

2009

Butte County Office of Education Pandemic Flu Plan



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The Pandemic Flu Plan was current with policy recommendations as of July 1, 2009, please see the BCOE website for the most recent pandemic flu updates.

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BCOE PANDEMIC FLU PLAN INTRODUCTION

This plan has been implemented to prepare for a pandemic flu outbreak.

It is important to understand that every year, a large number of people get sick with seasonal flu; annually 30,000 people in the United States die from seasonal flu. Annual flu vaccines are effective ways to prevent people from getting sick with the seasonal flu.

At some point, health experts believe that there will 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 a pandemic flu.

There is a great deal of planning for this pandemic underway at the federal, state and local levels. This plan is to assist the Butte County Office of Education (BCOE) schools in these efforts. This plan will also help parents/guardians and staff members with their preparations.

It is important to have an active engagement and partnership in preparing our schools and families for a pandemic. This plan includes response levels in accordance with the Pandemic Influenza Alert System developed by the World Health Organization.

Legal Authority of the Butte County Health Officer

The Chief Medical Officer for Butte County, the Health Officer, has duties that include the enforcement of public health laws and regulations as well as controlling disease and other threats to the public's health. The common connection within all of public health activities is the prevention of injury or illness from all causes, in all age groups and within all cultures and ethnic backgrounds.

In an emergency, the Health Officer has broad authorities that allow him/her to take actions to fulfill these duties. During an influenza pandemic, social distancing measures to limit the spread of the disease will include limited public gathering, cancelling public events and closing public gathering places including malls, schools, child care and pre-school programs.

THE FOLLOWING CALIFORNIA HEALTH AND SAFETY CODES DESCRIBE THE RANGE OF AUTHORITY OF THE COUNTY HEALTH OFFICER:

California Health and Safety Code Sections Pertaining to Local Authorities:

Sections 101000, 101025, 101030: Establishes the authority of county health officers to preserve and protect the public health by enforcing county orders, ordinances and statutes pertaining to public health.

Sections 101375, 101400, 101405, 101415, 101450, 101460 and 101470:

Establishes authority of cities to consent or contract with the county to provide performance of public health functions and statute enforcement. In the absence of consents or contracts with the county, authorizes cities to appoint a health officer to

enforce and observe all orders, ordinances, quarantines, regulations and statutes relating to public health.

By agreement, the Butte County Health Officer serves as Health Officer for all cities within Butte County.

Sections 101040, 101475: Authorizes county and city health officers to take preventive measures during an emergency. Preventative activities may include isolation, quarantine, and social distancing measures such as closing schools and public gatherings (sporting events, concerts, etc.).

Section 120175: Authorizes the local health officer to take measures necessary to control the spread of communicable disease.

