flu”) has been confirmed as present in Sacramento County, use this form to report weekly to Sacramento County Division of Public Health about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache).

Name of School _____		Week Ending _____
Elementary _____	Middle _____	High School _____
City _____		School District _____
Reporting Individual _____		Phone _____

Students

- Number of students absent with flu-like illness this week _____
- 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 _____
- Total number of staff/faculty employed in your school _____
- Assistance Needed/Comments:

Fax this form each Friday during the period of Heightened Surveillance to 916-875-4069.

If you have questions regarding this form or disease reporting please call 916-875-5881.

Daily Influenza Census Log

Example

Once pandemic/epidemic influenza has been confirmed as present in Sacramento County, use this form (or an equivalent) to log student absences.

School _____

Date _____

Student Name	Illness is influenza?	Absent?
Totals:		

SAMPLE PARENT LETTER #1

Prevention Letter - English

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 an influenza (“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 serious form of 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 checklist⁵ 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 School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER).

You can get more information from Sacramento County Division of Public Health: Visit online at <http://www.scph.com>

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

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

⁵ Examples can be found at http://www.sacdhhs.com/CMS/download/pdfs/PUB/PUB_PanFlu_WhatYouCanDo.pdf and <http://www.pandemicflu.gov/planguide/checklist.html> or on pages 35-36 of this toolkit.

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 lista⁶ 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 tiene preguntas, favor de contactar a su Enfermera de Escuela o proveedor de cuidado de salud. Puede llamar a la línea telefónica de la escuela al (INSERT NUMBER)

Puede obtener mas información de los Servicios de Salud de Sacramento: Visite la Red al <http://www.scph.com>.

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>

⁶Examples (in English) can be found at http://www.sacdhhs.com/CMS/download/pdfs/PUB/PUB_PanFlu_WhatYouCanDo.pdf and <http://www.pandemicflu.gov/planguide/checklist.html> or on pages 35-36 of this toolkit.

SAMPLE PARENT LETTER #2

First Bird Case

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.

Use this letter to help prepare parents for pandemic flu after a first *bird* case of a serious strain of avian/bird influenza is found in United States.

Dear Parents,

As expected, birds sick with avian/bird influenza (“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.

The avian/bird flu is an infection that affects wild birds and can also make domestic poultry (such as chickens) sick. 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 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.⁷ This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER)

You can get more information from Sacramento County Division of Public Health: Visit online at <http://www.scph.com>.

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

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

⁷ Examples can be found at http://www.sacdhhs.com/CMS/download/pdfs/PUB/PUB_PanFlu_WhatYouCanDo.pdf and <http://www.pandemicflu.gov/planguide/checklist.html> or on pages 35-36 of this toolkit.

SAMPLE PARENT LETTER #2 (SPANISH)

First Bird Case

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

Use this letter to help prepare parents for pandemic flu after first bird case is found in the U.S.

Estimados Padres,

De acuerdo con las predicciones, los pájaros enfermos con la gripe aviar/de aves han llegado a los Estados Unidos. Es importante saber que hasta ahora no se han dado casos humanos de la gripe aviar/de aves en los Estados Unidos.

La gripe aviar/de aves es un virus que infecta a los pájaros silvestres y también a las aves domésticas como las gallinas. A veces este virus también infecta a las personas que cuidan de estos pájaros enfermos. Si el virus se cambia para poder contagiarse de una persona a otra con facilidad, entonces se podría diseminar en todo el mundo. Esto se llama una epidemia mundial o pandemia.

Aunque por ahora no hay una gripe pandémica, queremos recordales de ciertas cosas que pueden hacer para prevenir las enfermedades

- 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 boca con un pañuelo cuando tengan tos o cuando estornuden. Si no tiene un pañuelo, estornude dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a mantener por lo menos tres pies de distancia de las personas que estén enfermas.
- Las personas que están enfermas no deben de ir al trabajo o a la escuela y deben evitar la compañía de otras personas hasta que estén bien de nuevo.
- No toquen los pájaros enfermos ni a los pájaros muertos.

Con esta carta incluimos una lista para ayudar 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 tiene preguntas, favor de llamar a su Enfermera de Escuela o proveedor de cuidado de salud. Puede llamar a la línea telefónica de la escuela al (INSERT NUMBER)

Puede obtener mas información acerca de los Servicios de Salud de Sacramento: visite la Red al <http://www.seph.com> o <http://www.pandemicflu.gov>

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

SAMPLE LETTER TO PARENTS #3

Initial Pandemic Flu Outbreak:

Use this letter to let parents know schools are open.

Dear Parents,

This letter will give you information about an influenza (“flu”) outbreak in Sacramento County. 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 in Sacramento County sick. So many people are sick in Sacramento and the United States that health officials call it a “flu pandemic.”

A lot of students and teachers in our school are sick with the flu. We hope they will all get better quickly.

At this time, the Sacramento County Public Health Division tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information that affects the schools.

