

# PANDEMIC PLANNING WORKBOOK:

WITH SUPPORTING RESOURCES

Logo

Alert

Standby

Activate

Communication

Infection Control Measures

Surveillance

School Dismissal

This resource of information is designed to provide you with the practical tools you and your staff will need to prepare for a pandemic or other public health emergency. Enclosed you will find examples and templates for guidance in communicating to students, parents, media and the local health department.

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# Introduction

No one can predict when or where the next pandemic influenza outbreak will occur, but many agree it is not a matter of IF but WHEN. The necessity is to plan now and know who you will be communicating and working with during such an event. It is best to exchange numbers with these folks now rather than later. Such planning will pay off even during severe seasonal influenza years and further enhance your continuity of operation plans.

This pandemic influenza planning guide is a suggested resource to be used by your school in developing a plan. The guide is only meant to be a template and information contained in this resource is not meant to supersede local school board policies or local health department initiatives, but rather to inform and provide guidance. The guide is a compilation of materials representing the current knowledge of planning considerations for schools in the event of a pandemic influenza.

Contents of this guide begin with an example plan and layout, and a suggested step-by-step process to develop your plan. In the appendices there are additional resources, FAQs, and posters for your use as deemed necessary.

The first step is to develop a team of people (principal, science teacher, school nurse, building safety person, etc) to work through the four sections of the step-by-step guide. Once you have collected the necessary information, there are tools and resources available to you in the workbook to assist you with implementation of your plan.

This guide is an excellent tool to begin your pandemic influenza plan and with time you can refine the plan based on exercises and as more information is obtained about influenza. If you have any questions feel free to contact your local health department.

***Disclaimer:***

***Information contained in this toolkit is a compilation of materials representing the current knowledge of planning considerations for schools in the event of a pandemic influenza. By no means is the information in this resource meant to supersede local school board policies or local health department initiatives, but rather to inform, provide guidance and assist in teaching.***



# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	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.


In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving a committee of all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local health department 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 pandemic flu plan.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department 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, local health department and Michigan Department of Education's ICS.


In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	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.




## Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	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, communities 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 to occur over several months.


In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Incorporate 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.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Participate in the community's pandemic flu plan exercises.


In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Collaborate with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Ensure policies and procedures are in place to submit the required weekly report to communicable diseases to your local health department in a timely fashion.


In Progress	Completed	<b>Section 1: Planning and Coordination</b>
<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic flu plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your pandemic flu plan with other LEAs as well as private schools within the community to improve community response efforts.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 2: Continuity of Student Learning and Core Operations</b>
<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic flu 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.


In Progress	Completed	<b>Section 2: Continuity of Student Learning and Core Operations</b>
<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio, concern for special needs students, or television stations) in the event of district school closure.










# Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks in collaboration with state and local health officials.


In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	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.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 4: Communication Planning</b>
<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic flu status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communication contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.


In Progress	Completed	<b>Section 4: Communication Planning</b>
<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.


# Health Emergency Planning Workbook for School Districts

In Progress	Completed	<b>Section 4: Communication Planning</b>
<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).


In Progress	Completed	<b>Section 4: Communication Planning</b>
<input type="checkbox"/>	<input type="checkbox"/>	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).




# Pandemic Guidelines

## Contact List

### Michigan

Michigan Department of Community Health

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Michigan Department of Education

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### Local Health Department

Health Officer/Manager

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Medical Director

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Public Health Nurse

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### Local Intermediate School District

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### Collaboration

Police Liaison

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Fire Department

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Local Emergency Management

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Local Planning Partners

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[Insert School/District Name]

# Pandemic Influenza Preparedness Plan K-12 School District

**Pandemic Influenza Plan  
[School/District Name]**

**Revisions:**

Section	Staff Member	Approved By	Date	Notes

**Exercises:**

Portion of the Plan Exercised	Type of Exercise	Departments Involved	Date & Location	Planning Committee	Corrective Action Plan

**Planning and Coordination:**

Inform all key stakeholders of plans and policies created to address pandemic flu:

_____	_____
District/School Administration	Date
_____	_____
Public Health Official	Date
_____	_____
School Health Professional	Date
_____	_____
Food Services Director	Date
_____	_____
Public Information Officer	Date
_____	_____
Security Representative	Date

*Reference Appendix A Pandemic Flu Team Contact Information*

# Pandemic Influenza Plan [School/District Name]

## **Legal Authority**

The Health Officer of the local health department, in collaboration with District/School Administration, has the legal authority to dismiss or close school operations. The location and severity of the pandemic will be discussed prior to making decisions. Centers for Disease Control and Prevention (CDC) will provide case definitions and guidance for precautionary measures. Isolation, quarantine and movement restriction decisions will be made by the local health department and implemented with local police jurisdictions.

## **Incident Command System (ICS)**

The following staff members have been trained in ICS:

[List all trained staff members]

*For additional information regarding ICS contact your local health department.*

## **Collaboration**

Plans, ideas and alternatives have been shared with the following neighboring districts/organizations:

[Share and list neighboring districts/organizations]

Additional facilities may be required during a pandemic to provide medications and assist hospitals with surge capacity. If these facilities are required, the following services/employees may be available to assist:

- Nursing
- Food Service
- Custodial
- Clerical
- Public Health Educator

### ***EXAMPLE:***

*The facility will be used to provide food to vulnerable populations. After the school is closed by the legal authority, food service staff and volunteers will open the facility as a food service entity.*

### ***EXAMPLE:***

*Transportation will be provided to the local population. The buses will be used to transport residents to Neighborhood Emergency Help Centers (NEHC) and Dispensing Sites (DS). Locations and routes will be determined in collaboration with the Emergency Operation Center.*

# Pandemic Influenza Plan [School/District Name]

## **Surveillance**

All communicable diseases among those in attendance are reported to the local health department on a weekly basis using a designated reporting system. In the event of a pandemic, reporting will increase based on the guidance and requests from the [*enter local health department*]

## **Communications Planning:**

A communication plan has been created and can be located [insert location]. Detailed information regarding how to disseminate information to students, staff and families is discussed in this plan.

The most common languages spoken in our district are as follows:

- English
- [list additional languages]

Translation services are used on a daily basis to convert our written and verbalized material. Emergency service capability has been discussed as an option in the event of a pandemic. The following company/services have been used:

[list vendors]

When staff needs to be identified, the following services are activated:

- Hotline
- Telephone tree
- [insert all that apply]

The local health department will be the key provider of reliable information. The *Pandemic Planning Workbook* contains newsletters, press releases, school dismissal/closure letters and additional communication materials. This toolkit is located [insert location].

## **Continuity of Student Learning and Core Operations:**

### ***EXAMPLE:***

*If the pandemic becomes severe enough, school operations may shut down. In order for education to continue, the following alternative instructions will be implemented:*

- *Web-based distance instruction*
- *Telephone trees*
- *Mailed lessons and assignments*
- *Instruction via local radio or television stations*

## Pandemic Influenza Plan [School/District Name]

Main functions that are imperative to our daily operations are \_\_\_\_\_ (i.e., payroll or communications). In the event of the district dismissing classes, these functions would remain operational as follows: [insert operational steps].

### **Infection Control Policies and Procedures:**

**EXAMPLE:**

*The following measures have been taken to promote correct respiratory hygiene measures and infection control in the school district:*

- *Handwashing stickers displayed in all school restrooms.*
- *“Cover Your Cough” posters have been displayed in the lunch rooms, classrooms and hallways.*
- *School teachers have added infection control to the curriculum.*
- *“Are You Prepared For A Pandemic or Other Public Health Emergency?” brochure has been distributed to every student in the district.*
- *Tissues and receptacles are present in classrooms and soap is stocked in all bathrooms.*
- *Hand sanitizers are being promoted in classrooms and grant opportunities are being researched.*

**EXAMPLE:**

*If a student or staff member is showing signs of illness, he/she will report to the office for a visual assessment. If it is determined that the student or staff member needs to go home, he/she will be kept in a room separate from other people until they go home.*

*Guidelines will be provided by CDC and the local health department to assess if students or staff should come back to school. Parents may be encouraged to assess their children daily prior to coming to school.*

### Recommendations to Michigan Schools: Pandemic Influenza Community Mitigation Response Levels

#### Alert

Notification of critical systems and personnel of their impending activation

- Continue daily functions, including school-based disease surveillance
- Finalize plans
- Continue education of all regarding hand hygiene, respiratory etiquette
- Notification of critical systems
- Communicate *Alert* to students and parents, notify them of impending actions (Dismissal vs. closure, etc)
- Prepare staff, update and review with the Continuity of Operations Plans (COOPs)
  - Advise them of roles that will continue during daily activities (e.g. meals, special needs children, administrative or maintenance)
  - Communicate with community
  - Advise of potential need of Continuing Education Plans/homework kit development
- Maintain regular updates with Michigan Department of Education (MDE) (listserv and website to be inserted here) and Michigan Department of Community Health ([www.michigan.gov/flu](http://www.michigan.gov/flu)) by faxes, media, press alerts, education, etc)
- Maintains regular contact with Local Health Officer

#### Standby

Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

- Continue daily functions
- Continue and increase communications with students, parents and staff
- Maintain regular updates with Michigan Department of Education (MDE) (listserv and website to be inserted here) and Michigan Department of Community Health ([www.michigan.gov/flu](http://www.michigan.gov/flu)) by faxes, media, press alerts, education, etc)

- Continue communication with Local Health Officers
- Continue education of all regarding hand hygiene, respiratory etiquette
- Prepare/develop alternative continuing education materials per plans
- Enhance school-based surveillance
- Review COOPs with staff and,
  - Pre-deploy materials for responses that may occur in *Activate* phase (e.g. meals, special needs, administrative, school bus issues, etc)
  - Prepare staff for increased absenteeism/staff shortages
  - MDE will provide guidance for pre-deployment of some materials (e.g. meals)
- MDCH and MDE to review legislative or policy issues needing emergency orders to be invoked (previously addressed by Michigan's Pandemic Influenza Coordinating Committee)
- Keep sick staff or students home
- Advise of need to self-quarantine (at home) any sick exposed household members
- Assess needs for stockpiling further infection control materials (soap, hand sanitizers, etc)

## Activate

Recommendations from Alert and Standby stages should also continue to be implemented in this phase. In addition to the previous recommendations the following points should also be considered:

- Local Health Officer executes public health order(s) for community mitigation measure, which can include:
  - Canceling of extracurricular activities
  - School dismissal
  - School closure
  - Closing of public gatherings
  - Infection Control
  - Isolation
  - Quarantine