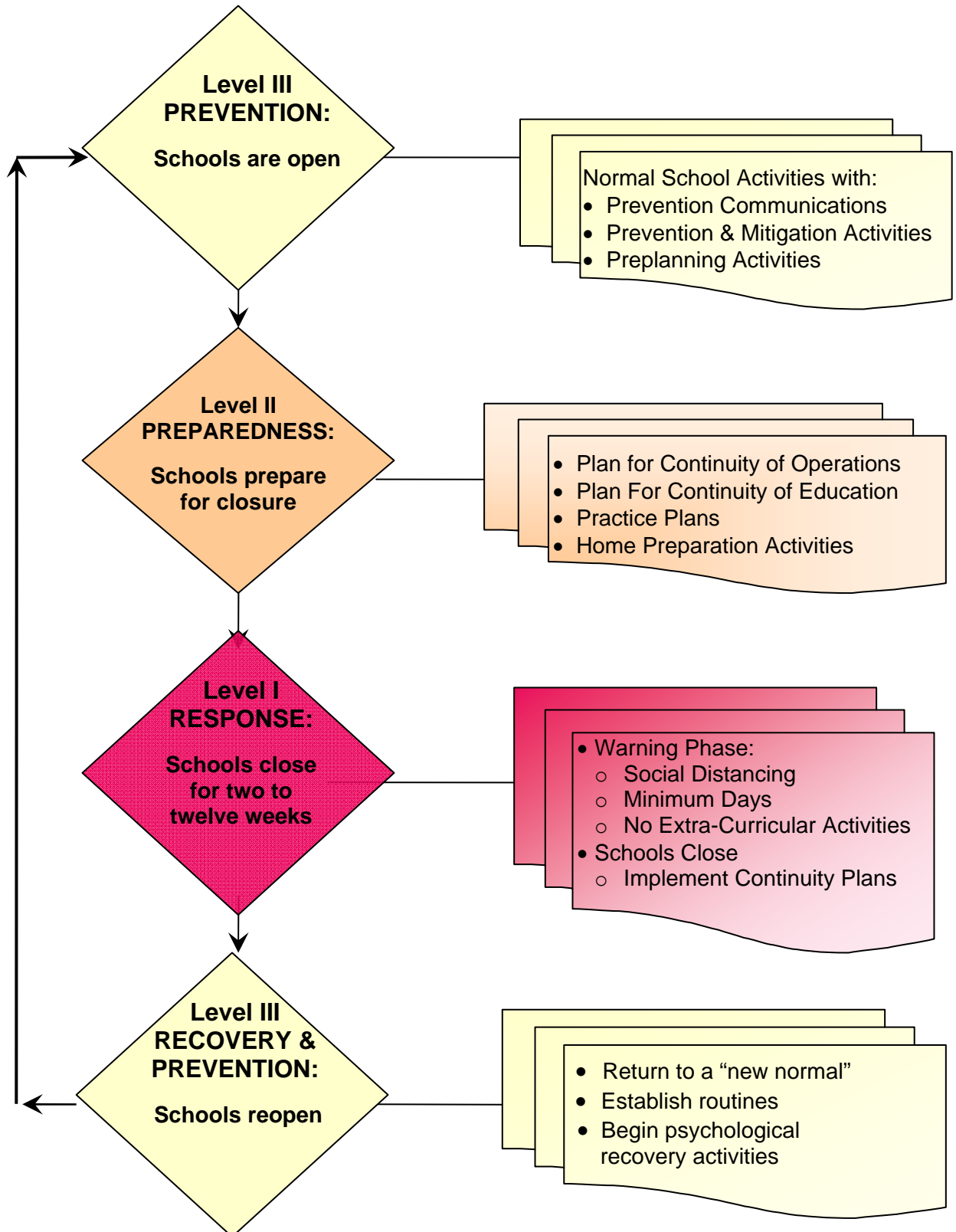
PANDEMIC INFLUENZA ALERT SYSTEM

SIX PHASES ESTABLISHED BY THE WORLD HEALTH ORGANIZATION

Inter-pandemic Period New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic Alert Period New virus, causes human cases	No, or very limited, human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
PANDEMIC Period	Efficient and sustained human-to-human transmission	6

INFLUENZA PANDEMIC CRISIS RESPONSE CYCLE

The pandemic response cycle may repeat multiple times for a period of up to two years.



LEVEL III PREVENTION & MITIGATION PHASE

**Prevention & Mitigation Activities are to be Implemented During the
Pandemic Alert Period: Stages 3-4**

PREVENTION: Schools are open

Normal School Activities with:

- **Prevention Communication**
- **Prevention & Mitigation Planning**
- **Preplanning Activities**

Even during a normal influenza and cold season, the suggested prevention activities might be well worth implementing in order to reduce student and staff absences. Beyond creating a healthier environment, the benefit of reducing absenteeism will also be reflected in:

- ✓ reduced need for substitute teachers
- ✓ increased ADA
- ✓ improved test scores as a result of increased teacher-student interaction.

In the event of an impending influenza pandemic, these activities become critical in reducing the potential impact of the disease.

BEGIN PREVENTION & MITIGATION ACTIVITIES

The Butte County Health Officer will notify districts of the potential of a pandemic flu outbreak, and the following section is a chronological list of important step-by-step actions schools and programs should immediately begin.

Many of these action items should be in place as crisis responses to major earthquakes, fires or other natural or manmade disasters.

Pandemic flu can have several cycles or waves so this list may need to be repeated.

- Review the BCOE pandemic flu plan. Distribute plan to all BCOE sites and update important contacts on a yearly basis.
- Work with local health officials and emergency preparedness officials. They will want to use the schools as a way to disseminate information to families.
- Decide the roles and responsibilities of school staff, including all ancillary staff, to prevent the spread of flu.
- Review policies and procedures for absenteeism, compensation, communicable diseases and others as appropriate.
- Work with the Department of Education, the Butte County Public Health Department and other school districts within Butte County.
- Distribute and review the ***BCOE Pandemic Checklist (Appendix)***

In the event of school closures, there must be on-going educational activities and assignments for our students. As administrators, there are a number of issues to consider:

- **Academic:** We need to ensure that students do not lose an entire academic year.
- **Public Health:** We need to minimize the potential of students congregating and accelerating transmission of the influenza virus.
- **Public Safety:** We need to minimize the numbers of bored and roaming students with the potential of causing problems in their communities.
- **Social Stability:** We need to maintain the normal routine for students in order to provide a stabilizing anchor for children and guarantee the continuity of our social fabric.

Simply stated, it is important to have a plan in place for continuing educational activities for students in spite of illness and/or school closure.

- Distribute ***Memos to Parents/Staff from Butte County Public Health Department*** as appropriate.
- Review appendix section for links to possible lesson plans.
- Review appendix section for posters for posting in offices and classrooms. The posters are in a wide variety of languages.
- Inform Parents/Staff about pandemic flu information.** See appendix for samples below.