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

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.
- People who are close to someone who has the flu should be especially careful to practice good hygiene and should be watchful for early symptoms of illness.

We are also giving you some tips about how to care for your family if they are ill.⁸

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER).

You can get more information from Sacramento County Division of Public Health: Visit online at <http://www.scph.com> or call (916) 875-5881.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. 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 childcare in your home. Recommendations may change during the course of a pandemic flu outbreak.

⁸ An example can be found on pages 35-36 of this toolkit.

SAMPLE PARENT LETTER #3 (SPANISH)

Initial Pandemic Flu Outbreak:

Use this letter to let parents know schools are open.

Estimados Padres,

Esta carta es para darle información acerca del brote de la gripe en la región de Sacramento. Cada año, algunas personas se enferman con la gripe durante los meses del otoño y invierno. Este año en particular, hay un virus de una gripe nueva ha contagiado a muchas personas en Sacramento. Hay tantas personas enfermas en Sacramento y también en los Estados Unidos, que los funcionarios de salud han declarado que esta es una gripe “pandémica”.

Muchos estudiantes y maestros en nuestra escuela tiene la gripe. Esperamos que se mejoren rápido.

Por ahora, los funcionarios de Salud Pública de Sacramento nos informan que los estudiantes que no están enfermos pueden asistir a las clases. Las escuelas quedarán abiertas. Les seguiremos dando información importante y actualizada que pueda afectar a las escuelas.

Para detener la propagación de la gripe a muchas personas, les pedimos que no manden a los niños enfermos a la escuela.

Los funcionarios de Salud quieren que usted y su familia se protejan contra de la gripe. Para evitar la propagación de gérmenes, haga lo sucesivo:

- 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 boca con un pañuelo de papel cuando tengan tos y cuando estornuden. Si no tienen un pañuelo estornuden dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos a mantenerse por lo menos a tres pies de distancia de las personas que estén enfermos.
- Las personas que están enfermas no deben ir al trabajo o a la escuela y deben evitar a otras personas hasta que estén bien.
- No vaya a los centros comerciales o donde hay muchas personas, como en le cine hasta que el peligro desaparezca.
- Los que cuiden de una persona enferma con la gripe deben de tener higiene buena y deben estar atentos a los síntomas tempranos de la enfermedad.

Con esta carta incluimos 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 tienes preguntas, favor de llamar a su Enfermera de Escuela o proveedor de cuidado de salud. Puede llamar a la línea telefónica de la escuela al (INSERT NUMBER)

Puede obtener mas información acerca de los Servicios de Salud de Sacramento: visite la Red al <http://www.scph.com> o llame (916) 875-5881

En el caso que que se siga propagando la gripe y de que más estudiantes se enfermen, es posible que las escuelas se cierren por algunos días o hasta varias semanas. El propósito en cerrar las escuelas sería para prevenir que se contagien los niños. Si se cerraran las escuelas, los niños tendrían que quedarse en casa. Empiece a planificar por si acaso ocurra esto.

SAMPLE LETTER TO PARENTS #4

Expanded Outbreak:

Use this letter to let parents know schools are open and urge ill children to stay home

Dear Parents,

We wrote to you recently to tell you about a pandemic influenza (“flu”) outbreak in our community. Here is some new information.

There are now even more students in our school who are ill with this flu virus. Still, Sacramento County Public Health tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any important information.

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

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 and take care of your family:

- Keep children who are sick at home. Don’t send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health provider, some things you can do to help them are:
 - Have them drink a lot of liquid (juice, water)
 - Keep the ill person as comfortable as possible. Rest is important.
 - For fever, sore throat and muscle aches, in adults, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye’s syndrome, a life- threatening illness.
 - Cover coughs and sneezes with tissues or by coughing into the inside of the elbow
 - Keep tissues and a trash bag within reach of the sick person.
 - Be sure everyone in your home washes their hands frequently.
 - 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 or call 911.
- People who are close to someone who has the flu should be especially careful to practice good hygiene and should be watchful for early symptoms of illness.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER).

You can get more information from Sacramento County Division of Public Health: Visit online at <http://www.scph.com> or call (916) 875-5881.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. 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 childcare in your home.

SAMPLE LETTER TO PARENTS #4

Expanded Outbreak Spanish:

Use this letter to let parents know schools are open and urge ill children to stay home

Estimados Padres,

Les escribimos recientemente para informarles acerca de un brote de gripe pandémica en nuestra comunidad. Aquí le mandamos información nueva.

Ahora hay aún más estudiantes en nuestra escuela que están enfermos con este virus de gripe. El departamento de salud del condado nos dice que los estudiantes que no están enfermos pueden continuar asistiendo a la escuela. Las escuelas se quedarán abiertas. Nosotros seguiremos mand[andole información importante.