## Alert Checklist

	Action	Issues to Consider	Supporting Documents
	Continue daily functions, including school-based surveillance	Depending on the disease progression, increased reporting may be requested by the local health department	Current surveillance forms – <i>Appendice (Communicable Disease Reporting)</i>
	Finalize plans	Review plans with Administration	<i>Sample Plan</i>
	Continue educating on hand hygiene and cough etiquette	Utilize lesson plans found in the “Pandemic Influenza Toolkit for Educators”	Educational posters and respiratory hygiene websites – <i>Appendice (Alert)</i>
	Tell students and parents you’re in the “Alert” status, and notify them of possible future actions (dismissal, closure, etc.)	Send <i>Parent Letters</i> home to inform them of the disease progression	Alert Parent Letters – <i>Appendice (Alert)</i>
	Prepare staff, update and review Continuity of Operations Plan (COOP)	Review Human Resource policies and identify essential functions	
	Receive updates from the Michigan Department of Education (MDE) and local and state public health agencies	Monitor websites and alert networks	Additional Resources – <i>Online Resources</i>
	Superintendents regularly communicate with the Health Officer(s)	Consider conference calls, video conferences or internet discussions	
	Assess volunteer/ reserve team/clinic staff for surge capacity	Review your list and possibly send a letter to community members asking them to assist	

	<p><b>Educate parents and students with pre-developed materials regarding family preparedness and pandemic response actions</b></p>	<p>Provide helpful websites or toolkits in newsletters and parent letters</p>	<p>Newsletters &amp; Parent Letters – <i>Appendice (Alert)</i></p>
	<p><b>Assess needs for stockpiling infection control items (soap, sanitizers, gloves, etc.)</b></p>	<p>Review the Centers for Disease Control &amp; Prevention website for infection control guidelines</p>	<p>Additional Resources – <i>Online Resources</i></p>

## Standby Checklist

	Action	Issues to Consider	Supporting Documents
	Continue daily functions	At this stage determine what daily functions are essential to operate	
	Continue and increase communications with students, parents, and staff	Send home letters to parents, press releases to the media and update your website with reliable information	Press release samples, talking points, hotline scripts and parent letters – <i>Appendice (Standby)</i> Additional Resources – <i>Appendice (Standby)</i>
	Receive updates from the Michigan Department of Education (MDE) and local and state public health agencies	Check their websites daily and ask to be on their email alerts	Additional Resources – <i>Online Resources</i>
	Superintendents regularly communicate with the Health Officer(s)	Local health departments may request daily/weekly conference calls – assess communication abilities	Contact List – <i>Planning or Appendice (Sample Contact List)</i>
	Consider continuing education	Assess the technology and program capabilities that are available – ask teachers to begin writing long term lesson plans	
	Prepare staff, update and review Continuity of Operations Plan (COOP) - Review school calendar for potential impacted events	Sporting events, concerts, trips, dances, etc. should be evaluated and possibly canceled – update your website with cancellation announcements	

	State Department of Education (MDE) and Michigan Department of Community Health (MDCH) will review legislative/policy issues needing governmental emergency orders		Additional Resources – <i>Online Resources</i>
	<b>Advise students and staff that all sick individuals should stay home</b>	Include messages to parents and students regarding sick policies – further guidance from the CDC may also be available	School Triage and Home Care Guidelines – <i>Appendice (Standby)</i> Press release samples, talking points, hotline scripts and parent letters – <i>Appendice (Standby)</i> Additional Resources – <i>Online Resources</i>
	<b>Inventory infection control items</b>	Assess what supplies are on hand – ask your current and back-up vendors if they are still operational	
	<b>Enhance school-based surveillance</b>	Local health department may request a heightened reporting process (i.e., daily)	Current surveillance forms – <i>Appendice (Communicable Disease Reporting)</i>

## Activate Checklist

Action	Issues to Consider	Supporting Documents
<p><b>Health Officer(s) may execute public health order(s) for the community, including, but not limited to:</b></p> <ul style="list-style-type: none"><li>▪ Cancel extra curricular activities</li><li>▪ Dismiss students</li><li>▪ Close school</li><li>▪ Close public gatherings</li><li>▪ Infection control</li><li>▪ Isolation</li><li>▪ Quarantine</li></ul>	<ul style="list-style-type: none"><li>▪ Further guidance will be available through the CDC and local health department</li><li>▪ School closures/dismissal will be discussed with public health officials and school administration</li><li>▪ If school closes/dismissed implement alternative continuing education methods</li><li>▪ Determine other community uses for school buildings</li></ul>	<p>School closure and Activate Parent letters – <i>Appendice (Activate)</i></p> <p>Additional Resources – <i>Online Resources</i></p>

# Pandemic Guidelines

## Additional Resources

Centers for Disease Control & Prevention

[www.cdc.gov](http://www.cdc.gov)

US Department of Health and Human Services (HHS)

[www.hhs.gov](http://www.hhs.gov)

[www.pandemicflu.gov](http://www.pandemicflu.gov)

World Health Organization (WHO)

[www.who.int](http://www.who.int)

Federal Emergency Management Agency (FEMA)

[www.fema.gov](http://www.fema.gov)

Michigan Prepares

[www.michigan.gov/michiganprepares](http://www.michigan.gov/michiganprepares)

Central Michigan University Pandemic Planning

[www.ess.cmich.edu/pandemic/index.htm](http://www.ess.cmich.edu/pandemic/index.htm)

Local Health Department

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Local Intermediate School District

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### Pandemic Planning

The Michigan Department of Education and the Michigan Department of Community Health have developed recommendations for school officials to follow as a pandemic flu progresses. Each stage outlines steps that school officials should consider. As the World Health Organization and Federal Government advance their pandemic phases and stages, local public health departments will notify school districts when to move to the next response level.

#### Alert

All schools should currently be involved in the Alert stage activities and should practice these during the annual flu season. This stage contains numerous educational pieces. Informing the staff, students and family members in the district is one of the best ways to alleviate panic in the community. If parents are sent updates at home regarding the school's plans, they may feel more comfortable sending students to class.

#### Standby

During this stage encourage parents and students to follow disease prevention protocols. Federal, state and local government officials will provide guidelines for making disease specific decisions.

#### Activate

At this stage public health officials will be in constant communication with you to assist in making decisions such as whether or not to close/dismiss schools.

## Alert

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**Alert activities may need to be addressed in WHO Phases 3 through 5. These activities should be addressed now and throughout the advanced stages.**

- Continue daily functions, including school-based surveillance.
- Finalize plans.
- Continue educating on hand hygiene and cough etiquette.
- Tell students and parents you're in the "Alert" status, and notify them of possible future actions (dismissal, closure, etc.)
- Prepare staff, update and review Continuity of Operations Plan (COOP)
- Receive updates from the Michigan Department of Education (MDE) and local and state public health agencies.
- Superintendents regularly communicate with the Health Officer(s).
- Assess volunteer/reserve team/team clinic staff for surge capacity.
- Continue school-based disease reporting to local health department.
- Educate parents and students with pre-developed materials regarding family preparedness and pandemic response actions.
- Assess needs for stockpiling infection control items (soap, sanitizes, gloves, etc.)

## Standby

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- Continue daily functions.
- Continue and increase communications with students, parents, and staff.
- Receive updates from the Michigan Department of Education (MDE) and local and state public health agencies.
- Superintendents regularly communicate with the Health Officer(s).
- Consider continuing education.
- Prepare staff, review your Continuity of Operations Plan (COOP).
  - Review school calendar for potential impacted events.
- State Departments of Education (MDE) and Community Health (MDCH) will review legislative/policy issues needing governmental emergency orders.
- Advise students and staff that all sick individuals should stay home.
- Inventory infection control items.
- Enhance school-based surveillance.

## Activate

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Health Officer(s) may execute public health order(s) for the community, including but not limited to:

- cancel extracurricular activities
- dismiss students
- close school
- close public gatherings
- infection control
- isolation
- quarantine



# Community Mitigation Measures in Michigan: Pandemic Influenza Response by WHO Phase, Federal Stage, and Category



Category of Severity	Widespread human to human spread of pandemic/novel strain influenza overseas (WHO Phase 6 / USG Stage 3)	First case of pandemic/novel strain influenza in North America (WHO Phase 6 / USG Stage 4)	Widespread pandemic/novel strain influenza in US and confirmed cluster in MI or region (WHO Phase 6 / USG Stage 5)
Category 1 (Least Severe)	Alert	Standby	<p style="text-align: center;"><b>Activate</b></p> <p><u>Recommend...</u></p> <ul style="list-style-type: none"> <li>• voluntary isolation of sick at home</li> <li>• antiviral treatment (if available)</li> </ul>
Category 2-3 (Moderately Severe)	Alert	Standby	<p style="text-align: center;"><b>Activate</b></p> <p><u>Recommend...</u></p> <ul style="list-style-type: none"> <li>• voluntary isolation of sick at home</li> <li>• antiviral treatment (if available)</li> </ul> <p><u>Consider...</u></p> <ul style="list-style-type: none"> <li>• voluntarily quarantine</li> <li>• dismiss students / child care programs (≤ 4wks)</li> <li>• cancel activities / gatherings (≤ 4wks)</li> <li>• modify work schedules/practices</li> </ul>
Category 4-5 (Most Severe)	Standby	<p style="text-align: center;"><b>Standby / Activate</b></p> <p><u>Recommend...</u></p> <ul style="list-style-type: none"> <li>• voluntary isolation of sick at home</li> <li>• antiviral treatment (if available)</li> </ul> <p><u>Consider / Recommend...</u></p> <ul style="list-style-type: none"> <li>• voluntarily quarantine</li> <li>• dismiss students / child care programs (≤ 12 wks)</li> <li>• cancel activities / gatherings (≤ 12 wks)</li> <li>• modify work schedules / practices</li> </ul>	<p style="text-align: center;"><b>Activate</b></p> <p><u>Recommend...</u></p> <ul style="list-style-type: none"> <li>• voluntary isolation of sick at home</li> <li>• antiviral treatment (if available)</li> <li>• voluntarily quarantine</li> <li>• dismiss students / child care programs (≤ 12wks)</li> <li>• cancel activities / gatherings (≤ 12wks)</li> <li>• modify work schedules / practices</li> </ul>

# Appendices

# WHAT IS A PANDEMIC?



In the 20th Century  
There Were Three Pandemics

1918 500,000 deaths in the United States and  
at least 50 million deaths worldwide

1957 70,000 deaths in the United States and  
up to 2 million deaths worldwide

1968 34,000 deaths in the United States and  
700,000 deaths worldwide

*A pandemic is an epidemic occurring worldwide or over a very wide area,  
crossing international boundaries, and usually affecting large numbers of people.*

## Characteristics and Challenges of a Pandemic

Some pandemics are mild. Some are fierce. If the disease replicates much faster than the immune system learns to defend against it, this can cause severe and sometimes fatal illness. The next pandemic could sicken 1 in every 3 people on the planet.