Sample ***Memo #1 to Parents/Staff: Prevent the Spread of Germs***

Sample ***Memo #2 to Parents/Staff: Recognizing Flu Symptoms***

Sample ***Memo #3 to Staff Only: Plan for Being Absent***

Sample ***Memo #4 to Parents/Staff: Social Distancing***

Sample ***Memo #5 to Parents/Staff: Extra Curricular Activities***

Sample ***Memo #6 to Parents/Staff: Keeping Your Family Healthy***

Sample ***Memo #7 to Parents/Staff: Learning the Facts***

Sample ***Memo #8 to Parents/Staff: Planning Ahead for Medication***

Sample ***Memo #9 to Parents/Staff: Planning Ahead for Childcare***

Sample ***Memo #10 to Parents/Staff: Home Preparedness***

Sample ***Memo #11 to Parents/Staff: Helping Children Feel Secure***

LEVEL II PREPAREDNESS PHASE

Preparedness Activities Are to be Implemented During the
Pandemic Alert Period: Stage 5

INITIATE PREPAREDNESS ACTIVITIES

OUTBREAK OF FLU DISEASE LESS than 10% OF STUDENTS

- County Health Officer may issue notification to begin Surveillance Reporting
- Begin Heightened Surveillance Reporting (See appendix)
 - Definition of Surveillance Levels
 - Weekly Pandemic Flu Census
 - Daily Pandemic Flu Census Log
 - Daily Pandemic Flu Census
- Work with Butte County Public Health Department regarding a Press Release announcing classes remain in session but parents need to prepare for possible student dismissal.

EXPANSION OF THE OUTBREAK 10% OR MORE OF STUDENTS BUT LESS THAN 30%

- Consider student dismissal.
- Local Health Officer issues ADA Support Letter to schools/Epidemic Declaration
- County Health Officer may issue notification to begin Surveillance Reporting
- Begin Intensive Surveillance Reporting
- Educate parent and staff as to home preparedness steps.

PLAN FOR SCHOOL CLOSURE ACTIVITIES

- ✓ **Develop alternative instructional strategies.** If school closures are for a short duration, teachers and students may be able to keep up with lessons with help of a buddy or team system. Additionally, depending upon the grade level and level of parent/guardian literacy, sites may develop take home/send home independent study packets.
- ✓ Healthy students will be able to meet in small groups of 5 or 6, so meeting at a home with a computer and internet access may facilitate distance learning opportunities.

If the closures and the impact of the pandemic become more severe or for subjects that require teacher facilitated instruction, districts may want to collaborate in utilizing multiple distance learning avenues:

- <http://www.khsl.tv.com> local public television
- CTAP: California Technology Assistance Project.
Local Contact: Paul Haas; phaas@bcoe.org
- [http://moodle.org/](http://moodle.org) is a free course management system.
- The New York Times* offers a lesson plan link:
<http://www.nytimes.com/learning/teachers/lessons/subscribe.html>

LEVEL I RESPONSE PHASE

Response Activities Are to be Implemented During The
Pandemic Alert Period: Stage 6

BEGIN ACTIVATION ACTIVITIES

The Butte County Health Officer will announce the Level I Alert and notify districts that schools will prepare to close.

CONTINUED EXPANSION OF THE OUTBREAK MORE THAN 30% OF STUDENTS ILL

It is anticipated that this will occur in two increments:

- **A Two Week Warning Phase which will include:**
 - **Social Distancing Activities**
 - **Possible Minimum Days**
 - **No Extra-Curricular Activities**
- **School Closure for Students**

Students will be sent home, although not all employees of the district or schools will necessarily be released.

- Dismiss Students
- Cancel any non-academic events

LEVEL III RECOVERY AND PREVENTION PHASE

Recovery and Prevention Activities are to be Implemented After the
Pandemic Alert Period Stages: 1-6

SCHOOLS REOPEN

- Return to a “new normal”
- Establish routines
- Begin psychological recover activities

BEGIN RECOVER ACTIVITIES AND CONTINUE PREVENTION ACTIVITIES

FOLLOWING THE OUTBREAK

- Butte County Public Health Department will issue a declaration and press release that schools can open.
 - Distribute Memos to Parents/Staff from Butte County Public Health Department as appropriate.
- Return to Heightened Surveillance Reporting.

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

In any wide spread disaster, most adults will find themselves in the role of providing support and comfort to one another as well as children.

While it is important to give comfort and allow space for the grieving process, it is equally important to re-establish a routine within the school and within each classroom. Being able to count on a routine allows both children and adults to find some stability in the chaos and helps the healing process.

It will take time and a new normal will emerge

APPENDICES

BCOE PANDEMIC CHECKLIST

Prevention and Preplanning

Identify the authority responsible for declaring a public health emergency at the state and local levels.

- California: Director, California Department of Public Health
- Butte County: Director, Butte County Department of Public Health

Identify essential Pandemic Committee Members. The team may include:

- Superintendent
- Cabinet Member(s)
- Public Information Officer
- District Administrator(s)
- Site Administrator(s)
- Department/Grade Level Lead(s)
- Teacher Association representative(s)
- Classified Association representative(s)
- Mental and physical health professionals
- Parent association representative(s)

Policies and Procedures

- Review BCOE's communicable disease policies and procedures.
- Determine if any additional policies or procedures are needed.
- Determine additional support that sites might need.