Para prevenir que la gripe se transmita a más personas, le pedimos que mantenga a los 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.
- Si algunas de las personas en su hogar están enfermas con la gripe, aléjelos de las personas que no están enfermas.
- Si algunas de las personas en su hogar están enfermas con la gripe y no pueden ver a un proveedor de cuidado de salud, algunas cosas que usted puede hacer para ayudarlos son:
 - Que beban mucho líquido (jugo, agua)
 - Mantenga a la persona enferma lo más cómoda posible. El descanso es importante.
 - Los adultos y niños con fiebre, dolor de garganta y dolores musculares pueden utilizar ibuprofen (Motrin) o el acetaminophen (Tylenol). No utilice aspirina con niños ni adolescentes; puede causar el síndrome de Reye, una enfermedad que amenaza la vida.
 - Se cubre con un pañuelo si tose o estornuda o se cubre debajo del codo.
 - Mantenga pañuelos desechables y una bolsa de basura al alcance del enfermo.
 - Asegúrese de que todos en su hogar se laven las manos con frecuencia.
 - Llame a un proveedor de asistencia médica para obtener mas información. Si la persona enferma tiene dificultad con la respiración o sé esta poniendo peor, llame a su proveedor de cuidado de salud inmediatamente.
- Los que cuidan de una persona enferma deben de mantener buena higiene y lavarse las manos con frecuencia. Si se sienten enfermos, deben de inmediatamente aislarse de las personas sanas.

Si usted tiene preguntas, favor de llamar a su Enfermera de la Escuela o a su proveedor de asistencia médica. Puede llamar a la línea telefónica de la escuela (INSERT SCHOOL NUMBER)

Usted puede obtener más información acerca de los Servicios de Salud de Sacramento Visite la Red al www.scph.com.

Si la gripe pandémica continúa diseminándose y más estudiantes se llegan a enfermar, pueda ser que las escuelas cierren por algunos días o varias semanas. El propósito de cerrar las escuelas será para evitar que los niños se contagien. Si las escuelas se cierran, los niños deben permanecer en casa. Empiece a prepararse ahora para tener cuidado de sus hijos en su hogar.

SAMPLE LETTER TO PARENTS #5

School closure:

Use this letter to inform parents schools are closed.

Dear Parents,

Sacramento County health officials have ordered [Name of school/all schools in Sacramento County] to close. This order is because of the pandemic influenza (“flu”) situation in Sacramento County. [the designated schools/All schools] are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks 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 locations such as shopping malls, movie theaters or community centers.

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.
- Cover coughs and sneezes with tissues or by coughing into the inside of the elbow
- 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.

For more information, call your healthcare provider or visit Sacramento County Division of Public Health’s website: <http://www.scph.com> or call (916) 875-5881.

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

SAMPLE PARENT LETTER #5 (SPANISH)

School Closure:

Use this letter to inform parents schools are closed.

Estimados Padres,

Los funcionarios de la Salud Pública de Sacramento han decretado que todas las escuelas (o que la escuela Name of school) tienen que cerrarse. Este decreto es a causa de la situación pandémica de gripe en Sacramento. [the designated school/todas las escuelas en Sacramento] van a estar cerradas inmediatamente hasta que haya un nuevo aviso. Los niños deben de quedarse en casa.

Las escuelas podrían permanecer cerradas por algunos días o hasta varias semanas para prevenir el contagio entre los niños y detener la propagación de la gripe.

Como la gripe se propaga fácilmente entre las personas, es preferible que no haya reuniones grandes. Durante este tiempo, tanto los niños como los adultos deben de distanciarse de otras personas. No se deben reunir en lugares como “shopping malls”, el cine, ni centros de comunidad.

Sabemos que puede ser difícil obtener una cita para ver al médico, ir a una clínica o aun ir a una sala de emergencia. Aquí hay algunas sugerencias para evitar contagiarse con esta enfermedad.

- Beba muchos líquidos (agua, jugo)
- Mantenga al enfermo lo más cómodo posible, debe de descansar mucho
- Los adultos y niños con fiebre, dolor de garganta y dolores musculares pueden tomar acetaminofen (Tylenol) o ibuprofen (Motrin).
- Los niños y los adolescentes no deben de tomar aspirina. Esto podría causar el síndrome de Reye, una enfermedad grave.
- Enséñele a sus hijos a taparse la boca con un pañuelo cuando tengan tos o cuando estornuden. Si no tiene un pañuelo, estornude dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Mantenga un basurero cerca del enfermo para tirar los pañuelos de papel usados.
- Asegúrese de que todas las personas en la casa se laven las manos con frecuencia.
- Si necesita consejos, llame a su proveedor de cuidado de salud. Si el enfermo tiene dificultad con la respiración o esta empeorando, llame al médico inmediatamente o llame 9-1-1.
- Mantenga a los enfermos separados de los sanos.

Puede obtener mas información acerca de los Servicios de Salud de Sacramento: visite la Red al <http://www.scph.com> o llame (916) 875-5881

En cuanto sepamos cuando se abrirá la escuela de nuevo, nosotros le mandaremos el mensaje.

