

SAMPLE FLU/PLAN Response Matrix

	Communication (information from response team only)	Campus Access	Educational Delivery	Co-curricular program	Community /Events/Field Trips/Travel	Personnel	Emergency Care	School Provided Transport	School Operations/Food Service
GREEN LIGHT Universal Precautions are implemented/Standard protocol	Plan and preparing for Flu Informational documents posted on District Web Site District & School Nurses stay in contact w/ Local Public Health Officials	Access to Campus Normal School Policy	Regular School Program	All regular scheduled activities allowed	Field Trips per normal school policy	Normal working conditions All School employees -Encourage sick staff/students to stay home for at least 24 hours after no longer having fever or signs of a fever w/out the use of fever-reducing medicine	Normal School Protocol Universal Precautions -Separate students who are running fevers or showing other signs of contagious illness from others. -Sanitize the area where the student was after the student leaves. -Encourage sick staff/students to stay home for at least 24 hours after no longer having fever or signs of a fever w/out the use of fever-reducing medicine	Regular School Transportation	Regular School Cleaning <u>-Universal Precautions</u> -Encourage & EDUCATE students/staff to use proper <u>hand washing (preferred method over hand sanitizer)</u> & cough/sneeze covering etiquette at all time & throughout the day -Hand Sanitizer in classroom
* If a school goes in to “Yellow Light” all Green Light Universal Precautionary Measures will be included in YELLOW LIGHT mode.									
YELLOW LIGHT -Flu case reported to school -Schools may be closed upon recommendation of medical officials, and school superintendent. <i>One school at “red light” so other schools in district go to “yellow light” as a precaution. Or, your school begins to have an increase in flu cases being reported.</i>	-Use website to provide information. Letters sent home students backpack - If administration is aware of confirmed pregnancy of students or students w/ compromised health, they need to attempt to inform parents of students/ students that flu is within the district. These parents may want to consult with their child’s health care provider. -ONECALL to parents... PARENTS – are asked to notify their child’s school immediately if they have been diagnosed with ANY/ALL strains of flu.	-Access to campus per normal school policy, however; -Absenteeism monitored by administration to determine if school needs to move to RED, which means one or more schools may close for short duration Absenteeism (At or below 90%- Notify Central Office)	-Regular school program. -Eliminate to extent possible Discourage sharing of items between students. Individual School Supplies- crayons, scissors, pencils, water bottles, etc.) -Do not arrange student desks w/ student facing student or any group arrangement w/ student facing student. -Daily homework can be provided by teachers for any students staying at home.	-All regularly scheduled activities allowed at the discretion of school/district administration	-Field trips and assemblies allowed at discretion of school/district administration	-Consider Adjusting custodians schedule- Germs live 2-8 hours on surfaces. - Better to clean DURING the DAY -All school employees returning from confirmed flu to monitor their own health for 10 days & report any concerns to school nurse or their health care provider. -Inform staff who are pregnant or have compromised health that the flu within district (Board Policy) -Encourage sick staff/students to stay home for at least 24 hours after no longer having fever or signs of a fever w/out the use of fever-reducing medicine	-See health care provider if temperature is over 100.0F. -School Nurses- Use surgical mask at their discretion -School Nurses –Isolate child in nurse’s office out of office area while waiting for parent; areas cleaned after student leaves -Investigate Feasibility of providing flu shots on campus Encourage hand washing and healthy living.	-All bus routes run as usual. Transportation Director Provides additional measures from plan to drivers Weather Permitting Windows open for ventilation	-Cleaning - Wash desks at designated times of the school day using school’s disinfectant cleaning spray – (See Plan for Additional Cleaning Measures) -Cleaning Use any disinfectant spray when students are out of room – - Cleaning- Encourage custodial staff to use bleach water (1 to 10) to wipe down desks as opposed to spray- -Teachers spot clean desks if notice student w/ persistent coughing sneezing -Additional surface- Keyboards, Doors, Phones, Faucets, Light Switches -Continual disinfecting by cleaning -Hand Washing (scheduled) -Hand Sanitizers (scheduled) -Lunch room-Wipe down key pads w/ sanitizer -Review food handling procedures with staff. Inside Doors Propped open as Feasible