Communications

- Develop procedures for communicating with local media during normal and emergency situations.
- Develop a communications plan, including possible school closures, for staff, students and parents.
- Develop procedures for communicating with the Butte County Public Health Department
- Clearly communicate the policy on sick leave and employee compensation.
- Communicate the on-going campaign regarding prevention and preparedness activities.
- Develop clear communications encouraging ill persons to stay at home during a pandemic.
- Encourage employees who have children to make plans for childcare if their children's schools/preschools are closed. Advise employees to plan for an extended period of up to 12 weeks in case of a severe pandemic.

Operations

- Identify school-based individuals to educate staff, students and families about the pandemic flu.
- Develop an on-going campaign regarding prevention and preparedness activities, including hand washing, covering coughs and staying at home when sick.
- Identify critical job functions and plan for alternative coverage during a pandemic (with Planning).
- Prepare for the possibility of schools functioning with up to 30 to 40% of school staff absent.
- Work with sites and/or departments to address continuity of education during a pandemic.
- Establish policies for alternate or flexible worksite (e.g., videoconferencing/telecommuting, flexible work hours).
- Establish policies for grading/assessment of student work in the event of prolonged absences and/or school closure.
- Develop a plan for school operations at all levels of pandemic severity. Even if students are dismissed, schools may remain operational.
- Print Center of Disease Control (CDC) Prevention Information Posters
<http://www.cdc.gov/germstopper/materials.htm>

Planning

- Review and analyze Federal, State and contractual employment laws that identify employer obligations and options for personnel (with Finance).
- Establish a clear policy on sick leave and employee compensation during a pandemic (with Finance).
- Develop a plan for faculty and support staff absences due to personal illness.
- Establish return-to-work policies after illness.
- Identify critical job functions and plan for alternative coverage during a pandemic (with Operations).
- Prepare for the possibility of schools functioning with up to 30 to 40% of school staff absent.

Logistics

- Identify in-house and community/county mental and social workers resources.
- Work with mental/social health professions to provide psychosocial support services for school staff, students and families during and after a pandemic.

Finance

- Review and analyze Federal, State and contractual employment laws that identify employer obligations and options for personnel (with Planning).
- Establish a clear policy on sick leave and employee compensation during a pandemic (with Planning).

- Assess the financial impact of alternative scheduling, school closures (two to twelve weeks) and before/after school program closures.
- Determine if schools must, may or cannot compensate, continue benefits and/or extend leave to employees who are not working during the pandemic and develop policy language addressing the issues.

Preparedness

- Identify Incident Command System/Emergency Operations Center roles with backups identified.
- Test linkages between your Incident Command System (ICS) and the local Health Department and California Department of Education Incident Command Systems.
- Identify site ICS leads and backups. Have phone numbers and contact information readily accessible.

Communications

- Draft language for anticipated events, including implementing social distancing activities and other measures to minimize close contact between employees (i.e., reducing handshaking, limiting face-to-face meetings, teleworking/commuting, liberal/unscheduled leave policies and staggered shifts).

Operations

- Identify information to be translated. Include populations that are communicatively disabled (such as the blind or deaf).
- Develop an on-going campaign regarding prevention and preparedness activities, including hand washing, covering cough and staying at home when sick.
- Preplan for Recovery. Provide training for school staff regarding grief and possible health problems (with Logistics).

Planning

- Identify how the numbers of student and staff absences will be tracked on a daily basis.
- Identify how the absence figures will be reported to the District Office and the Butte County Health Department if over 10% or as requested.

Logistics

- Identify and recruit translators.
- Preplan for Recovery. Identify and prescreen health and grief service providers, develop template letters and develop training for school staff (with Operations)

Finance

- Identify and plan for continuity of financial operations.
 - Payroll
 - Accounts Payable/Receivable
 - Other _____

SAMPLE MEMOS AND LETTERS

Sample Memo #1 Parents/Staff: Prevent the Spread of Germs

DATE:

TO: Parents

FROM:

RE: Pandemic Flu: Prevent the Spread of Germs

Butte County Office of Education encourages families to be informed about prevention of the Pandemic Flu.

Stop germs from spreading. By doing a few simple things, we can stop the spread of germs:

- **Wash your hands often using soap and water.**
- **Cover your mouth and nose with tissue when coughing and sneezing. Throw used tissues into the trash and then wash your hands.**
- **Cough into your sleeve.**
- **Stay home if you are sick and stay away from others as much as possible.**
- **Keep children home if they are sick.**
- **Avoid close contact with people who are sick.**

Spread the word. Tell family and friends about these simple measures.

By working together and following these simple guidelines, we can limit the spread of the disease.

You can access the Butte County Office of Education website for Pandemic Flu updates at <http://www.bcoe.org>.

Sample Memo #2 Parents/Staff: Recognizing Flu Symptoms

DATE:

TO: Parents

FROM:

RE: Pandemic Flu: Recognizing Flu Symptoms

Below is a simple list of symptoms that will help you in determining whether any of your students has the flu. In the event that you believe that someone in your classroom has the flu, please send him/her immediately to the office for screening (symptom check and/or taking temperature).