SAMPLE LETTER TO PARENTS #6

School Re-Opens

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

Dear Parents,

Sacramento County health officials have declared that the pandemic influenza (“flu”) outbreak 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. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means that more people could become sick in the next few weeks or months. 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 are looking forward to seeing your children again.

School Administrator

SAMPLE PARENT LETTER #6

School Re-Opens

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

Estimados Padres,

Los Funcionarios de Salud Publica de Sacramento han declarado que la gripe pandémica está controlada. Nuestra escuela volverá a abrir el día _____. Los estudiantes pueden volver a clase con seguridad.

Aunque la escuela esta abriendo, todavía habrá gente que está enferma del virus de la gripe. Los brotes de gripe pandémica pueden ocurrir en ondas. Esto significa que todavía hay peligro de que más personas podrían enfermarse de nuevo. Si hay un contagio nuevo, es posible que las escuelas tengan que cerrarse de nuevo. Le seguiremos mandando información.

Mientras que haya gripe en nuestra comunidad por favor no mande a los niños enfermos a la escuela. Deje que descansen en su hogar.
Esperamos ver sus hijos dentro de pocos días.

School Administrator

TIPS FOR PARENTS 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:

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
- ~ Pet food

Health and emergency supplies

- ~ Prescribed medical supplies such as glucose and blood pressure monitoring
- ~ Soap and water or alcohol based hand wash
- ~ Medicines for fever, such as acetaminophen (aspirin) 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.
- Cover coughs and sneezes with tissues or by coughing into the inside of the elbow
- 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.
- People who are close to someone who have the flu should be especially careful to practice good hygiene and should be watchful for early symptoms of illness.

For more information, call your healthcare provider or visit Sacramento County Division of Public Health's website: <http://www.scph.com> or call (916) 875-5881. You can also visit the federal government's pandemic flu website: <http://www.pandemicflu.gov>.

Reactions to Stress

During the next few days, you may at some time experience one or more of these normal reactions to stress. The key to managing stress is to recognize these common symptoms:

Physical Reactions	Cognitive Reactions	Emotional Reactions	Behavioral Reactions
Fatigue/exhaustion Insomnia Sleep disturbances Over/Under activity Nightmares Change in appetite Digestive problems Physical problems Headaches Nausea	Lack of concentration Flashbacks Difficulty with decisions Memory disturbance Amnesia Confusion Poor problem solving Disturbed thinking Poor abstract thinking Change in alertness	Fear Guilt Emotional numbing Over sensitivity Anxiety Depression Feeling helpless Anger Irritability Frustration	Change in activity Change in communication Withdrawal Suspiciousness Hyperalertness Startle reflex Change in sexual behavior Emotional outbursts Scapegoating Pacing

Remember that these reactions to stress are normal. In order to combat these identified symptoms here are some things to try that are known to lessen or alleviate stress:

Things to try:

- ◆ Within the first 24 - 48 hours, periods of strenuous physical exercise alternated with relaxation will alleviate some of your physical reactions.
- ◆ Structure your time - keep busy.
- ◆ You're normal and having normal reactions - don't label yourself as crazy.
- ◆ Talk to people - talk is the most healing medicine.
- ◆ Beware of numbing the pain with drugs or alcohol. You don't need to complicate this with a substance abuse problem.
- ◆ Reach out - people do care.
- ◆ Keep your lives as normal as possible.
- ◆ Spend time with others.
- ◆ Help those around you as much as possible by sharing feelings and checking out how they are doing.
- ◆ Give yourself permission to feel rotten.
- ◆ Keep a journal - write your way through those sleepless hours.
- ◆ Do things that feel good to you.
- ◆ Realize that those around you are under stress.
- ◆ Accept offered help.
- ◆ Eat nutritious, well-balanced meals high in carbohydrates and low in sugar.
- ◆ Avoid excessive use of caffeine.
- ◆ Don't make any big life changes.

Modified original source from: <http://emergency.ocde.us/pandemic.asp>
Orange County Department of Education

For additional information on Coping: <http://prepared.upmc.com/Coping.htm>

PANDEMIC FLU PLANNING CHECKLIST FOR INDIVIDUALS AND FAMILIES

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

1. To plan for a pandemic:

- Store approximately a two-week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes (e.g., Pedialyte®, Gatorade®), and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water, and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.