### Rapid Worldwide Spread

- For example, should a pandemic flu virus emerge, a global spread is considered inevitable
- Preparedness activities should assume that the entire world population would be susceptible

### Health Care Systems Overloaded

- A substantial percentage of the world's population will require some form of medical care. Infection and illness rates are expected to soar.

- Death rates may be high due to:
  - the number of people who become infected
  - the strength of the virus
  - the underlying characteristics and vulnerability of affected populations

### Medical Supplies Inadequate

- The need for vaccine is likely to occur
- There is a current shortage of effective anti-viral drugs
- A pandemic flu can create a shortage of hospital beds and/or medical supplies
- Difficult decisions will need to be made regarding who gets limited anti-viral drugs and vaccines

### Economic and Social Disruption

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

## PANDEMICS

# H O M E

## If Disaster Strikes

You and your family come first. You can prepare for a flu pandemic now. This checklist will help you gather the information and resources you may need. Plan for a three-day supply, at a minimum.

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

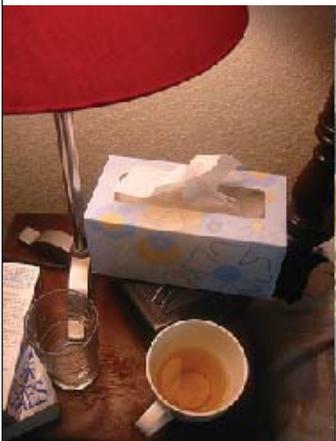
#### Examples of food and non-perishables

- Bottled water  
(recommended 1 gallon per person/pet per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets

#### Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers and cough/cold medicines
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including battery-operated radio, flashlight and extra batteries
- Sanitation supplies such as toilet paper, disposable diapers, garbage bags and soap

**TO STAY HEALTHY THROUGH THE FLU SEASON AND ALL YEAR**



- get enough sleep
- wash your hands frequently with soap and water
- eat healthy food
- cover your nose and mouth with a tissue when you cough or sneeze
- drink plenty of water
- stay physically active
- manage stress
- avoid sharing cups & glasses

## CLEAN & SANITIZE HARD SURFACES

(e.g. kitchen worktops, tele-phones, stair railings and door handles)



### FAMILY EMERGENCY HEALTH INFORMATION SHEET

It is important to think about health issues that could arise if a flu pandemic occurs. Create a family emergency health plan using this information.

#### Family Member(s) Information:

Family member \_\_\_\_\_

Blood type \_\_\_\_\_

Allergies \_\_\_\_\_

Past/current medical conditions \_\_\_\_\_

Current medications/dosages \_\_\_\_\_

#### Emergency Contacts:

Local emergency contact \_\_\_\_\_

Out-of-town emergency contact \_\_\_\_\_

Local hospital \_\_\_\_\_

Family physician(s) \_\_\_\_\_

Pharmacy \_\_\_\_\_

Employer emergency contact \_\_\_\_\_

School emergency contact \_\_\_\_\_

Religious/spiritual organization \_\_\_\_\_

Veterinarian \_\_\_\_\_

# STAY HOME WHEN YOU ARE SICK

## PLANNING TOOL FOR SCHOOLS

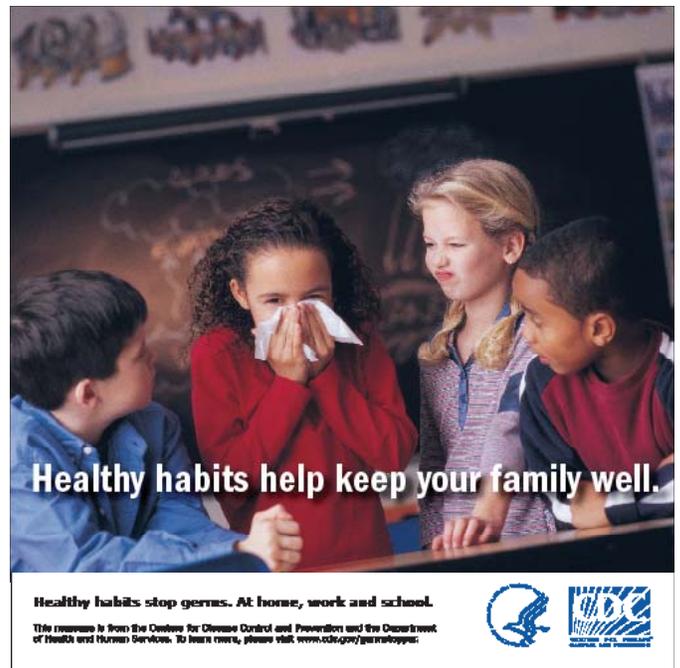


**Develop procedures for communicating quickly with staff, students and families.**

- ✓ Review district emergency response and communicable disease policies and procedures
- ✓ Determine if any additional policies/procedures need to be in place, such as staff leave for personal illness or to care for sick family members during a pandemic
- ✓ Utilize existing communication plans for possible school closures
- ✓ Educate staff regarding pandemic flu
- ✓ Educate families about pandemic flu plan
- ✓ Educate students about personal hygiene
- ✓ Consider placing hand sanitizer in every classroom
- ✓ Re-evaluate a sick student policy to include pandemic flu

*Provide tissue and hand sanitizer if possible.*

- ✓ Review procedures for sending ill students and staff home and make adjustments if necessary
- ✓ Develop procedures for communicating quickly with staff, students and families
- ✓ Develop procedures for communicating with the local health department and the media during normal and emergency conditions
- ✓ Report students/staff absent internally. If absences are over 10%, notify the local health department.
- ✓ Hold staff meetings to provide information on the extent of infection at school site and potential changes that may take place
- ✓ Conduct timely debriefings to identify lessons learned and make necessary changes



# SCHOOL

# COMMUNITY

## Faith-Based & Community Organizations Pandemic Flu Preparedness Checklist

The collaboration of faith-based and community organizations with public health agencies will be essential in protecting the public's health and safety if and when a pandemic occurs. Using pandemic flu as an example, the following guidelines for religious organizations (churches, synagogues, mosques, temples, etc.), social service agencies and community organizations will assist in developing and improving response and preparedness plans. Many of the points suggested can help to improve your organization's ability to protect your community during emergencies.

## AVOID CLOSE CONTACT



*Avoid large crowds and non-essential travel.*

### Plan for the impact of a pandemic on your organization and its mission

- Assign key staff with the authority to develop, maintain and act during a flu pandemic
- Determine the potential impact of a flu pandemic on your organization's usual activities and services
- Identify and train essential staff needed to carry on your organization's work during a flu pandemic

### Communicate with and educate your staff, members and persons in the communities that you serve

- Distribute materials with basic information about pandemic flu
- When appropriate, include basic information about pandemic flu in public meetings

### Plan for the impact of a pandemic on your staff, members and the communities that you serve

- Plan for staff absences during a flu pandemic
- Work with the local health department authorities
- *Identify persons with special needs and include their needs in your response and preparedness plan*

### Set up policies to follow during a pandemic

- Establish policies for staff leave for personal illness or care of sick family members during a flu pandemic
- Set up policies for flexible work hours and working from home
- Set procedures for activating your organization's response plan when a flu pandemic is declared

### Allocate resources to protect your staff, members and persons in the communities that you serve

- Provide supplies needed to promote good personal hygiene (see "Home Section")
- Prioritize services that are most needed during the emergency
- Work together with other community organizations in your local area to help you prepare for pandemic flu
- Coordinate with the local health department, emergency responders and health care facilities to improve emergency preparedness and response

# WORK

In the event of a pandemic, businesses will play a key role in protecting employee's health and safety, as well as limiting the negative impact to the economy and society. Using pandemic flu as an example, this checklist provides guidance for businesses to develop and improve response and preparedness plans.

## BUSINESS CHECKLIST

### 1. PLANNING FOR THE IMPACT OF A PANDEMIC IS CRITICAL TO YOUR BUSINESS

- Identify a lead staff person for preparedness and response planning
- Identify essential employees and other critical partners
- Develop and plan scenarios likely to result in an increase or decrease in demand for your products and/or services
- Determine potential impact of a flu pandemic on business-related domestic and international travel
- Find reliable pandemic flu information from the local health department, emergency management and other sources
- Establish an emergency communications plan and revise regularly

### 2. PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS

- Forecast employee absences during a flu pandemic due to factors such as personal illness, family member illness, etc.
- Implement guidelines to modify the frequency and type of face-to-face contact among employees, as well as between employees and customers
- Encourage annual flu vaccination for employees
- Identify employees and key customers with special needs

### 3. ESTABLISH POLICIES TO BE IMPLEMENTED DURING A PANDEMIC

- Establish policies for employee compensation and sick leave absences
- Establish policies for flexible worksite work hours and locations
- Establish policies for preventing the spread of the flu virus at the worksite by promoting good personal hygiene and prompt exclusion of people with flu symptoms. *Provide tissue and hand sanitizer if possible*
- Establish policies for employees who have been exposed to pandemic flu, are suspected of being ill or become ill at the worksite
- Establish policies for restricting travel to affected geographic areas, evacuating employees working in or near an affected area when an outbreak begins and guidance for employees returning from affected areas (refer to Centers for Disease Control and Prevention (CDC) travel recommendations at [www.cdc.gov](http://www.cdc.gov))

### 4. ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS

- Be sure your employees are prepared and have taken the necessary precautions listed under the “**Home Section**” in this brochure
- Develop and disseminate materials covering pandemic fundamentals
- Post and/or disseminate information to employees about your pandemic flu preparedness and response plan
- Develop hotlines and dedicated websites for communicating pandemic status and actions to employees, vendors, suppliers and customers inside and outside the worksite in a consistent and timely way

### 5. COORDINATE WITH EXTERNAL ORGANIZATIONS TO HELP YOUR COMMUNITY

- Collaborate with insurers, health plans and major local health care facilities to share your pandemic flu plans and understand their capabilities and plans
- Collaborate with the local health department, share your pandemic plans and understand their capabilities and plans
- Share best practices with other businesses in your communities

- Know the current disease situation in the country where you will travel
- Be sure you are up-to-date on vaccinations
- Learn about local health care resources in or near the area where you will travel
- When traveling abroad to an infected area, avoid places such as poultry farms and bird markets



# FREQUENTLY ASKED QUESTIONS

## Q Is a pandemic imminent?

A No, there currently is no pandemic identified among humans. Many scientists believe it is a matter of time until the next flu pandemic occurs. However, the timing and severity of the next pandemic cannot be predicted.

## Q Why won't the annual flu vaccine protect people against pandemic flu?

A Flu vaccines are designed to protect against a specific virus, so a pandemic vaccine cannot be produced until a new pandemic flu virus emerges and is identified. Even after a pandemic flu virus has been identified, it could take at least 6 months to develop, test and produce vaccine.