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***

Until the student can be picked up by the parent or guardian, the following must occur:

- The student must be isolated in a separate room.***
- The room must have an open window or proper ventilation.***
- Anyone entering the room should wear gloves and a hospital mask.***
- Both the child and any adult in the room should use cough etiquette and wash their hands.***
- Tissue and lined waste baskets must be available.***

If the student meets the definition as described above, he/she must be excluded from school for at least ten days and must be symptom free in order to be re-admitted to school.

Thank you for your attention to this matter.

Sample Memo #3 Staff Only: Plan for Being Absent

DATE:

TO: All Staff

FROM:

RE: Pandemic: Plan for Being Absent

Butte County Office of Education encourages all employees to take the following precautionary measures:

1. Plan ahead for family and/or personal illnesses. Plan on ten days for the illness to run its course.
2. If ill, stay home for at least ten days. DO NOT SPREAD THE GERM.
3. Be prepared to take care of yourself and/or family members without having to leave your home. Checklists will be provided and can also be found at www.buttecounty.net/publichealth/
4. Develop a buddy system at your school site. We know there will not be sufficient numbers of substitutes.
5. For the classroom, teachers may work together by grade level, subject matter, etc., to develop emergency lesson plans. Adapt current lesson plans that will allow instruction to continue.
6. By areas of expertise, classified personnel from 2 or 3 schools may need to work together to cover for absent co-workers. Essential services must continue.

Thank you again for your support.

Sample Memo #4 Parents/Staff: Social Distancing

DATE:

TO: All Staff and Parents

FROM: Superintendent

RE: Pandemic: Social Distancing

Butte County Office of Education encourages all employees to understand and when directed by the County Health Officer to implement the following measures:

1. Minimize close contact with others.
2. Do not schedule any large group events such as indoor assemblies or rallies.
3. Eliminate handshaking.
4. Keep classroom keyboards, phones and other shared materials/equipment wiped down.
5. Limit face-to-face meetings; use email as an alternative.
6. As possible and appropriate, keep doors slightly ajar to allow air circulation.
7. Put distance between student desks.
8. Send ill children to the office to be sent home.

Thank you again for your support.

Sample Memo #5 Parents/Staff: Extra Curricular Activities

DATE:

TO: Parents and Staff

FROM:

RE: Pandemic: Extra-Curricular School Activities

Butte County Office of Education is preparing for the possibility of a pandemic influenza outbreak:

Extra Curricular Activities: In order to minimize the spread of germs, all extracurricular activities are immediately suspended until further notice. This includes all activities, including those scheduled during lunch and after school.

By working together and preplanning for the event, we can minimize the impact on our school and community.

Thank you.

Sample Memo #6 Parents/Staff: Plan for Keeping Your Family Healthy

DATE:

TO: All Parents and Staff

FROM:

RE: Pandemic: Plan for Keeping Your Family Healthy

Butte County Office of Education encourages all parents and employees to take the following measures to cope with the possibility of an influenza pandemic at home. Involve family, friends and neighbors in the following:

- plan for ill individuals to remain at home
- develop a support system among friends and family to care for individuals who are ill
- plan for childcare in the event that such services become unavailable
- implement precautions to prevent the spread of the virus (e.g. reduce social contact with others, including hand shaking, face-to-face meetings, frequent trips to shopping areas, etc.)
- implement good hygiene among household members
- establish a communication system among family and friends
- identify and publicize websites, television and radio stations that will broadcast information regarding how to deal with a flu pandemic
- visit ***www.pandemicflu.gov*** and ***http://www.sccgov.org/portal/site/scc*** -- Go to Public Health
- complete the attached Family Health Information Sheet and keep it handy.

By working together and following these simple guidelines, we can limit the spread of the disease. Thank you for your help.

Sample Memo #7 to Parents/Staff: Learning the Facts

DATE:

TO: All Parents and Staff

FROM:

RE: Pandemic: Learning the Facts

Influenza, also known as the flu, is a contagious respiratory disease caused by viruses.

In the United States, there is a flu season that begins every fall and ends every spring. The type of flu people get during this season is called **seasonal flu**.

Sometimes, a new type of flu virus may emerge to which the general public has no resistance. The lack of immunity enables the virus to spread quickly and easily from person to person impacting communities around the world in a very short time, causing serious illness and death. This kind of flu is called **pandemic flu**.

The exact symptoms of pandemic flu are unknown. However, the CDC notes that symptoms are expected to be similar to those of seasonal flu, which include:

- Fever
- Sore throat
- Cough
- Runny or stuffy nose
- Extreme fatigue
- Headache
- Muscle aches and pains
- Stomach problems, such as nausea, vomiting and diarrhea (more common in children)

Research suggests that it may take two to seven days to show symptoms when a person catches the flu, and the symptoms may last for up to a week.

A person infected with the flu may transmit the flu for one to two days before they have symptoms, and for five to seven days after symptoms begin.

Why the concern over pandemic flu?

Pandemic flu is more serious than seasonal flu. Most people who get seasonal flu recover within a week or two and usually do not require medical treatment. Pandemic flu is different because more people who get it might not recover, even with medical treatment, and people of every age may be at risk of serious illness or death.

Who is more at risk?