3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
○ Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups	○ Prescribed medical supplies such as glucose and blood-pressure monitoring equipment
○ Protein or fruit bars	○ Soap and water, or alcohol-based (60-95%) hand wash
○ Dry cereal or granola	○ Medicines for fever, such as acetaminophen or ibuprofen
○ Peanut butter or nuts	○ Thermometer
○ Dried fruit	○ Anti-diarrheal medication
○ Crackers	○ Vitamins
○ Canned juices	○ Fluids with electrolytes
○ Bottled water	○ Cleansing agent/soap
○ Canned or jarred baby food and formula	○ Flashlight
○ Pet food	○ Batteries
○ Other non-perishable items	○ Portable radio
	○ Manual can opener
	○ Garbage bags
	○ Tissues, toilet paper, disposable diapers

SAMPLE PRESS RELEASE A

Health and School Services will use this type of press release to announce schools remain open

For release (DATE)

Contact: (PIO name and number)

Sacramento County Schools Are Open but Parents Should Prepare

Sacramento County schools remain open despite the pandemic influenza (commonly known as “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. Rigorous infection control measures are being practiced in the classroom and on the school grounds. Our thoughts are with all of our families and children who are affected,” said (health official).

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. They urged parents 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 the school district’s hotline at (INSERT NUMBER) or the Sacramento County Division of Public Health at (916) 875-5881.

For more information on pandemic flu, visit Sacramento County Division of Public Health website at www.scph.com or the federal government website at www.pandemicflu.gov.

SAMPLE PRESS RELEASE B

Health and School Services will use this type of press release to announce school closures
A similar press release will be issued when school reopens

For release (DATE)

Contact: (PIO name and number)

Health Officers Order Closure of Schools in Sacramento County

Sacramento 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, Sacramento County Health and Human 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 Official).

According to LOCAL HEALTH OFFICIAL, 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.

More information on pandemic flu is available on Sacramento County Division of Public Health website at www.scph.com or by calling (916) 875-5881.

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. Rigorous infection control measures are being practiced in the classroom and on the school grounds.
- 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 6 weeks).
- 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's hotline at (INSERT HOTLINE).
- For more information on pandemic flu and prevention, visit Sacramento County Health and Human Services' website at <http://www.sacdhs.com> or call (916) 875-5881.

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS B - SCHOOL CLOSURES

- Sacramento County health officials have ordered the closure of schools as a result of the pandemic flu outbreak in our county.
- Schools may be closed for an extended period of time (for example, up to 6 weeks).
- 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's hotline at (INSERT NUMBER).
- For more information on pandemic flu and prevention, visit Sacramento County Health and Human Services' website at <http://www.sacdhhs.com> or call (916) 875-5881.

How Does Seasonal Flu Differ From Pandemic Flu?

Seasonal Flu	Pandemic Flu
<ul style="list-style-type: none">• Outbreaks follow predictable seasonal patterns; occurs annually, usually in winter, in temperate climates• Usually some immunity built up from previous exposure• Healthy adults usually not at risk for serious complications; the very young, the elderly and those with certain underlying health conditions at increased risk for serious complications• Health systems can usually meet public and patient needs• Vaccine developed based on known flu strains and available for annual flu season• Adequate supplies of antivirals are usually available• Average U.S. deaths approximately 36,000/yr• Symptoms: fever, cough, runny nose, muscle pain. Deaths often caused by complications, such as pneumonia.• Generally causes modest impact on society (e.g., some school closing, encouragement of people who are sick to stay home)• Manageable impact on domestic and world economy	<ul style="list-style-type: none">• Occurs rarely (three times in 20th century - last in 1968)• No previous exposure; little or no pre-existing immunity• Healthy people may be at increased risk for serious complications• Health systems may be overwhelmed• Vaccine probably would not be available in the early stages of a pandemic• Effective antivirals may be in limited supply• Number of deaths could be quite high (e.g., U.S. 1918 death toll approximately 675,000)• Symptoms may be more severe and complications more frequent• May cause major impact on society (e.g. widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings)• Potential for severe impact on domestic and world economy

For additional information on seasonal flu visit: <http://www.hhs.gov/flu/> or <http://www.scph.com>.

What Schools Need to Know About Preventing the Spread of...

The Flu

About Flu

Influenza, commonly called “the flu,” is a contagious respiratory illness caused by influenza viruses. Infection with influenza viruses can result in illness ranging from mild to severe and to life-threatening complications. Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

Symptoms of Flu

Symptoms of flu include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

Spread of the Flu

The flu is spread when a person who has the flu coughs, sneezes, or speaks and sends the flu virus into the air. The virus enters the nose, throat or lungs of a person and multiplies.

Treatment of the Flu

Antibiotics like penicillin will not cure the flu. The best way to prevent the flu is to get a flu shot. Over-the-counter medications may relieve symptoms of flu. Acetaminophen (Tylenol) for children is recommended for both children and adults. Decongestants, cough suppressants, and use of a humidifier can provide symptomatic relief. In addition to flu shots, three antiviral medicines are available by prescription that may help treat the flu and its symptoms, and help prevent the flu from spreading in your body. The three antiviral medicines are: oseltamivir (Tamiflu), rimantadine (Flumadine), amantadine (Symmetrel), and zanamivir (Relenza).

Preventing the Spread of the Flu in Schools

While vaccination against the flu each fall remains the primary way to prevent this disease, the following measures may help prevent flu in school settings.

Remind students and staff to clean their hands, and make sure they have the supplies to do so.