## Q What groups of people are most likely to be affected during a flu pandemic?

A Susceptibility to the pandemic flu virus will be universal. Few people, if any, would have immunity to the virus. High risk groups for severe and fatal infection are likely to include infants, the elderly, pregnant women, persons with chronic medical conditions as well as young, healthy individuals with active immune systems.

## Q What other strategies will help protect Americans?

A In the event of a pandemic, certain public health measures may be implemented to help contain or limit the spread of infection as effectively as possible. The following actions could include:

- Treating sick and exposed people with antivirals
- Isolating sick people in hospitals, homes or other facilities
- Identify and quarantine exposed people
- Closing schools and workplaces as needed
- Canceling public events
- Restricting travel

In addition, people should protect themselves by:

- Getting seasonal flu shots may provide some immunity and protect you from a secondary virus if a pandemic is present
- Staying away from people who are sick

## Q If there was a flu pandemic, what can I do?

A You can reduce, but not eliminate, the risk of catching or spreading flu during a pandemic by:

- Covering your nose and mouth when coughing and sneezing (use a tissue when possible)
- Disposing of dirty tissues promptly and carefully
- Avoiding non-essential travel and large crowds when possible
- Maintaining good basic hygiene (see “**Home Section**”)
- Cleaning hard surfaces **frequently**
- Being a good example to others

## If you catch the flu:

- Stay at home and rest
- Take medications prescribed by your physician such as aspirin and ibuprofen to relieve symptoms (following the instructions with each medication) Please note: children under 16 must not be given aspirin or ready made flu remedies containing aspirin
- Drink plenty of fluids
- Contact your doctor if your condition worsens (Fact Sheets regarding symptoms and signs to watch for will be published when a pandemic flu starts)

## Q What are state governments doing to prepare a pandemic outbreak?

A Funding from CDC's Public Health Preparedness Cooperative Agreements has allowed state and local health agencies to enhance the capacity of their public health systems to respond to public health threats, including pandemic flu.

All states have emergency plans for responding to a flu pandemic. States are in various phases of updating regulations and legislation.

# RESOURCES

Our first defense against a new flu is the ability to see it coming.

Three international agencies are coordinating the global tracking effort.

The World Health Organization • The World Organization for Animal Health • The Food & Agriculture Organization

## PRECAUTIONARY MEASURES

what you can do:

### RIGHT NOW

Don't panic. There's no pandemic yet.  
**Keep Eating:** You cannot get the flu from ingesting cooked chicken or duck.  
**Get your vaccine:** Annual flu vaccines are not effective against bird flu, but they do protect against circulating bugs that can make you sick right now.  
**Don't hoard drugs:** Health experts say no stockpiling Tamiflu. If a pandemic hits, patients are going to need all available medication.

### IF YOU TRAVEL

Don't ditch your passport, but take precautions in affected areas.  
**Avoid hot spots:** Stay away from bird markets and poultry farms.  
**Stay clean:** Wash your hands frequently with soap and water or alcohol-based gels. Don't eat undercooked eggs or poultry.  
**Back home:** Call your doctor if you develop fever or respiratory symptoms within 10 days of your trip.

### IF IT SPREADS

The flu can strike young and old and hit anywhere from small towns to big cities.  
**Stay clear:** Avoid close contact with people who have symptoms. Consider using a protective mask.  
**Watch yourself:** If you've been around someone who has a suspected or proven case, take your temperature and look for symptoms.  
**Get help:** If you've been exposed, call your doctor to discuss treatment.



**Children are the MAIN SOURCE for spreading the flu in the home and community; and are more likely to be affected by a pandemic.**

- Teach your children to wash hands frequently
- Teach your children to cover coughs and sneezes with tissue
- Teach your children to stay away from others as much as possible when they are sick

**WASH HANDS FREQUENTLY with soap and water. ESPECIALLY ...**

Before, during and after you prepare food

Before you eat and after you use the bathroom

After handling animals or animal waste

When your hands are dirty

More frequently when someone in your home is sick

## Pandemic Guidelines

### Home Care for Pandemic Flu

#### What is Pandemic Flu?

A pandemic is an epidemic occurring worldwide or over a very wide area, crossing international boundaries, and usually affecting large numbers of people.

#### To Stay Healthy Through the Flu Season and All Year

- Get enough sleep.
- Wash your hands frequently with soap and water.
- Eat healthy food.
- Cover your nose and mouth with tissue when you cough or sneeze.
- Drink plenty of water.
- Stay physically active.
- Manage stress.
- Avoid sharing cups & glasses.

#### Wash Your Hands Often

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towel. Use paper towel to turn faucet handles and open restroom doors.

#### What to do when someone in your household is sick.

The flu virus is spread through droplets that exit the mouth and nose of an infected person and come in contact with another person. It is important to stress handwashing and sanitation when caring for a sick household member. Follow the tips below to keep other people in the house healthy:

- Have the sick family member stay in one room. Ask them to use only one bathroom and clean and sanitize after each use.
- Choose one healthy family member to care for the ill family member. This will limit the exposure to other family members. Wear a mask and gloves if available, when caring for the ill family member.
- Wear disposable gloves when in contact with or cleaning up body fluids or when disposing of trash.
- Be sure the selected family member practices good personal hygiene, such as washing hands thoroughly with soap and water.
- Keep ill family member's items separate. Clean and sanitize all items used by the ill family member.

**Avoid touching your eyes, nose or mouth**

# ALERT

## Common Influenza Symptoms

Keep a care log. Write down the date, time, temperature, symptoms, medications given and dosage. Make a new entry at least every 4 hours or when the symptoms change.

According to the American Red Cross, call your healthcare professional again if your loved one has:

- A high fever
  - Children & Adults: greater than 105°F
  - Babies 3 to 24-months old: 103°F or higher
  - Babies up to 3 months: 100.4°F or higher
- Shaking chills.
- Coughing that produces thick mucus.
- Dehydration (feeling of dry mouth or excessive thirst).
- Worsening of an existing serious medical condition (for example: heart or lung disease, diabetes, HIV, cancer).

**Symptoms could change depending on the progression and mutation of the disease.**

## Prevent Dehydration

Dehydration occurs when the body loses too much water and it's not replaced fast enough. It can be serious. Begin increasing fluids at the first signs of the flu and follow these steps:

- In addition to plenty of liquids, give ice and light, easily digested foods, such as soups and broth.
- If someone has diarrhea or is vomiting, give fluids that contain electrolytes, such as sports drinks.
- If drinking liquids makes nausea worse, give one sip at a time until your loved one can drink again.

## Reduce Fever

- Give plenty of fluids.
- Give fever-reducing medication, such as acetaminophen or ibuprofen, as directed on the container's label. **Do not give aspirin to anyone younger than 16.**
- Keep a record of the sick household member in a log.
- To relieve discomfort, give a sponge bath with lukewarm water.

# ALERT

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

### Examples of food and non-perishables

- Bottled water (recommended 1 gallon per person/pet per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets

### Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers and cough/cold medicines
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including battery-operated radio, flashlight and extra batteries

## Family Emergency Health Information Sheet

It is important to think about health issues that could arise if a flu pandemic occurs. Create a family emergency health plan using this information:

### *Family Member(s) Information*

Family member  
Blood type  
Allergies  
Past/current medical conditions  
Current medications/dosages

### *Emergency Contacts*

Local emergency contact  
Out-of-town emergency contact  
Local hospital  
Family physician(s)  
Pharmacy  
Employer emergency contact  
School emergency contact  
Religious/spiritual organization  
Veterinarian

Listen to local media messages and research reliable information from

[www.michigan.gov/michiganprepares](http://www.michigan.gov/michiganprepares) or [www.pandemicflu.gov](http://www.pandemicflu.gov).

# Pandemic Guidelines

## Newsletter Idea



# School Newsletter

September 2006

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

Examples of food and non-perishables

- Bottled water (recommended 1 gallon per person/per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets



Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including battery-operated radio, flashlight and batteries
- Sanitation supplies such as toilet paper, disposable diapers, and soap



## Back To School News

**September 4 – No School**

**September 22 – Half Day**

To find the entire school year calendar, go to our website at [www.schoolweb.edu](http://www.schoolweb.edu).

### 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.

# **Pandemic Guidelines**

## **Public Health Instructions During a Pandemic Flu**

Throughout a pandemic flu, people may be asked or required to take steps to reduce the spread of disease.

### ***Stay Home***

People who are sick should stay home. Children should not go to school if they are sick. To limit the spread of disease during a pandemic, staying home when sick will be absolutely necessary.

### ***Avoid Large Groups***

Depending on the severity people – even those who are well – should stay away from social gatherings such as sporting events, movies and festivals. During a flu pandemic these kinds of events could be cancelled because large gatherings may increase exposure to the flu virus.

### ***Isolation***

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 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 governments have the power to require the isolation of sick people to protect the public.

### ***Quarantine***

Quarantine is for people who have been exposed to the disease, but are not sick. When someone is placed in quarantine, they are separated from others. Even though the person is not sick at the moment, they have been exposed to the disease and may still become infectious and spread the disease to others. Quarantine can help to slow or stop this from happening. Quarantine is usually voluntary.

## Pandemic Guidelines

### Sample Parent Letter #1 Alert Letter

Students and Parents:

*[Insert local public health department]* is working diligently to advance public health preparedness. Toward this effort public health has focused on pandemic flu. We have tapped into several resources to develop a checklist for schools to use to move forward with preparedness plans. This list is included in our booklet "Are you Prepared for a Pandemic or Other Public Health Emergency?" and can be viewed on the *[insert health department name and website]*.

Personal hygiene is still the best method to prevent illness. The following are tips to keep in mind:

- Wash your hands often with soap and water.
- Cover your nose and mouth with a tissue when coughing and sneezing.
- Dispose of dirty tissues promptly and carefully.
- Avoid sharing cups and glasses.
- Be a good example to others.
- Stay home when sick to prevent the spread of illness.

The U.S. and the entire world are due for a flu pandemic. When this pandemic will hit and what type of virus is unknown. Being prepared is one of the best prevention techniques to protect your family. It is essential to prepare at home, in your community, at work and in your school.

*[Insert closure and signature]*  
Manager/Health Officer

## Pandemic Guidelines

### Sample Hotline Script

*Keeping students and parents updated on the status of the disease and school procedures is one of the best ways to reduce confusion, rumors and panic. If your school has a hotline, it should be updated daily with information pertaining to the school's daily operation.*

You have reached the *[insert school name]* hotline. This message was updated on *[insert date and time]*.

*[Insert county]* Schools remain open despite the pandemic flu outbreak in the County. 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. Please report all absences due to illness and be prepared to report the child's symptoms. Parents will be updated with any important information.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and seasonal flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and warm, running 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 an 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.