The very young, the very old and the very sick are most likely to become seriously ill from any form of the flu virus.

What about a vaccine?

Unlike seasonal flu, there is no **vaccine** for pandemic flu until researchers and pharmaceutical companies are able to create one, which takes time. Even if a vaccine is developed for the pandemic flu, it will be a challenge to manufacture and dispense the vaccine to everyone in a timely manner.

When will this happen? Can I do something now?

Scientists cannot accurately predict when the next pandemic will occur.

The best way to protect yourself and others is to practice healthy hygiene to keep you well now and during a flu pandemic. Practicing these actions now will make them easier to do later. These actions include washing your hands, covering your cough and staying home (or keeping your children home) when sick.

For further information, you can check the following website: www.pandemicflu.gov or www.sccphd.org

Sample Memo #8 to Parents/Staff: Planning Ahead for Medication

DATE:

TO: All Staff and Parents

FROM:

RE: Pandemic: Plan for Necessary Medications and Supplies

Butte County Office of Education encourages all employees to take the following measures to cope with the possibility of an influenza pandemic at home. Involve family, friends and neighbors in the following:

It is very important that we all plan ahead in storing necessary medications:

- Two weeks' worth of prescription medicines
- Two weeks' worth of ibuprofen or acetaminophen (Tylenol) for every person in your family
- Two weeks' worth of cough medicine for every person in your family.
- Rehydration Solution, for example, Pedialyte for children and Gatorade for adults. It is highly recommended to have store-bought solutions for children, especially infants and toddlers.
- Rehydration Solution for adults and teens:
4 cups clean water -- 2 tablespoons sugar -- ½ teaspoon salt
Mix until sugar disappears; drink at room temperature or cooled;
DO NOT BOIL
- Supply of face masks and plastic gloves (This will help prevent the spread of germs if you are caring for someone with the illness)
- Disinfectants and chlorine bleach.

By being prepared we can lessen the impact of the pandemic flu on our families. Thank you.

Sample Memo #9 to Parents/Staff: Planning Ahead for Childcare

DATE:

TO: All Parents

FROM:

RE: Pandemic: Plan Ahead for Childcare

In the event of a pandemic flu, schools may be closed for two to twelve weeks. Additionally, your preschool childcare provider may not be available. Butte County Office of Education encourages all parents and employees with young children to take the following measures:

1. Plan ahead in the event that your child's childcare, preschool or school closes.
2. Preplan alternative childcare options. This may include teaming with other parents, family members or neighbors to provide care for groups of up to six children.
3. If you come up with creative solutions, please inform _____ so that we can share the ideas with others.

Thank you again for your support.

Sample Memo #10 to Parents/Staff: Home Preparedness

DATE:

TO: All Parents

FROM:

RE: Pandemic: Home Preparedness

In the event of a flu pandemic or a major earthquake, experts predict that many businesses and shopping areas may be closed due to absenteeism or health risks. During a pandemic or major earthquake, if you cannot get to a store, or if shops are out of supplies, it will be important for you to have extra supplies on hand. Your actions can help teach your children the value of preparedness.

There are actions you can take to help lessen the impact of an influenza pandemic or an earthquake on you and your family. This checklist will help you in being prepared.

Checklist for Individuals and Families

Examples of food and non-perishables (plan for two weeks)

- Ready-to-eat canned meats, dried fruits, vegetables, and soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter or nuts
- Dried fruit
- Crackers
- Canned juices
- Bottled water (one gallon per day per person)
- Canned or jarred baby food and formula
- Pet food

Examples of medical, health, and emergency supplies

- Prescribed medical supplies such as glucose and blood-pressure monitoring equipment
- Soap and water, or alcohol-based hand wash
- Medicines for fever, such as acetaminophen or ibuprofen (Tylenol)
- Thermometer
- Anti-diarrheal medication
- Vitamins
- Fluids with electrolytes (Pedialyte or Gatorade)
- Cleansing agent/soap
- Flashlight
- Batteries
- Portable radio
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers

For further information, you can check the following website: www.pandemicflu.gov or www.sccphd.org

Sample Memo #11 to Parents/Staff: Helping Children Feel Secure

DATE:

TO: All Parents

FROM:

RE: Pandemic: Helping Children Feel Secure

We are all feeling the impact of this difficult time. Our children are feeling the same mix of emotions without the life skills that help us work through them. The following advice is adapted from *Helping Children Feel Secure During Uncertain Times* by Stanley I. Greenspan, M.D.

What can parents do to help their children feel safe?

Spend time together as a family. Children need to trust. That means they need enough time with you to feel the world is safe and he/she is protected. That begins with parents.

Express feelings. Help your children express their feelings and concerns. It will take time and patience. Listen and reflect back what they are saying. For all of us, it helps to know that someone hears what you are saying.

Provide reassurance. Children need to feel secure. The reassurance needs to be couched in realistic terms. Children will want to know what you are doing for them as a parent to make them feel protected, so it is important to go through the steps you are taking at home first. Then explain to them what the government is doing in terms they can understand. This will help children from being shocked, surprised, or confused by what changes they see.