- Wash hands several times a day using soap and warm water for 15-20 seconds (this is generally around the time it takes to sing the ABC's). Alcohol-based hand rubs also may be used. Dry hands with paper towels or automatic hand dryers if possible. In school, allow regular breaks for the students and teachers to wash hands. Young children should be instructed and assisted to ensure proper hand washing. Restrooms should be checked regularly to ensure that soap and paper towels are always available.

Remind students and staff to cover noses and mouths when coughing or sneezing, and have tissues readily available.

- The flu can be spread from coughs or sneezes. Make sure tissues are available in all classrooms and common areas, such as libraries or lunchrooms. Students and staff should cover their mouths when coughing and use a tissue when sneezing or blowing their noses. Tissues should be thrown away immediately following proper hand washing (alcohol hand gels may be used in the classrooms to minimize disruption).

Encourage sick students and staff to stay at home.

- Sick students and staff should stay home from school until they have been without fever for 24 hours to help prevent spreading illness to others.

Work closely with your local health department, especially if making plans regarding school closure.

- Schools can assist the local health department with reporting outbreaks or unusually large numbers of flu absences as a way to help understand the impact of the disease on the community. Any decisions about closing a school due to increased flu activity should be made in consultation with local and state health departments. It is unknown whether school closings are beneficial in controlling the spread of flu.

Good Health Habits

The following steps may help prevent the spread of respiratory illnesses like flu:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands to protect you from germs.
- Avoid touching your eyes, nose or mouth.

Quick Tidbits

- Do NOT give aspirin to a child or teenager who has the flu.
- Encourage children to cover coughs and sneezes, wash hands frequently, and keep hands away from eyes, nose and mouth.
- A sick child is advised to stay at home during the first days of illness when symptoms are most severe and the infection is most contagious. Children can return to school when symptoms are improving and no fever has been detected for 24 hours.
- Any employee, student, teacher, or staff suspected of having the flu should not attend school.
- Staff and students (especially those with medical conditions and anyone else who wants to lower their risk of getting the flu) should get the flu shot. Remember, it is never too late in the flu season to be vaccinated.
- Schools should be extra-vigilant that ill students be excluded from sports activities, choir or any activities that may involve close contact, since transmission of the flu may be easier in these situations. All students and staff should avoid sharing glasses, water bottles, drinks, spoons/forks, etc.
- School buses, because of the enclosed space, may allow for easy spread of the flu. Tissues should be available on the buses, and students should be encouraged to cover nose and mouth while coughing or sneezing. Disinfect commonly handled interior surfaces (i.e. door handles, hand rails, etc.) between loads of students, if possible.
- In the school, clean commonly used surfaces such as door handles, handrails, eating surfaces, desks, etc., frequently with disinfectant. (Bleach solutions or commercial disinfectants are appropriate.)

About the Flu Vaccine

The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children, older adults, and certain vulnerable people of all ages. Children and adults should ideally get vaccinated for the flu in October. Available vaccines include the inactivated (containing killed virus) flu shot and a nasal-spray vaccine made with a live, weakened flu virus. Health professionals will help to guide the selection of the best vaccine for an individual.

- **The “flu shot”** – an inactivated vaccine (containing killed virus) that is given with a needle, usually in the arm. The flu shot is approved for use in people older than 6 months, including healthy people with chronic medical conditions.
- **The “nasal-spray” flu vaccine** – a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called **LAIV** for “Live Attenuated Influenza Vaccine”). LAIV is approved for use in healthy people 5 years to 49 years of age who are not pregnant.

References and Resources

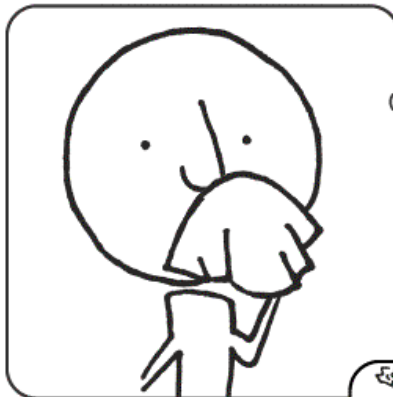
www.immunizenc.com | Immunization Branch, N.C. Department of Health and Human Services

www.cdc.gov/flu/protect/keyfacts.htm | Centers for Disease Control and Prevention Flu Home Page

www.immunizationinfo.org | National Network for Immunization Information

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.

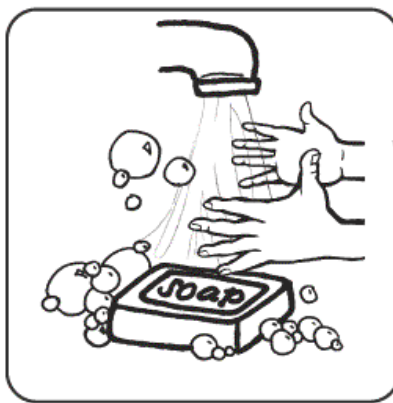


Put your used tissue in the waste basket.



