

Mt. Diablo Unified School District

Student Services

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H1N1 Flu Procedures

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(These procedures will be updated as more information becomes available)

Note: Dr. Mildred Browne will be the primary contact with Contra Costa Health Services

Stage 1 - Surveillance

1. Monitor daily attendance for increased reports of absence due to flu-like illness
2. Do a morning "flu check" first hour of school and send home those who self report positive for symptoms (high fever, and one of: muscle-aches, cough, sore throat, or headache).
3. Log absences asking parents who call in: "Do you think it is the flu?" Log Yes or No.
4. Email or fax daily report to Chris Wilburn in Wing D Student Services
5. Principal should ensure that all site staff, teacher and student contacts are current in order to communicate information during non-school hours.
6. School Nurses will support site staff and communicate with Student Services if there is a need to contact Contra Costa Health Services.

Stage 2 – Increased Severity of Illnesses

1. If 10% of a school's students are suspected of having the flu, school principal calls the Asst. Superintendent's Office, X4048, if no answer, then the Superintendent's Office, X4000.
2. District office staff will remain in communication with Contra Costa County Health Services if students are hospitalized or a fatality is reported.
3. Principal asks teachers and other site staff to make every effort to be available by phone number of record during non-work hours.
4. Contra Costa County Health Services will confirm cases of H1N1 Flu and follow up with additional pathology evaluations as necessary (e.g. family members and friends that are symptomatic)
5. Contra Costa County Health Services will inform the district if school dismissal is necessary.

Stage 3 - School Dismissal/Reopening

1. Superintendent contacts all Board of Education members regarding school dismissal(s)
2. Superintendent, or designee, notifies the following of decision to dismiss school(s): Council, Cabinet, Principal, staff, and parents of affected school(s); all other district employees; mayors; Police Departments; County Connection; press

- a. If notification is after school day has ended:
 - i. School Messenger automated phone system used to call families
- b. If notification is during school day
 - i. Elementary - Each student gets a letter with dismissal/reopening information prior to release. Notices posted and parents informed during pick up. School Messenger automated phone system used to communicate dismissal notification.
 - ii. Secondary - P.A. announcement made to students prior to release. Notices posted. School Messenger automated phone system used to communicate dismissal notification.
 - iii. If Contra Costa County Health Services requires immediate dismissal, specific directions will be provided to affected school(s).
3. Update school and district websites as to school dismissal (s) and reopening.
4. Cancel all after school programs and extra-curricular events during dismissal (Notify opposing athletic teams if needed.)
5. School rooms cleaned by Maintenance & Operations Department.
6. Contra Costa Health Services will inform the district when teachers and other site staff should stay home or return to work.
7. Principal and identified staff reports to the school the following day for those parents who did not get the message and bring students to school, or to supervise students who show up while parents are called.

Resources

Links to letter, updates and videos

http://www.cchealth.org/topics/swine_flu/pdf/guidance_to_schools_7_8_2009.pdf

<http://www.cdc.gov/h1n1flu/schools/>

<http://www.flu.gov/plan/school/toolkit.html>