Contribute and help others. We all benefit by helping others in need. Small and large efforts can make children feel more secure and not helpless. When children (and adults) are involved and doing something positive and constructive, everyone gains energy and confidence.

ADDITIONAL WEBSITES AND TOOLS

Keep these websites handy for additional information, tools, ideas and support:

✓ **Lesson Plans, Checklists, audience specific materials**

www.ReadyCaSchools.org

An excellent comprehensive resource: California Department of Health Services and California Department of Education site for Pandemic Influenza School Preparedness

Go to planning stages, click grade level, see guides, teaching exercises.

(**CAUTION:** *be certain anything you use aligns with Butte County Procedures*)

✓ **Flyers and Poster in multiple languages:**

<http://www.cdc.gov/flu/protect/covercough.htm>

<http://www.cdc.gov/germstopper/materials.htm>

<http://www.cdc.gov/flu/school>

✓ **California: Pandemic Influenza preparedness for Schools Webcast**

http://cdlhn.com/phc_viewer_new.cfm?id=757&sku=PAN_070511_921&speed

<http://www.cde.ca.gov/ls/he/hn/fluresources.asp?print=yes>

✓ **The Butte County Public Health Department:**

www.bcphd.org or (530) 538-7581

LESSON PLAN LINKS PRE THROUGH GRADE 12

Preschool: Pandemic Lesson Plan Links

SKITS

Henry the Hand School Kit

Skit for 2 adults to teach students about germs;
includes links to *Henry the Hand* **video**, **theme song** and **Doin' the Handwash song**;
pre-K – grade 3
(Henry the Hand Foundation)

How to WHACK the Flu

Skit for 2 adults (including high school or university students) to teach hand and respiratory hygiene; includes **a sticker**, **a poster**, and **a brochure** to send home with kids;
pre-K – grade 2; 3 pages (City of Berkeley)

How to WHACK the Flu

Skit for 3 adults (including high school or university students)
teaches hand and respiratory hygiene;
includes **a sticker**, **a poster**, and **a brochure** to send home with kids;
pre-K – grade 2; 3 pages (City of Berkeley)

TEACHING EXERCISES

Did You Wash 'Em - Handwashing Teaching Module and Scientifically-Based Teaching Activities

Education packet to teach disease prevention through handwashing;
Use **order form** to purchase collateral materials;
pre-K – grade 4; 11 pages
(Kansas Department of Health and Environment)

Gel-Mo on the Go

Storybook to teach kids how to properly wash their hands;
pre-K – grade 3; 4 pages
(NSF International)

Handwashing: Prevent Disease and Outbreak Intervention

Curriculum to teach kids about germs;
pre-K–grade 1; 3 pages
(Minnesota Department of Health)

Glitter Germs

Terry Sayre: Learning about germs and the importance of washing hands.

Happy to be Healthy

Activity for students to learn about the flu and staying healthy,
pre-K – K; 4 pages
(Roche Laboratories)

Healthy Hands, Healthy Kids: What Are Germs?

Activities to teach kids about germs;
pre-K – grade 2
(GOJO Industries)

Squid Soap

Description of special soap for teaching handwashing;
pre-K–grade 3
(SquidSoap)

Wash Your Hands

Handwashing activities including a holiday jingle in **English** and **Spanish**,
Fun **Santa clip**, and a **lesson plan**;
pre-K – K
(CDHS)

Why, How, When to Wash Hands

Handwashing curriculum;
pre-K; 21pages
(Minnesota Department of Health)

TIP SHEETS

Cleaning and Disinfection

Tips on cleaning, sanitizing, and disinfecting in a childcare setting;
5 pages; (Hennepin County Community Health Department, Minnesota)

Diapering

Tips on how to prevent the spread of infectious organisms when diapering babies;
3 pages; (Minnesota Child Care Health Consultants Group)

Protecting Against Influenza (Flu):

Advice for Caregivers of Children Less Than 2 Years Old

(CDC)

K-8 Lesson Pandemic Plan Links

SKITS

Henry the Hand School Kit

Skit for 2 adults to teach students about germs;
includes links to *Henry the Hand* **video**, **theme song** and **Doin' the Handwash song**;
pre-K – grade 3; (Henry the Hand Foundation)

How to WHACK the Flu

Skit for 2 adults (including high school or university students)
Teaches hand and respiratory hygiene;
includes **a sticker**, **a poster**, and **a brochure** to send home with kids;
pre-K – grade 2; 3 pages; (City of Berkeley)

How to WHACK the Flu

Skit for 3 adults (including high school or university students)
Teaches hand and respiratory hygiene;
Includes **a sticker**, **a poster**, and **a brochure** to send home with kids;
Pre-K – grade 2; 3 pages; (City of Berkeley)

TEACHING EXERCISES

Did You Wash 'Em - Handwashing Teaching Module and Scientifically-Based Teaching Activities

Education packet to teach disease prevention through handwashing;
Use **order form** to purchase collateral materials;
Pre-K – grade 4; 11 pages; (Kansas Department of Health and Environment)

Gel-Mo on the Go

Storybook to teach kids how to properly wash their hands;
Pre-K – grade; 3; 4 pages; (NSF International)

Handwashing: Prevent Disease and Outbreak Intervention

Curriculum to teach kids about germs;
Pre-K–grade 1; 3 pages; (Minnesota Department of Health)

Germ Experiment

Students observe growth of germs on three germ-covered potato slices and one controlled slice.
Gary Hopkins; (Education World)

Happy to be Healthy

Activity for students to learn about the flu and staying healthy
Pre-K – K; 4 pages; (Roche Laboratories)

Healthy Hands, Healthy Kids: What Are Germs?