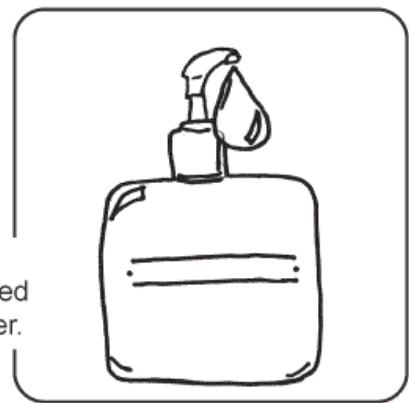
Clean your Hands

after coughing or sneezing.



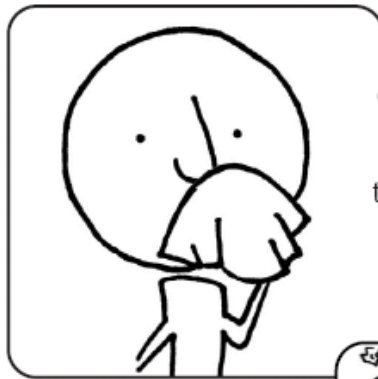
Wash hands with soap and warm water

or clean with alcohol-based hand cleaner.



¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

Cubra SU tos



Cubra su boca y
nariz con un
kleenex cuando
tosa o estornude

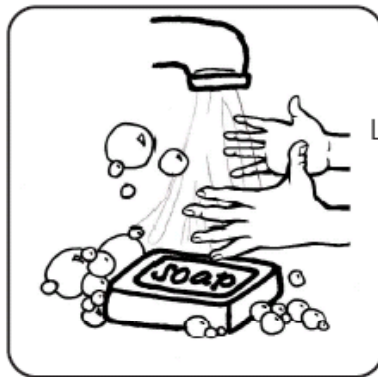
o
tosa o estornude en la
manga de su camisa,
no en sus manos.

Deseche el kleenex
sucio en un basurero.



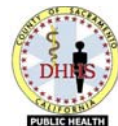
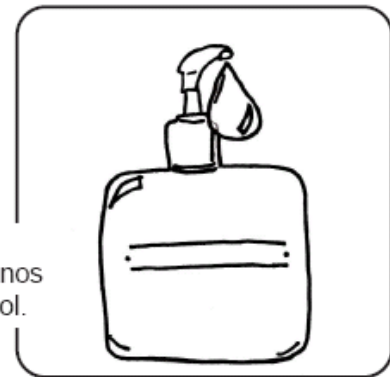
Lávese las manos

después de toser o estornudar.



Lávese con agua
tibia y jabón

o
limpiase con un
limpiador de manos
a base de alcohol.

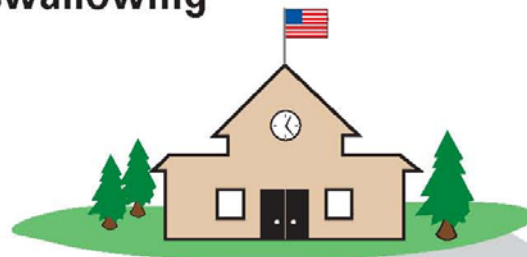


Keep Our School Healthy

Check your students
for these signs of illness:



- ✓ Coughing, with other signs of illness
- ✓ Fever or Chills
- ✓ Sore throat or trouble swallowing
- ✓ Headache
- ✓ Muscle aches
- ✓ Sneezing
- ✓ Vomiting
- ✓ Diarrhea
- ✓ Breathing trouble
- ✓ Unusual spots or rashes



**Send a
sick child
home**



Stop the spread of disease at school.