*[Insert local public health department]* officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents should call the school district's hotline at *[insert number if available]* or the *[insert local health department]* hotline at *[insert hotline number]*.

# Pandemic Guidelines

## Sample Parent Letter #2 Standby

*Although the confirmation of pandemic influenza is in the United States, there are no cases in Michigan. School dismissal or closure will be discussed as the disease progresses. Educating students, parents and staff about the current situation is the best way to calm panic.*

Students and Parents:

There have been confirmed cases of pandemic influenza in the United States. It is important to know that, at this time, **there are no human cases in Michigan.**

*[Insert local public health department]* is working diligently with state health officials to monitor and track the progression of the disease. There remains concern that the disease could spread into Michigan. If this were to happen further steps to minimize the spread of the disease will occur.

Now is the time to begin preparing for a public health emergency. Please go to *[insert website]* for more information about how to prepare your home. Follow directions as given by local, state and national health officials.

Go to reliable sources for information and instructions on bird flu. The U.S. Department of Health & Human Services also offers reliable information on their website at [www.pandemicflu.gov](http://www.pandemicflu.gov).

Personal hygiene is still the best method to prevent illness. Following are tips to keep in mind:

- Wash your hands often with soap and water.
- Cover your nose and mouth with a tissue when coughing and sneezing.
- Dispose of dirty tissues promptly and carefully.
- Avoid sharing cups and glasses.
- Be a good example to others.
- Stay home when sick to further prevent the spread of illness.

*[Insert closure and signature]*

Manager/Health Office

# Pandemic Guidelines

## School Triage and Home Care Guidelines

*This is an example of what may be supplied by the local health department as triage guidelines for ill students who are sent to school. It also includes additional guidelines for parents/guardians to follow if the student is sent home. Follow the **Respiratory Hygiene Guidelines** located in the [Pre-Planning Section](#) of this toolkit.*

Symptoms of influenza are:

- Fever – low (99°F) to high (104°F), usually for 3 days, but may persist for 4 to 8 days. Sometimes the fever will go away and return a day later.
- Aching muscles
- Cough
- Headache
- Joint aches
- Eye pain
- Feeling very cold or having shaking chills
- Feeling very tired
- Sore throat, runny or stuffy nose

If a child comes to school with symptoms, send them home:

Children should do the following:

- Rest
- Drink Fluids
- Take fever reducers (as instructed by physician)

**BUT IF**

The child has the following symptoms:

- Unable to drink enough fluids (feel dizzy when standing)
- Have a fever for more than 3 to 5 days
- Feel better, then develop a fever again



**Call your healthcare provider**

**OR IF**

The child has the following symptoms:

- Is short of breath
- Coughs up blood
- Has pain in the chest when breathing
- Has known heart disease or a history of heart disease
- Is unable to walk or sit up, or function normally



**GO RIGHT AWAY for emergent care**

# Pandemic Guidelines

## Sample Press Release

*Oakland County Health Division will use this type of press release to announce if schools should remain open.*

NEW RELEASE FROM: [insert local public health department]

CONTACT PERSON: [insert contact person]

FOR IMMEDIATE RELEASE

DATE

### **Schools Are Open but Parents Should Prepare**

[Insert county] Schools remain open despite the pandemic flu outbreak in the county. 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. Parents will be updated with any important information.

“At this time, we believe it is safe for students to attend class. It is important to monitor your child’s health and report any illness to your healthcare provider” stated [insert name], Manager/Health Officer.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and seasonal flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and warm, running 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 an 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.

*[Insert local public health department]* officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents should call the school district's hotline at *[insert number if available]* or the *[insert local health department]* hotline at *[insert hotline number]*.

For more information on pandemic flu, visit *[insert website]*.

## Pandemic Guidelines

### Sample Talking Points

- 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 *[insert local public health department]*, we believe students can safely attend classes and schools will remain open. 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 is to decrease contact among children in order to reduce their risk of getting sick and to limit the spread of infection.
- 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 seasonal flu by taking the following precautions:
  - ✓ Teach your children to wash hands frequently with soap and warm, running 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.
- Recommendations may change during the course of a pandemic flu outbreak. *[Insert local public health department]* will make public announcements through the media.

- For more information on pandemic flu and prevention, visit *[insert website and hotline number]*.

## Pandemic Guidelines

### Sample Health Officer Declaration Closing Schools

To School Officials:

*[Insert local public health department]* is ordering all schools to close immediately due to the pandemic flu epidemic in our community. If you have any questions regarding this declaration, please call [insert phone number].

Because the virus is spread easily from person-to-person, it is no longer safe for children to attend class. Colleges, day care centers and preschools also have been ordered to close.

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 expanded period of time (for example, up to 6 weeks).

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

*[Insert local public health department]* will keep school officials updated as the situation changes. A press release is being issued to inform the public of this declaration.

[Insert closure and signature]  
Manager/Health Officer

## Pandemic Guidelines

### Sample Parent Letter #3 Activate

As the disease progresses, continue to send reliable information from *[insert local public health department]* to parents.

- Keep them updated on the health status of students and staff.
- Strongly encourage them to keep their children home if they suspect they are ill.
- Monitor student and staff illness.
- Contact *[insert local public health department]* with any questions or needed information.
- Give parents and staff *[insert local public health department]* website as a reliable source of information.

A close-up photograph of a young girl with long, straight blonde hair. She is looking slightly to the right of the camera with a neutral expression. Her right hand is raised in front of her face, with her index and middle fingers extended in a peace sign gesture. The background is plain white.

**Sniffle, Snort, Cough or Sneeze  
Always Use a Tissue Please.**

A close-up photograph of a young girl with long, straight blonde hair. She is looking slightly to the right of the camera with a neutral expression. Her right hand is raised in front of her face, with her index and middle fingers extended in a peace sign gesture. The background is plain white.