Activities to teach kids about germs; pre-K – grade 2 (GOJO Industries)

Squid Soap

Description of special soap for teaching handwashing; pre-K–grade 3 (SquidSoap)

Glitter Germs

Terry Sayre: Learning about germs and the importance of washing hands.

Wash Your Hands

Handwashing activities including a holiday jingle in **English** and **Spanish**, a fun **Santa clip**, and a **lesson plan**; pre-K – K (CDHS)

Why, How, When to Wash Hands

Handwashing curriculum; pre-K; 21pages (Minnesota Department of Health)

High School Pandemic Lesson Plan Links

SKITS

Henry the Hand School Kit

Skit for 2 older students to teach children (pre-K – grade 3) about germs; includes links to *Henry the Hand* **video**, **theme song** and **Doin' the Handwash song** (Henry the Hand Foundation)

How to WHACK the Flu

Skit for 2 older students to teach hand and respiratory hygiene to children (pre-K – grade 2); includes **a sticker**, **a poster**, and **a brochure** to send home with kids; 3 pages (City of Berkeley)

How to WHACK the Flu

Skit for 3 older students to teach hand and respiratory hygiene to children (pre-K – grade 2); includes **a sticker**, **a poster**, and **a brochure** to send home with kids; 3 pages (City of Berkeley)

TEACHING EXERCISES

Great Ideas for Hand Washing Educators

Ideas on how to spread awareness on handwashing and illness prevention; Adults; (Kansas Department of Health and Environment)

Handwashing Laboratory Activities

Lab experiment that teaches students about germs on their hands; grade 6 – grade 12 (National Health Museum)

Handwashing: Prevent Disease and Outbreak Intervention

Curriculum to teach older audiences about how to prevent illness; 10 pages; grade 9 – Adult (Minnesota Department of Health)

Handwashing Project Ideas for Students

Activities and project ideas for students; includes ideas for community outreach; grade 6 – Adult (Minnesota Department of Health)

Great Ideas for Hand Washing Educators

Ideas on how to spread awareness on handwashing and illness prevention; Adults (Kansas Department of Health and Environment)

VIDEOS

Avian vs. Pandemic Flu

Video that explains the differences between avian and pandemic flu (County of Los Angeles Public Health)

Flu Bug U 30-second Video PSA

Video that teaches how to prevent the flu. Video includes **script**; grade 7– adult; 30 sec.; (Kansas Department of Health and Environment)

Flu Bug U 60-second Video PSA (en Español)

Video in Spanish that teaches how to prevent the flu.
Video includes **script**; grade 7– adult; 60 sec.
(Kansas Department of Health and Environment)

The Flu vs. the Cold

Video that explains the differences between the cold and flu
(County of Los Angeles Public Health)

The Sneeze: How Germs are Spread

Ordering information for video that explains how germs are spread and the importance of handwashing (California Healthy Kids Resource Center)

Why Don't We Do It In Our Sleeves?

Ordering information for video that demonstrates proper cough etiquette
(OtoRhinoLounsburoglogy Productions)

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.
- 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 Public Health Department.
- Begin preparation for potential school closure.

Influenza Case Definition

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

Fever of 101.5° degrees Fahrenheit or higher

AND ONE OF THE FOLLOWING

- Cough
- Sore throat
- Headache
- Muscle 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 PANDEMIC FLU CENSUS

Once pandemic flu has been confirmed as present in Butte County, use this form to report weekly to Butte County Public Health Department 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
Reporting Individual		Telephone
City	School District	
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	

If requested by the Butte County Public Health Department,
fax this form each Friday during the period of Heightened Surveillance

DAILY PANDEMIC FLU CENSUS LOG		
SCHOOL	DATE	
Once pandemic flu has been confirmed as present in Butte County, use this form (or an equivalent) to log student absences.		
Student Name	Illness is Influenza?	Absent?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTALS		

DAILY PANDEMIC FLU CENSUS

Once pandemic flu has been confirmed as present in Butte County, use this form to report daily to the Butte County Public Health Department of Epidemiology and Assessment 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		Today's Date
Reporting Individual		Telephone
City		School District
STUDENTS		
	Number of students absent with flue like illness today	
	Total number of students enrolled in your school	
	ADA for the day	
STAFF/FACULTY		
	Number of staff/faculty absent with flu-like illness today	
	Total number of staff/faculty employed in your school	

If requested, fax this form daily to the Butte County Public Health Department agency during the period of Intensive Surveillance