Germ-Free Zone



• **Don't spread germs.**



• **Cover your cough.**



• **Wash your hands often.**

Stop Disease



Alto a las enfermedades

막으십시오
질병을

Ngừa
Bệnh

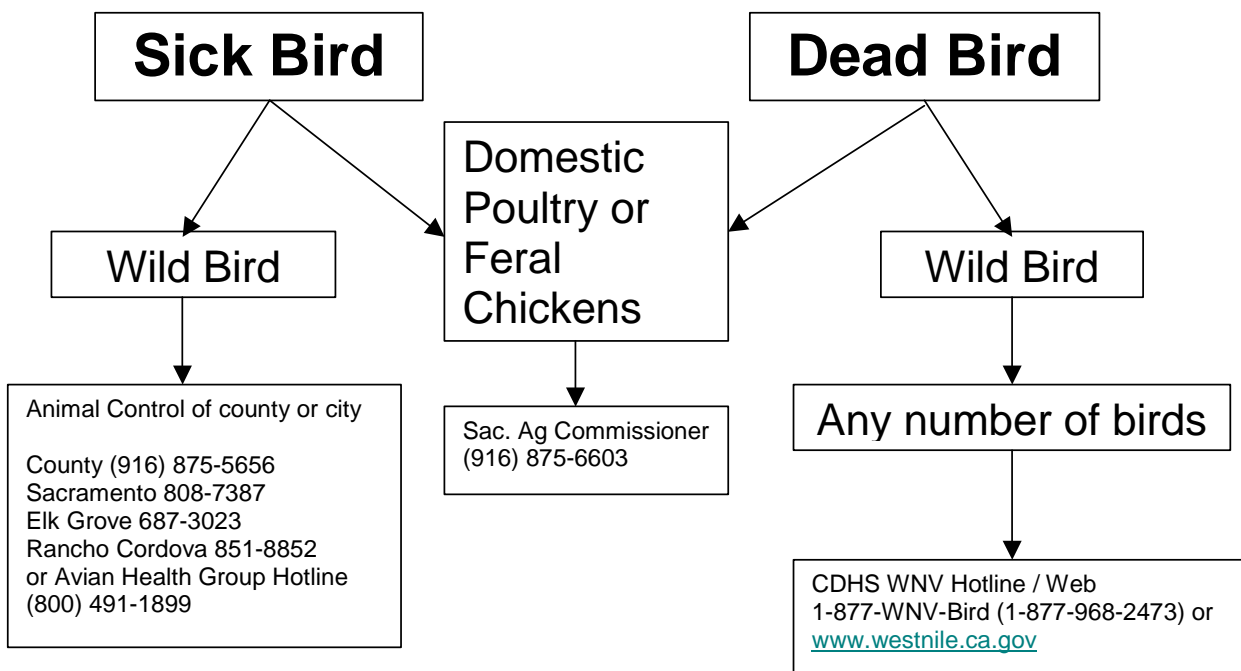
病氣撲滅

41

Pigilan ang
Sakit

防止疾病

Sick / Dead Bird Reporting Protocol for Sacramento County in the **ABSENCE** of Avian Flu (will change when Avian Flu arrives in California)



*Provisional and subject to change

AC - Animal Control
 AHG – Avian Health Group 1-800-491-1899 or
http://www.cdffa.ca.gov/ahfss/ah/avian_health_program.htm
 CAHFS – CA Animal Health and Food Safety Laboratory
 CDHS – California Department of Health Services
 CDFA – California Department of Food and Agriculture
 CDFG – California Department of Fish and Game
<http://www.dfg.ca.gov/regions/index.html> or 1-888-DFGCALTIP
 SYMVC – Sac-Yolo Mosquito and Vector Control Agency
 WNV – West Nile virus hotline www.westnile.ca.gov or 1-877-WNV-BIRD
 W\public health\avianflu\Sick-dead bird Sacto tel #s.ppt

5/30/2006

Sacramento County
Division of Public Health

Resources for Emergency Information

Sacramento County Division of Public Health 24/7 (916) 875-5881 or www.scph.com for physicians and other medical and health personnel to report suspected disease outbreaks and get answers to questions about communicable diseases.

Pre-recorded telephone information line with information about influenza and other infections of public health significance in many different languages. To access the public information line, please call (916) 874-2000 or toll-free (866) 319-2001, which is accessible by area codes 916, 707, 209, and 530.

Sacramento County Mental Health Crisis Intervention at (916) 732-3637.

Available 24 hours a day 7 days per week for psychiatric emergencies

American Red Cross – Sacramento Sierra Chapter, (916) 368-3130

Offers brochures and other literature with emergency preparedness information for the general public. Also offer emergency preparedness training for groups of 20 or more people.

Resource Information related to Emergency Preparedness and Planning, www.PrepareNow.org.

An emergency preparedness website with downloadable material to help prepare for natural and man-made disasters. Information for parents and educators to help children cope with fears and anxieties related to disasters.

Sacramento County Office of Emergency Services, (916) 875-5000.

Emergency preparedness information.

One-stop access to U.S. Government avian and pandemic flu information. Managed by the **U.S. Department of Health and Human Services** www.pandemicflu.gov.

Information about pandemic flu from the **California Dept. of Health Services Immunization Branch**. www.dhs.ca.gov/dcdc/izgroup/pandemic.htm.

Extremely user-friendly and comprehensive disaster preparedness site managed by **the San Francisco Office of Emergency Services**. <http://72hours.org>.

California Governor's Office of Emergency Services 800-550-5234. In English and Spanish.

Centers for Disease Control and Prevention. 1-800-CDC-INFO (1-800-232-4636) or 1-888-232-6348 TTY in English and Spanish.

National Center for Post Traumatic Stress Disorder, 1-802-296-6300

The National Center for Post Traumatic Stress Disorder is an education and research center. They have an information line that can provide you with a list of contact organizations, treatment referrals and information about assessment.

National Institute of Mental Health Information Center 1-866-615-6464

The National Institute of Mental Health Information Center can provide you with free publications and other educational material about various mental health issues including post-traumatic stress disorder.

NIMS Training Resources: <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>