**Sniffle, Snort, Cough or Sneeze  
Always Use a Tissue Please.**

**Sniffle, Snort, Cough or Sneeze  
Always Use a Tissue  
Please.**

**COVER YOUR COUGH**

**Sniffle • Snort • Cough or Sneeze  
Always Use a Tissue  
Please.**

**COVER YOUR COUGH**



Sniffle  
Snort  
Cough  
or Sneeze

**Always Use a Tissue Please.**



Sniffle  
Snort  
Cough  
or Sneeze

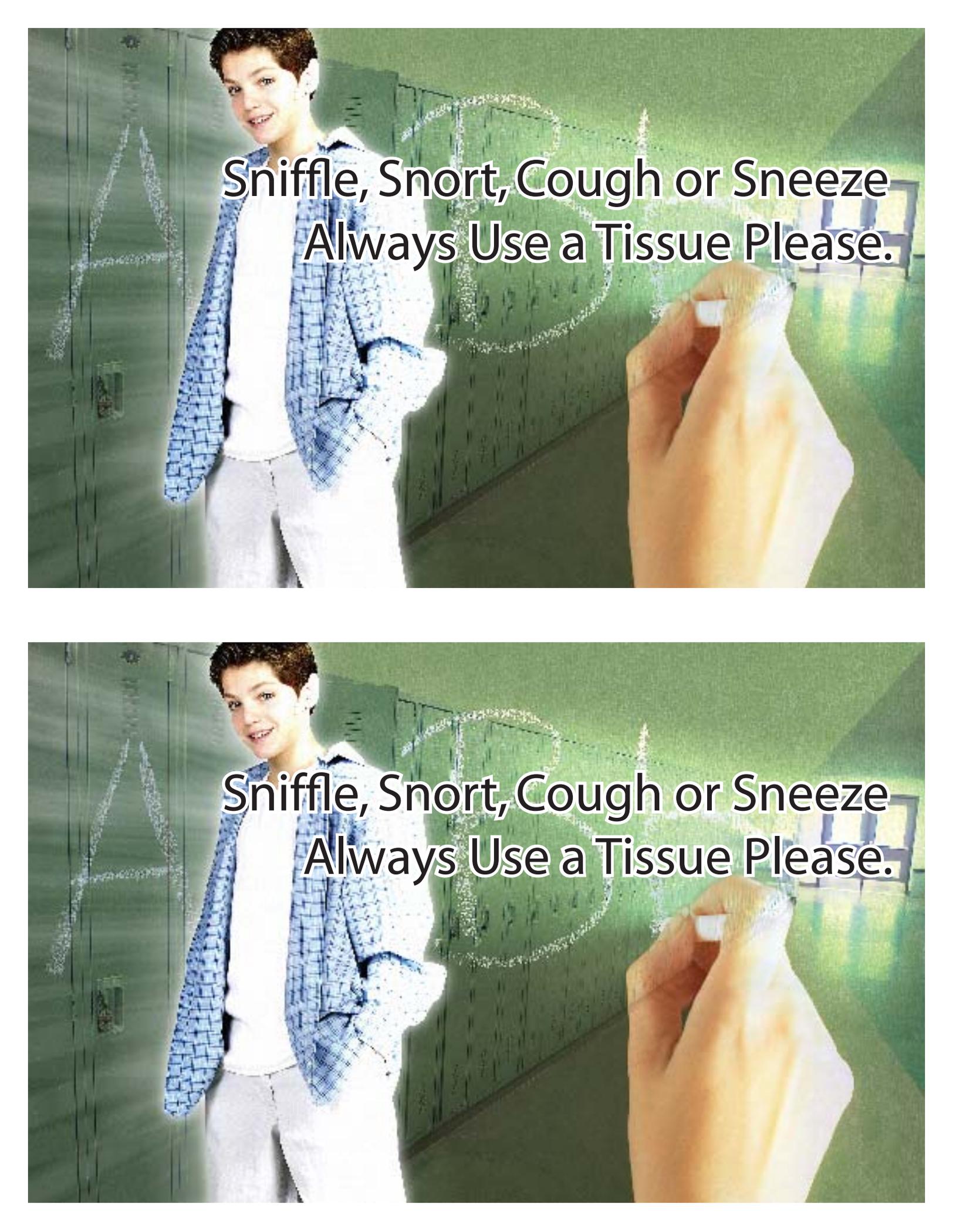
**Always Use a Tissue Please.**

**Sniffle, Snort, Cough or Sneeze  
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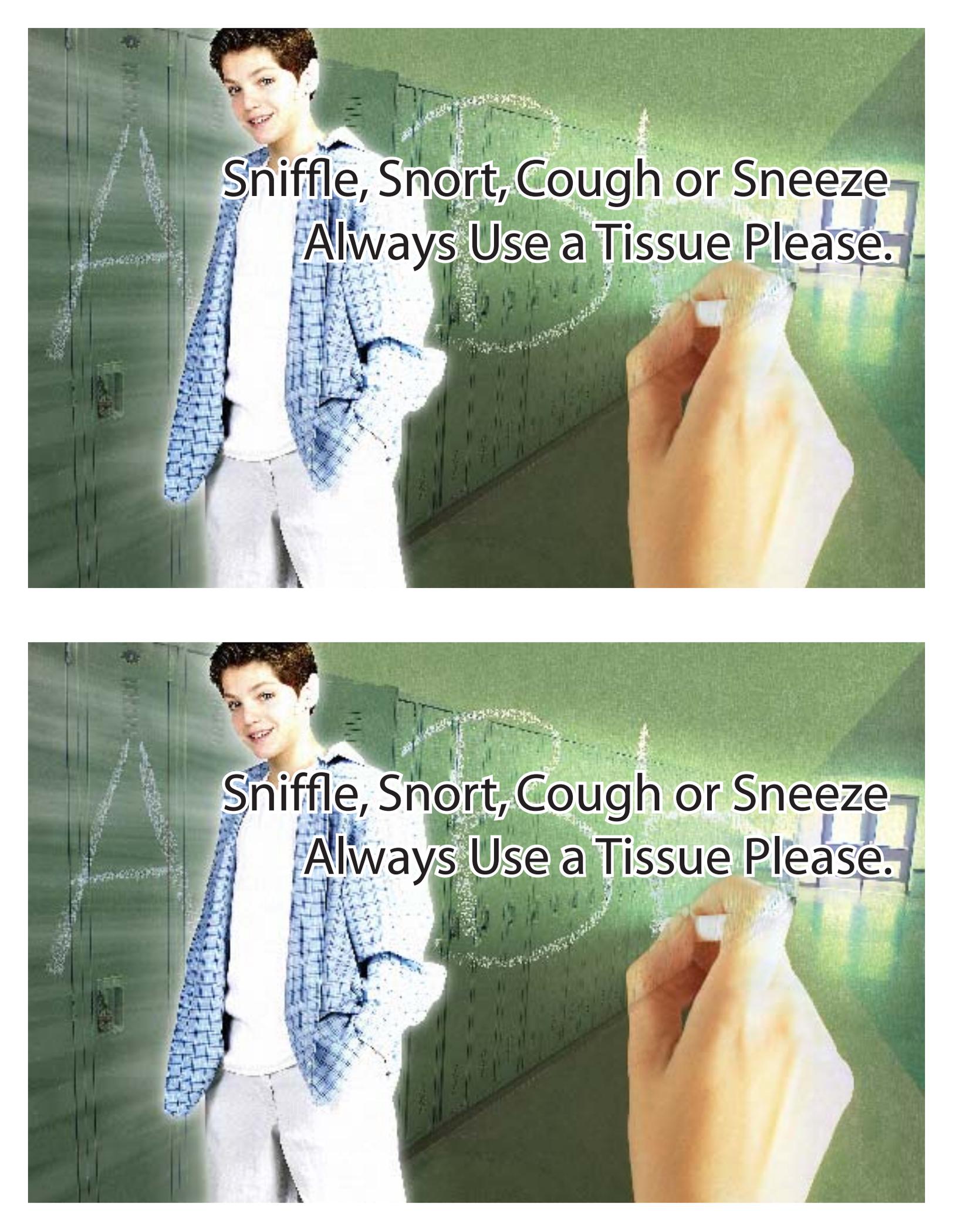


**Sniffle, Snort, Cough or Sneeze  
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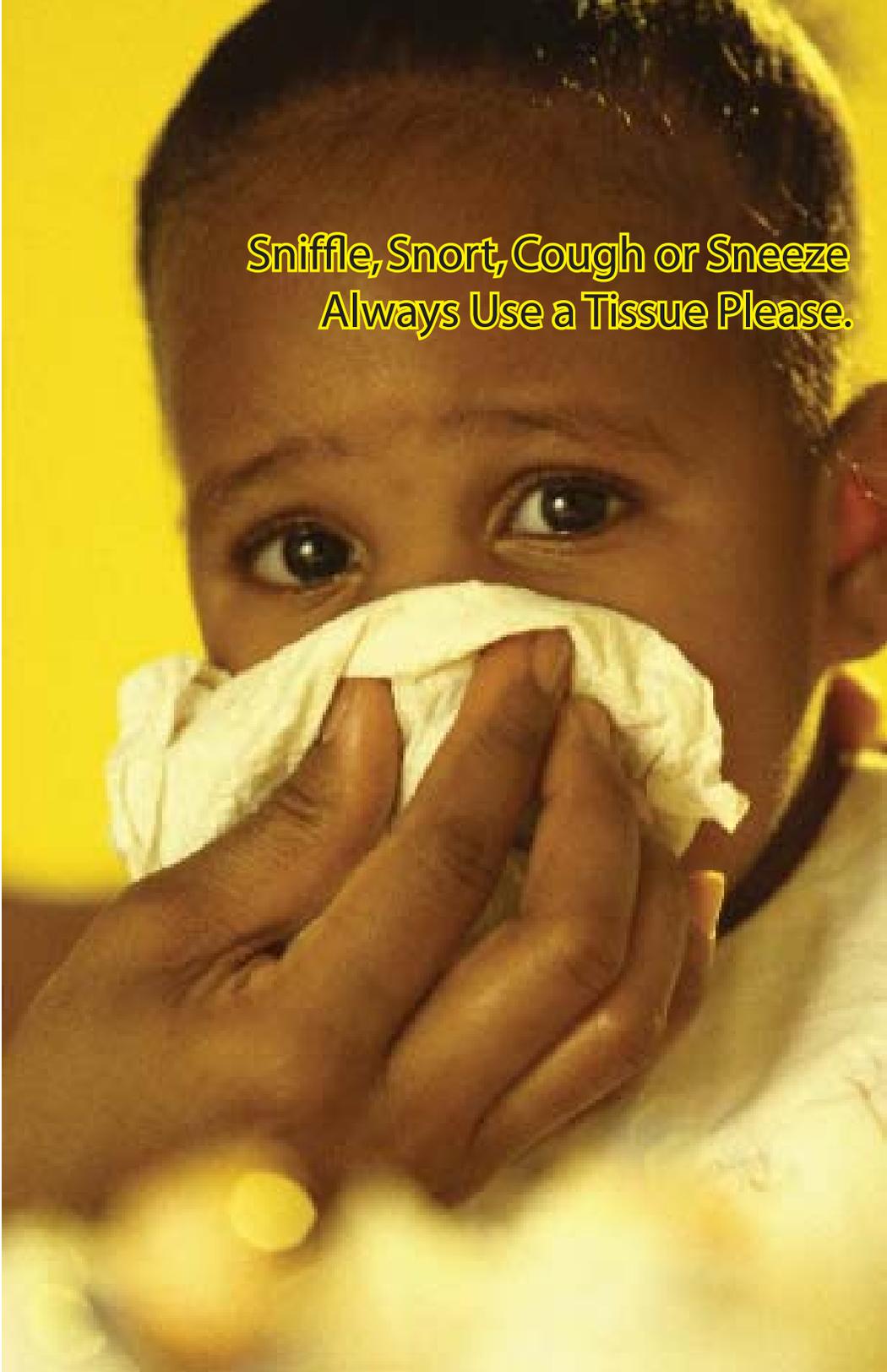
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**Sniffle, Snort, Cough or Sneeze  
Always Use a Tissue Please.**





BEFORE YOU SNEEZE OR COUGH...

# REMEMBER

1. Use Tissue
2. Cover Your Nose & Mouth
3. Put Tissue in Trash
4. Wash Your Hands

# REMEMBER

# GET INFORMED:

The best preparation is knowing the facts. If a pandemic occurs, having accurate and reliable information will be critical.

## Centers for Disease Control & Prevention (CDC)

[www.cdc.gov](http://www.cdc.gov)

Includes:

*Checklist for Preparing for Pandemic Flu*

*Pandemic Influenza Update*

*Travel to SE Asia Information*

## US Department of Health & Human Services (HHS)

[www.hhs.gov](http://www.hhs.gov)

[www.pandemicflu.gov](http://www.pandemicflu.gov)

Includes:

*Pandemic Influenza Planning:*

*A Guide for Individuals and Families*

## World Health Organization (WHO)

<http://www.who.int/csr/disease/>

[avian\\_influenza/avian\\_faqs/en/index.htm](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.htm)

Includes:

*Avian Influenza Frequently Asked Questions*

*Avian Influenza Fact Sheet*

## Federal Emergency Management Agency (FEMA)

[www.fema.gov](http://www.fema.gov)

Includes:

*Emergency Management Guide for Business and Industry*

## Faith-Based & Community Organizations

[www.pandemicflu.gov](http://www.pandemicflu.gov)

Includes:

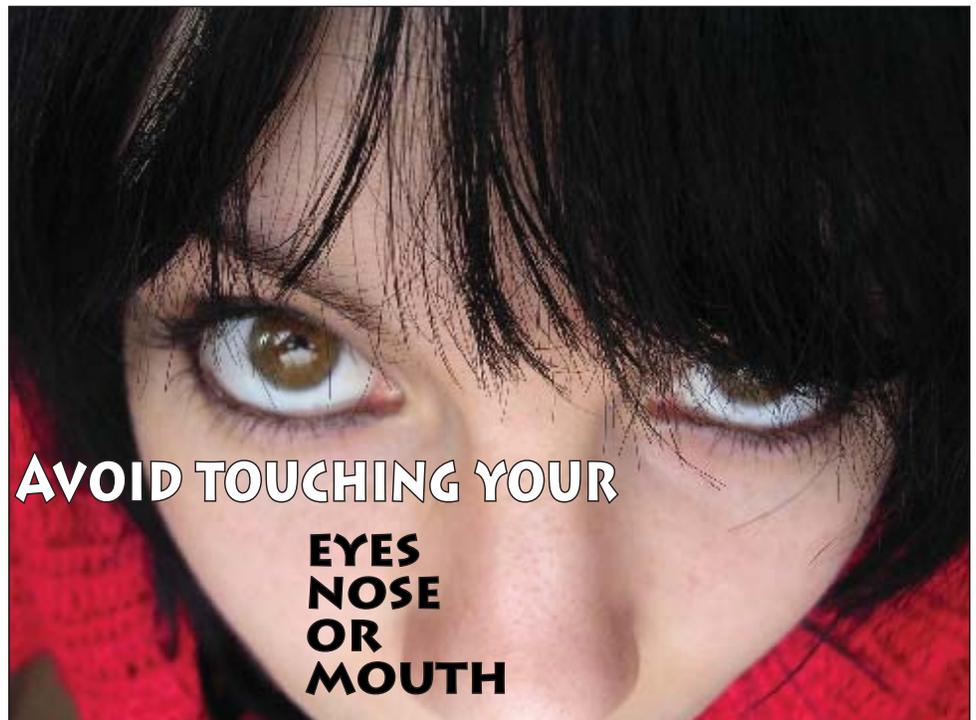
*Pandemic Influenza Preparedness Checklist*

*Pandemic Influenza Planning:*

*A Guide for Individuals and Families*

**“Pandemics are global in nature, but their impact is local. When the next pandemic strikes, as it surely will, it is likely to touch the lives of every individual, family and community. Our task is to make sure that when this happens, we will be a nation prepared.”**

*Mike Leavitt, Secretary  
US Department of  
Health & Human Services*



# RESOURCES

# WASH YOUR HANDS

## Wash Your Hands Often

- **Wet hands, apply soap and scrub for at least 20 seconds.**
- **Thoroughly rinse under warm, running water.**
- **Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.**

... Public Health

# PREVENT THE SPREAD OF COLD & FLU



## COMMON SYMPTOMS:

- Fever
- Headache
- Dry cough
- Extreme tiredness
- Sore throat
- Runny/stuffy nose
- Muscle aches

## REMIND STUDENTS WHEN SNEEZING OR COUGHING TO:

- Use tissue
- Cover his or her nose and mouth
- Put tissue in the trash
- Use proper handwashing

## HANDWASHING TECHNIQUES

- Wet hands, apply soap and scrub for at least 20 seconds
- Thoroughly rinse under warm, running water
- Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.

