

H1N1 Policy Handbook for Lycée Français La Pérouse Draft

August 25, 2009

Overview:

- A. This handbook is designed to decrease exposure to regular seasonal flu and 2009 H1N1 flu while limiting the disruption of day-to-day activities and the vital learning that goes on in Lycée Français La Pérouse.
- B. This policy document provides guidance to help decrease the spread of flu among Lycée Français La Pérouse students and school staff during the 2009-2010 school year. This document expands upon earlier school documents by providing a menu of tools that we can choose from based on developments in our area(s) of San Francisco, Marin County and Northern California.
- C. This document is **subject to revisions and updates** based upon developing recommendations from the Center for Disease Control (CDC) as well as our local public health agencies.
- D. **Based on current CDC guidance**, we will have students and staff with influenza-like illness **remain home until 24 hours after resolution of fever without the use of fever-reducing medications**.
- E. The decision to dismiss students should be made by the HOS (or his directors) based upon local (Marin, SF) conditions. **The goal is to keep school open** while reducing the possible number of people who become ill. There are actions we can take, should the severity warrant it.
- F. Current plans (August 25, 2009) call for opening the 2009-2010 school year under conditions with similar severity as in spring 2009

The following policies will be in effect for the 2009-2010 school year:

- **Opening School:**
All staff will monitor and keep an eye out for any illnesses and unexpected medical complications among the children and staff and teach children proper respiratory hygiene practices. Each campus will have equipment to measure temperature quickly and accurately. Students with a fever will be isolated and sent home.
- **Stay home when sick:**
Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, (100*) or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs.

- **Separate ill students and staff:**
 Students and staff who appear to have flu-like illness should be sent to a room separate from others until they can be sent home. Each campus will designate an isolation room for quarantining students until they can be taken home. CDC recommends that they wear a surgical mask, if possible, and that those who care for ill students and staff wear protective gear such as a mask.
- **Hand hygiene and respiratory etiquette:**
 Students will wash hands upon returning to classrooms after recess, lunch, and before eating lunch. **Each classroom will have a hand sanitizer and hankies.** We will emphasize the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).
- **Routine cleaning:**
 School maintenance staff should routinely clean areas that students and staff touch often with the cleaners they typically use. The evening maintenance crew should also clean hi-touch areas. Special cleaning with bleach and other non-detergent-based cleaners is not necessary.
- **Early treatment of high-risk students and staff:**
 People at high risk for influenza complications who become ill with influenza-like illness should speak with their health care provider as soon as possible. Early treatment with antiviral medications is very important for people at high risk because it can prevent hospitalizations and deaths. People at high risk include those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases. **Each campus will identify those students and faculty who are at high risk and actively and regularly monitor their health.**
- **Communication:**
 The school will proactively communicate the plan to faculty, staff and parents before the commencement of the school year. This will be in the form of a letter, (Letter A, attached below.) The school will also provide a letter for parents when their child is sent home, outlining when they can return, how to address the illness and continuing/completing school work at home. (Letter B, attached below.)

- **Supplies:**
Each campus will have one ear thermometer for every 100 people on campus. The campus will also have disposable masks, gloves, sanitizers for distribution to classrooms, small sanitizers for field trips, desks and purses as well as disposable pillow covers.

- **Field Trips:**
 - All field trips will go as scheduled. Students who have had a fever for 48 hours before the trip may not go on that trip, whether to Israel, Washington DC or the Exploratorium.
 - All students going on the Israel and DC trips will have their temperature taken at the airports. Any student/faculty member with a temperature of over 100* may not go on the trip.
 - All field trip participants with flu-like symptoms during the trip will be taken to a doctor (at families' expense). If needed, parents will have to pick their child.

- **Visitors and Tours of the School:**
All visitors to the school should be asked to sanitize their hands as part of the welcoming that they receive upon entering the school and before beginning to visit the classrooms and students. All visitors who sign in should see the sign asking them to kindly sanitize their hands with the provided sanitizer before leaving the sign-in area. Hand sanitizer and towels should be provided.

- **Faculty:**
 - Faculty will be educated and trained as to CDC policies and best practices at regular intervals, including at the back to school safety training. The Lycée Français La Pérouse HR department will coordinate dates for H1M1 flu inoculations for each site (when the vaccine will be available) and all adults working at Lycée Français La Pérouse will be encouraged to take the inoculation.
 - Faculty and staff are asked to abide by the same health policies as above and NOT come to school when ill.
 - **Faculty, admin and staff out more than 3 days must have a doctor's note saying they are good to return to work before they can return.**
 - All teachers are asked to have one full week of sub teacher lessons fully prepared for their students in the even they are sick and cannot teach.
 - All teachers should have plans for teaching via distance learning (to include emails, web-based reading, assignments, etc) should school close for any period of time.
 - The IT department(s) will coordinate closely with the faculty to support their ideas and programmatic needs.

- In case the school has to close **more than one week**, the school will open from April 5 to April 9 2009.

However...

Should there be conditions of increased severity compared with spring 2009

CDC may recommend additional measures to help protect students and staff if global and national assessments indicate that influenza is causing more severe disease. In addition, local health and education officials may elect to implement some of these additional measures. **Except for school dismissals, these strategies have not been scientifically tested.** But CDC wants communities to have tools to use that may be the right measures for their community and circumstances.

