

SCHOOL PANDEMIC INFLUENZA PLANNING CHECKLIST

Plan for the impact of a pandemic on your school:

- Bookmark your computers to www.3rphd.org for up-to-date, reliable pandemic information.
- Establish and maintain an emergency communications plan.
- Identify a pandemic coordinator and/or team, with defined roles and responsibilities for preparedness and response planning. Tell your workforce about the threat of pandemic flu and the steps the school administration is taking to prepare for it. In emergencies, employees demonstrate an increased tendency to listen to their employer, so clear and frequent communication is essential. In turn, students will also willingly listen to their teachers for guidance on what to do.
- Have a plan to train and prepare substitute teachers in the event of an absentee rate of 25-30%. Throughout the duration of a pandemic, it is likely that your workforce will be depleted.
- Review school district emergency response and communicable disease policies and procedure. Determine if any additional policies/procedures need to be in place.

Plan for the impact of a pandemic on your employees and students:

- Think about employee and student absences due to personal illness, family member illness, community containment measures (quarantines) or school closures (child care).
- Ensure employees and students are educated about signs and symptoms and have access to healthcare services.
- Maintain a healthy work environment by providing infection control procedures such as alcohol-based hand sanitizer and tissues to help prevent the spread of the virus. Ensure adequate air circulation. Post tips on how to stop the spread of germs.
- Consider how your school curriculum would function with 30% of the teacher and student populations absent. Look at alternatives such as staggered school times, on-line classes, and telecommunications.

Establish policies to be implemented during a pandemic:

- Sick-leave absences unique to a pandemic (non-punitive, liberal leave). Communicate with employees about the importance of staying away from the workplace if they become ill. Concern about lost wages is the largest deterrent to self-quarantine. Likewise, many students fear falling behind in their schoolwork, so will perhaps want to still come to school when they are ill.
- Prevent influenza spread at school (hand washing, immediate mandatory sick leave for those employees and students with influenza symptoms).
- Make sure each restroom has soap/water for hand washing or alcohol-based hand sanitizing product (Hand washing stickers can be obtained free through www.3rphd.org).
- Make sure each classroom has alcohol-based hand sanitizing product.
- Post in each classroom “Germstopper” poster found at www.3rphd.org.
- Identify or review procedure for communicating possible school schedule changes, bussing changes, and school closures.
- Review procedures for sending ill students and staff home and make adjustments if necessary.