GermS are often spread when a person touches something that is contaminated with germS and then touches his or her eyes, nose, or mouth.

A respiratory **flu virus** is spread when droplets that exit through the mouth and nose of an infected person come in contact with another person.

## WHEN CARING FOR AN ILL STUDENT OR STAFF:



- When possible, maintain a 3 foot distance from an ill student
- Clean your hands



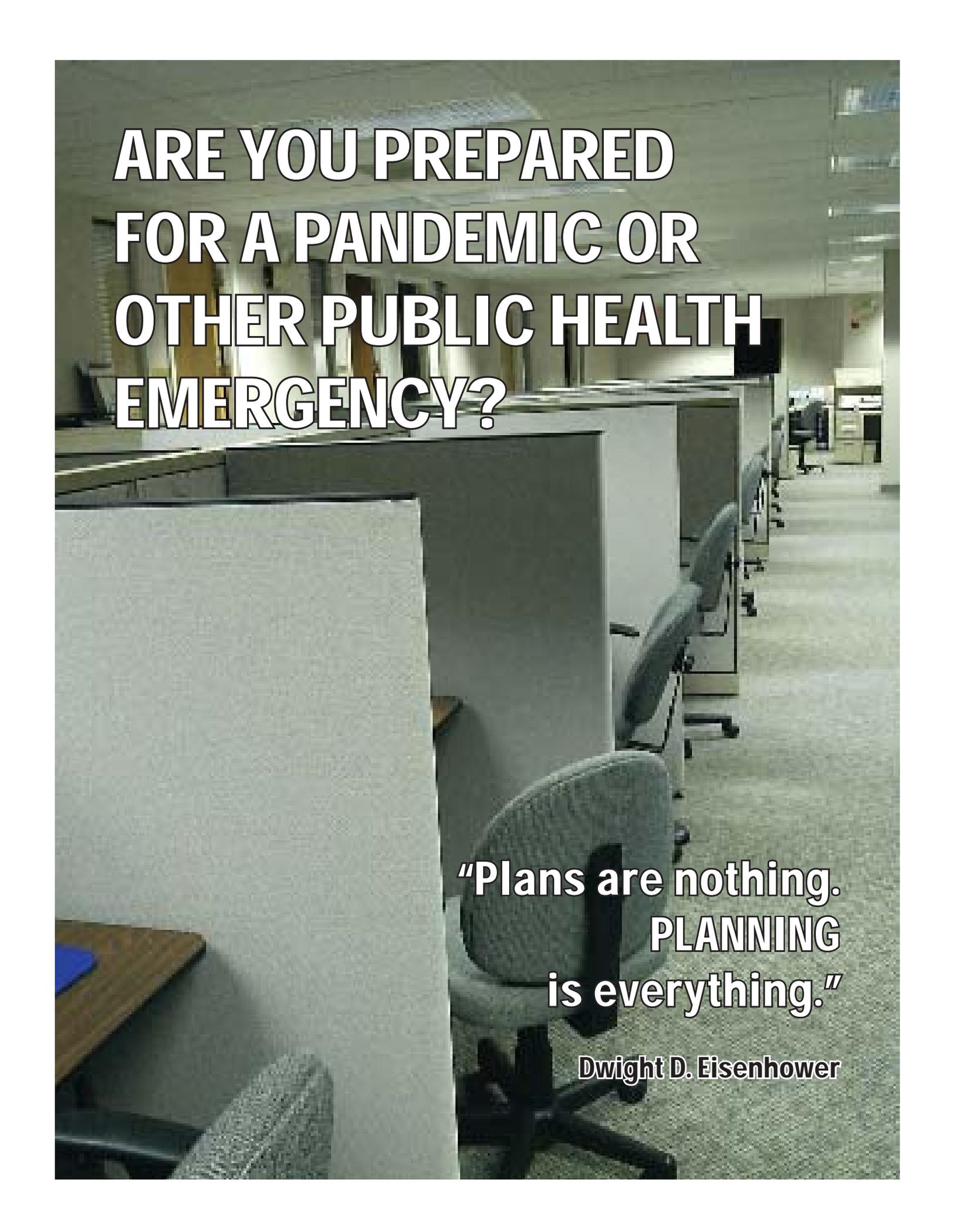
- Avoid touching your eyes, nose or mouth



- Wear disposable gloves when in contact with or cleaning up body fluids or when disposing of trash



- Clean and sanitize hard surfaces (e.g. door handles, toilet seats, telephones) especially where ill students have been



**ARE YOU PREPARED  
FOR A PANDEMIC OR  
OTHER PUBLIC HEALTH  
EMERGENCY?**

**"Plans are nothing.  
PLANNING  
is everything."**

**Dwight D. Eisenhower**

## **HAND WASHING INSTRUCTIONS**

Use SOAP and RUNNING WATER

RUB your hands vigorously for 20 seconds under running water

WASH ALL SURFACES, including:

- backs of hands
- wrists
- between fingers
- under fingernails

RINSE well

DRY hands with a paper towel

Turn off the water using a PAPER TOWEL instead of bare hands

**For more information on Avian Influenza, call (xxx) xxx-xxxx.**

# PUBLIC HEALTH FACT SHEET

Logo

## Avian Influenza

### What is Avian Influenza (bird flu)?

Avian influenza, also known as bird flu, is a term for various influenza viruses that affect birds. Bird flu can cause illness in some domesticated birds, including chickens, ducks and turkeys.

### How do Avian Influenza viruses infect humans?

Infected birds can pass influenza virus through their saliva, nasal secretions and feces. It is believed most cases of Avian Influenza in humans resulted from contact with infected poultry or contaminated surfaces.

### Who can get avian influenza?

Bird flu viruses do not usually infect humans. Those at greatest risk to get Avian Influenza are persons who have close, frequent contact with large numbers of domesticated birds, chickens, ducks or turkeys.

### How long after exposure do symptoms begin?

Symptoms usually start within 3-5 days after exposure.

### What are the symptoms of Avian Influenza virus in humans?

In humans, symptoms range from typical flu-like symptoms (fever, cough, sore throat and muscle aches) to eye infections, depending on the type of virus causing the infection.

### Are there complications?

Possible health problems that may occur include pneumonia, severe respiratory distress and other life threatening complications.

### Is there any treatment for Avian Influenza in humans?

The effectiveness and choice of treatment will depend on which Avian Influenza virus caused the infection.

### How can Avian Influenza be prevented?

Good hand washing practices can help prevent the spread of influenza. Currently there is no vaccine to protect humans from the virus although vaccine development is underway. Before traveling outside the country, check for travel advisories at: [www.cdc.gov](http://www.cdc.gov) or [www.who.int](http://www.who.int).



OAKLAND  
COUNTY MICHIGAN

HEALTH DIVISION

DEPARTMENT OF HEALTH & HUMAN SERVICES

L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

HEALTH DIVISION  
George J. Miller, M.A., Manager

July 2006

Dear School Principal:

Illness patterns in school age children can be an important indicator of communicable disease occurrence in the community. Disease prevention and control efforts depend on your participation in the reporting process. Communicable disease cases that occur among students and staff at your facility should be reported to the Oakland County Health Division – Communicable Disease Unit. Enclosed in this packet you will find:

- 1) Updated Reporting Form
- 2) Updated List of Reportable Diseases
- 3) Updated Communicable Disease Reference Chart

Please complete a report form each week of the school year and return it to us by:

- Fax: 248-858-0178 or
- Mail: Oakland County Health Division  
Communicable Disease Unit  
1200 North Telegraph Rd. Bldg. 36E  
Pontiac MI 48341

Additional forms can be found on our website at: [www.oakgov.com/health](http://www.oakgov.com/health) under the "Public Health Fact Sheet" link. Confidentiality of health information is critical. Please keep this information in a private area not visible to staff or the public.

- Note:**
- Check our website for updated forms and information regularly.
  - Names of children who have **Chickenpox** still need to be reported.
  - It is very important for us to have accurate information related to respiratory diseases such as Influenza. We appreciate your attention to the difference between illness caused by **Influenza** and those caused by a "**Stomach Virus**".
  - Names of children who have diseases such as Conjunctivitis (Pink Eye), Impetigo, Mono, Pediculosis, (Head Lice), Ringworm and Scabies do not need to be reported.

Report any serious communicable diseases directly to the public health nurse responsible for your school, their supervisor, or to the Communicable Disease Unit at 248-858-1286 or 1-888-350-0900, ext. 81286.

Thank you very much for your assistance. We look forward to your weekly reports!

**Oakland County Health Division**  
Department of Health & Human Services

Richard W. Renas, M.P.H.  
Epidemiologist

Shane Bies, M.P.H.  
Epidemiologist

## OAKLAND COUNTY HEALTH DIVISION WEEKLY REPORT OF COMMUNICABLE DISEASE

WEEK ENDING: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

**NO CASES TO REPORT – Please check**

**REPORTING INSTRUCTIONS:** Complete form weekly and return to the Communicable Disease Unit by fax: (248) 858-0178 or mail: CD Unit, OCHD, 1200 N. Telegraph Rd. Bldg., 36E, Pontiac, MI 48341. Due to confidentiality requirements, please keep this report in a secure location.

Flu Like Illness (Apparent Influenza)	NUMBER OF CASES	DEFINITION
		<b>Flu Like Illness</b> is any child with fever and any of the following symptoms: sore throat, cough, generalized aching in the back or limb muscles. (Vomiting and diarrhea <u>alone</u> are <u>not</u> indications of influenza).