- **Active screening:**
Schools should check students and staff for fever and other symptoms of flu when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff should be vigilant in identifying students and other staff who appear ill.
- **High-risk students and staff members stay home:**
People at high-risk of flu complications should talk to their doctor about staying home from school when a lot of flu is circulating in the community. **We should plan now for ways to continue educating students who stay home through instructional phone calls, homework packets, internet lessons, and other approaches.**
- **Students with ill household members stay home:**
Students who have an ill household member should stay home for five days from the day the first household member got sick. This is the time period they are most likely to get sick themselves.
- **Increase distance between people at schools:**
These can be canceling classes that bring together children from different classrooms. Assemblies can be canceled and school events can be postponed.
- **Extend the period for ill persons to stay home:**
If influenza severity increases, people with flu-like illness should stay home for at least 7 days, even if they have no more symptoms. If people are still sick, they should stay home until 24 hours after they have no

symptoms.

- **School dismissals:**

We will closely monitor the recommendations of the MCOE as well as the SFUSD and the local public health recommendations. CDC recommends that schools that dismiss students should do so for five to seven calendar days and should reassess whether or not to resume classes after that period. Schools that dismiss students should **remain open to teachers and staff** so they can continue to provide instruction through other means.

- *Reactive* dismissals might be appropriate when we are not able to maintain normal functioning for example, when a significant number and proportion of students have documented fever while at school despite recommendations to keep ill children home.
- *Preemptive* dismissals can be used proactively to decrease the spread of flu. CDC may recommend preemptive school dismissals if the flu starts to cause severe disease in a significantly larger proportion of those affected.

Letter #1

August 25, 2009

Dear Parents/Guardians:

As we prepare for the coming school-year, we are taking great care to be well prepared for the H1N1 Virus. We have developed plans to cover most imaginable contingencies and are busy organizing the materials and cleaning supplies needed for the coming year. But, you can help us as well.

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in our schools and community. We want to keep schools open to students and functioning in a normal manner during this flu season. We expect an exciting year of learning and inquiry, but, we need your help to do this.

We work closely with the Marin County Office of Education, the Marin County Public Health Department, the San Francisco Unified School District, the San Francisco Office of Public Health and the Center for Disease Control to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated - through emails and voicemails when needed - with new information as it becomes available.

If the flu becomes more severe, we may take additional steps to prevent the spread such as:

- conducting active fever and flu symptom screening of students and staff as they arrive at school;
- postponing class trips; and
- dismissing students from school for at least seven days if they become sick.

For now we are doing everything we can to get our schools ready for the coming year so we may go on functioning as usual. **Here are a few things you can do to help.**

- **Teach your children to wash their hands** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- **Teach your children not to share personal items** like drinks, lunch or snacks, utensils, and to cover their coughs and sneezes with tissues. Teach them to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- **Keep sick children at home** for at least 24 hours *after* they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- **Do not send children to school if they are sick.** Any children who are determined to be sick while at school *will be isolated and then sent home.*

For more information, visit www.flu.gov, or call 1-800-CDC-INFO for the most current information about the flu. We will notify you of any additional changes to our school's strategy to prevent the spread of flu.

Sincerely,

Frédéric ARZELIER, Head of School

Letter #2

Dear Parents,

Your child has been sent home because he/she is sick. We ask that you go to your doctor and have your child looked at closely.

Lycée Français La Pérouse policy follows the following CDC recommendations: individuals with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.

Tips for taking care of children (and other household members) with the flu

- **Stay home if you or your child is sick** until at least 24 hours after there is no longer a fever or signs of a fever (without the use of a fever-reducing medicine). Keeping sick students at home means that they keep their viruses to themselves rather than sharing them with others. Stay home even if taking antiviral medicines.
- **Cover coughs and sneezes. Clean hands** with soap and water or an alcohol-based hand rub often and especially after coughing or sneezing.
- **Keep sick household members in a separate room** (a sick room) in the house as much as possible to limit contact with household members who are not sick. Consider designating a single person as the main caregiver for the sick person.
- **Monitor the health of the sick child and any other household members** by checking for fever and other symptoms of flu. A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit (37.8 degrees Celsius). If you are not able to measure a temperature, the sick person might have a fever if he or she feels warm, has a flushed appearance, or is sweating or shivering.

Watch for emergency warning signs that need urgent medical attention. These warning signs include:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Not urinating or no tears when crying
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Pain or pressure in the chest or abdomen

- Sudden dizziness
- Confusion
- Flu-like symptoms improve but then return with fever and worse cough
- **Check with your doctor about any special care** needed for household members who may be at higher risk for complications from flu. This includes children under the age of 5 years, pregnant women, people of any age who have chronic medical conditions (such as asthma, diabetes, or heart disease), and people age 65 years and older.
- **Have the sick household member wear a facemask** – if available and tolerable – when sharing common spaces with other household members to help prevent spreading the virus to others. This is especially important if other household members are at high risk for complications from flu.
- **Ask your doctor about antiviral medicines or fever-reducing medicines** for sick household members. Do not give aspirin to children or teenagers; it can cause a rare but serious illness called Reye's syndrome
- **Make sure sick household members get plenty of rest and drink clear fluids** (such as water, broth, sports drinks, electrolyte beverages for infants) to keep from being dehydrated.

We at Lycée Français La Pérouse appreciate your help in ensuring a healthy school environment for all of our children and adults. If you have any questions about influenza, check out www.flu.gov. You can also call the school office and we'll be happy to help.

Sincerely,

Frédéric ARZELIER
Head of School

Isolation rooms :

- Ashbury : meeting lounge next to the reception
- Corte Madera : Travelling Office next to the reception
- Ortega : History-Geography room, in front of the Dean of Student's Office