Disease	Strep Throat	Scarlet Fever	Stomach Virus*	Rash with Fever
Number of Cases				

**\*Stomach Virus:** is any child with diarrhea and/or vomiting for 24 to 48 hours. It is often caused by Norovirus.

**SERIOUS/RARE ILLNESSES:** Please call the Communicable Disease Unit immediately at (248) 858-1286 for **Measles, Rubella, Pertussis, Mumps, Tuberculosis, Hepatitis, Meningitis or any other serious illness.**

### MICH. DEPT. COMM. HEALTH REQUIRES CHICKENPOX TO BE REPORTED BY NAME

Disease	Student Name	Address	Best Contact Phone No. Specify work, cell or home	Sex	Birth date	Vaccination Date	DIAGNOSED BY: -doctor/ parent/other

Submitted by (Please Print): \_\_\_\_\_

**OAKLAND COUNTY HEALTH DIVISION  
COMMUNICABLE DISEASE REFERENCE CHART**

The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

**Note:** Please notify the Health Division immediately at **248-858-1286** or **1-888-350-0900 ext. 81286**, if you are aware of an unusual occurrence of a disease or an unusual number of cases of one type of disease on a given day.

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>PERIOD OF COMMUNICABILITY</b>	<b>ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD</b>
<b>ANIMAL BITES (Rabies)</b>	Variable. Rabies in man: 5 days to over 1 year; commonly 2-8 weeks.	Variable depending on species involved.	Seek medical attention immediately. Report to local animal control center.
<b>CHICKENPOX</b>	2-3 weeks; commonly 13-17 days.	As long as 5 but usually 1-2 days before onset of rash and not more than 5 days after first crop of lesions appear.	Exclude until 5 days after the eruption of the first crop of lesions. This includes Zovirax therapy.
<b>CONJUNCTIVITIS (Pink Eye)</b>	Variable depending on infecting agent.	During course of active infection.	Exclude until under medical care and drainage from eyes has cleared.
<b>FIFTH DISEASE (Hungarian Measles)</b>	Variable about 4-20 days.	Prior to onset of rash.	No exclusion providing rash is diagnosed as fifth disease by physician.
<b>HAND, FOOT &amp; MOUTH DISEASE</b>	Usually 3-5 days.	While sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
<b>HEPATITIS, TYPE A</b>	2-6 weeks; average is 4 weeks (28 days).	2 weeks before onset of symptoms to a maximum of 2 weeks after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
<b>HEPATITIS, TYPE B</b>	45 days-6 months; average is 60-90 days (2-3 months).	Several weeks before onset of symptoms until blood is no longer positive for evidence of virus.	No exclusion except for open sores or if child is biting people.
<b>HEPATITIS, TYPE C</b>	2 weeks to 6 months (commonly 6-9 weeks).	1 or more weeks before onset through acute clinical course.	No exclusion except for open sores or if child is biting people.
<b>HERPES SIMPLEX, TYPE I &amp; II</b>	2-12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended. Sores on skin should be adequately covered with a bandage.
<b>IMPETIGO</b>	Variable, indefinite; commonly 4-10 days.	While sores are draining.	Exclude until under treatment and lesions healing and no new lesions appear.
<b>MENINGITIS (Aseptic/Viral)</b>	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
<b>MENINGITIS (Haemophilus influenzae)</b>	Probably short, within 2-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
<b>MENINGITIS (Meningococcal)</b>	2-10 days; commonly 3-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
<b>MONONUCLEOSIS</b>	From 4-6 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
<b>MUMPS</b>	12-25 days, commonly 18 days.	Usually 48 hours before swelling. As long as 6 days before gland involvement to 9 days after swelling.	Exclude until swelling or other symptoms have disappeared.
<b>PEDICULOSIS (Head Lice)</b>	Eggs hatch in a week.	Until lice and viable eggs are destroyed.	Exclude until 1st treatment completed. A 2nd treatment may be necessary 7-10 days after 1st treatment.
<b>PERTUSSIS (Whooping Cough)</b>	Commonly 6-20 days.	After onset of cold-like symptoms until 5 days after start of treatment with erythromycin.	Exclude until 3 weeks from onset of disease if untreated, or until on antibiotic treatment at least 5 days.
<b>PINWORMS (Enterobiasis)</b>	2-6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
<b>RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER</b>	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
<b>RINGWORM</b>	10-14 days.	As long as lesions are present.	Exclude until on oral medication for 48 hours for lesions of scalp and scalp line including back of neck. Exclude until under topical treatment for face, trunk and extremities. Exclude from swimming and contact sports until lesions are cleared.
<b>RUBELLA (German or 3-day Measles)</b>	Usually 16-18 days with a range of 14-23 days.	From 1 week before to 4 days after onset of rash.	Exclude until 6 days after onset of rash.
<b>RUBEOLA (Hard or 10-day Measles)</b>	7-18 days; 10 days average.	Beginning of cold symptoms until 4 days after appearance of rash.	Exclude until 4 days after onset of rash.
<b>SALMONELLA</b>	6-72 hours; commonly 12-36 hours.	During course of infection and until organism is no longer in feces.	Exclude until symptoms have disappeared. Activity exclusion based on OCHD recommendations.
<b>SCABIES</b>	First exposure 2-6 weeks; subsequent exposure 1-4 days.	Until mites and eggs are destroyed.	Exclude until 12 hour treatment completed.
<b>SCARLET FEVER AND STREP THROAT</b>	1-3 days usually.	Greatest during acute stage of illness, 2-4 days after rash appears. 10-21 days if untreated.	Exclude until under treatment for 24 hours.
<b>SHIGELLA</b>	12-96 hours, usually 1-3 days.	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
<b>SHINGLES (Herpes Zoster)</b>	No incubation period - reactivation of dormant virus.	As long as 5 but usually 1-2 days before rash and not more than 1 week after lesions appear.	If lesions can be covered, no exclusion necessary. If unable to be covered, exclude as for chickenpox.

1200 N Telegraph Rd  
Pontiac MI 48341

27725 Greenfield Rd  
Southfield MI 48076

1010 East West Maple Rd  
Walled Lake MI 48390



The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, National origin, age or disability. State and Federal eligibility requirements apply for certain programs.

# Michigan Schools are Vital to Pandemic Influenza Preparedness

Public health officials use surveillance<sup>i</sup> to determine what is typical and what is unusual when it comes to the health of Michigan's citizens. Influenza is a challenging disease to track because most people do not seek medical care, many cases are not laboratory confirmed, and a number of other diseases can cause symptoms similar to influenza. To overcome these challenges, public health officials measure influenza activity indirectly through multiple different systems – and data from weekly school reports are a key component of Michigan's influenza surveillance activities.

Symptoms caused by influenza include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Children occasionally have gastrointestinal symptoms in addition to their respiratory symptoms. Please note: although the term “stomach flu” is sometimes used to describe nausea, vomiting, or diarrhea, these illnesses are often caused by other microbes, and are rarely related to influenza.

## Why are school reports of influenza-like illness activity so valuable?

As a component of influenza surveillance, weekly school reports of aggregate student absenteeism, outbreaks, or school closures due to influenza-like illness are absolutely essential to understanding both local and state influenza activity. Public health officials are especially interested in influenza activity in schools because studies have shown that school age children have the highest rates of influenza infection and disease, shed more influenza virus for longer periods of time, and play a documented role in spreading influenza throughout a community.<sup>ii</sup>

In some Michigan counties, school reports are the only source of influenza-like illness data. At the state level, all data sources are evaluated together to determine the level at which to categorize influenza activity and report to the Centers for Disease Control and Prevention.

## How does the data get used?

Local health department staff enters data from weekly school reports into the Michigan Disease Surveillance System, a secure, online system for reporting communicable diseases including aggregate influenza. In addition to analyses conducted at the local level, state health department staff members review the reports each week and describe their analysis in the MIFluFocus, a weekly report of influenza surveillance activities that is posted online and distributed to stakeholders via email. In the event of an influenza pandemic, school reports will be used to aid in the characterization of the strength and duration of the pandemic in Michigan

## How can my school help?

- Ensure that there is a system in place to track absenteeism due to influenza and that each weekly report is sent on-time to your local health department
- Educate parents about the importance of reporting illness when calling a child in sick and how to differentiate influenza symptoms from other illnesses
- Report outbreaks or school closures to your local health department as soon as possible

## What, when, and where should I report?

Michigan law<sup>iii</sup> states that primary and secondary schools, daycare centers, and camps are required to report to their local health department:

- Aggregate counts of suspected or confirmed Influenza among those in attendance on a weekly basis<sup>iv</sup>
- Suspected or confirmed unusual occurrences, outbreak or epidemics of Influenza among those in attendance within 24 hours

## Where can I get more information?

For more information or to receive a copy of the most recent MIFluFocus:

- Please visit [www.michigan.gov/flu](http://www.michigan.gov/flu)
- Or contact your local health department
- Or call the Michigan Department of Community Health at 517-335-8165

<sup>i</sup> Surveillance is the systematic, ongoing collection, analysis, interpretation and dissemination of health data

<sup>ii</sup> Rennels MB *et al.*, “Technical Report: Reduction of the Influenza Burden in Children.” *Pediatrics* 2002 Dec, 110(6):e80.

<sup>iii</sup> Michigan's communicable disease rules are promulgated under the authority conferred on the Department of Community Health by section 5111 of Act No. 368 of the Public Acts of 1978, as amended, being 333.5111 of the Michigan Compiled Laws.

<sup>iv</sup> Please note that although MDCH currently accepts weekly reports of influenza from schools, daycares, etc., daily reports are required by law (see <sup>iii</sup> above) and can be requested as necessary.

## Appendix B

### Contact Numbers

Participating Neighboring Business				
Agency	Contact Name	Number	e-mail	Comment Section
Chamber of Commerce				
Suppliers				
Agency	Contact Name	Number	e-mail	Comment Section
Contractors				
Agency	Contact Name	Number	e-mail	Comment Section
Transportation Providers				
Agency	Contact Name	Number	e-mail	Comment Section
UPS				
Fed Ex				
Freight-Way				

## Appendix C

### Emergency Contact Numbers

Agency	Contact Name	Number	e-mail
Local Public Health			
Hospital			
Local EOC			
Michigan Department of Transportation			
State of Michigan			

## Appendix D

### Internal Contact List

Title	Name	Bus. #	Home #	Cell	e-mail
Superintendent					
Safety Director					
Facility Director					
Human Resources					

## Appendix E

### Critical Employee Cross Training List

Name	Job Title	Cross training	Phone #	e-mail
Jane	Teacher	Infection Control		

## Appendix F

### Remote Work Location

Employee	Location/ Type	Bus. #	Home #	e-mail
John	Home/Laptop	248 858-XXXX	248 858-XXXX	<a href="mailto:someone@hotmail.com">someone@hotmail.com</a>
Jan	Remote 59N/ Laptop	248 858-XXXX	248 858-XXXX	