RED LIGHT Mode Universal Precautionary Measures to include 'Yellow Light' Precautionary Measures

<p>RED LIGHT</p> <p><i>Significant amount of flu cases reported on many students/staff absent with flu-like symptoms. It is expected that schools <u>not</u> stay on "red" for very long (one to three days) because either the situation will improve or school will be closed)</i></p> <p>-Schools may be closed upon recommendation of medical officials and school superintendent</p>	<p>One Call, written communication and/or web page may be used as determined by Superintendent.</p> <p>-Updates to community on status flu & impact on school program.</p> <p>-In-class instruction to ensure students understand protocol and proper hygiene.</p> <p>-Absenteeism monitored by administration</p> <p>-Call parents of absent students to see why they are not at school</p>	<p>-School open to staff, students, parents. Anyone else, by appointment only to minimize visitors</p> <p>-Visitors must report to office- Office needs to minimize visitors to the building</p> <p>Visitors w/ previous appointment (speakers, school pictures, etc.) report to office-</p> <p>Office notifies visitors of influenza in school district.</p> <p>May ask visitor to reschedule or take precautionary measures.</p> <p>-.</p>	<p>-Since the absenteeism rate in school will be quite high during the red stage, teachers need to take this in to consideration regarding instruction. It will be difficult to teach new content and move on with instruction if a large portion of students are absent. Encourage teachers to review content or do extensions in learning. Activities done on these days should continue to have educational value.</p> <p>-Stop intentional sharing of items</p> <p>-Do not arrange student desks w/ student facing student or any group arrangement w/ student facing student.</p> <p>-Increase social distances at school * See district plan</p> <p>-Eliminate group assemblies and large gathering of students</p> <p>-Daily homework provided by teachers for any student staying at home.</p> <p>-Parent and student review and training for virtual school program.</p>	<p>-All scheduled co-curricular programs – As directed by School Superintendent</p> <p>-All school events - Postponement or cancellation - As directed by School Superintendent</p> <p>-District Events- As Determined by Superintendent</p>	<p>- District Events- All scheduled co-curricular programs – As directed by School Superintendent</p> <p>-All school events - Postponement or cancellation - As directed by School Superintendent</p> <p>-District Events- As Determined by Superintendent</p>	<p>-Staff may be asked to do a variety of jobs/tasks outside of the norm of a typical school day. Normal job duties may be reduced or suspended temporarily during this stage.</p> <p>-All faculty and staff assess temperature at home before coming to work.</p> <p>Increasing number of cases reported.</p> <p>- Staff/Parents/Students assess temperature- If fever and other flu-like symptoms stay home.</p> <p>-If a staff person is not comfortable being at school due to a legitimate health reason (e.g., pregnant, compromised health), allow the staff person the option of staying home, taking a sick day. (Board Policy indicate notification)</p> <p>-Inform subs you have flu in your building</p> <p>-Encourage sick staff/students to stay home for at least 24 hours after no longer having fever or signs of a fever w/out the use of fever-reducing medicine</p>	<p>- School Nurses- Use mask</p> <p>-Isolate child in nurses office out of office area – Sick children use surgical masks while waiting for parent</p> <p>-Doctor/Health office /Individual Temperature Assessment & w/out flu symptoms will determine whether individual who has recovered from flu can return to school.</p> <p>-If fever and other flu symptoms individual must return to home ASAP.</p> <p>-</p>	<p>-All bus routes run as usual.</p> <p>Continue w/ steps in Yellow Stage</p> <p>-Bus access may be denied for those with fever and flu-like symptoms.</p>	<p>-Custodian & staff cleaning sick areas- Use masks</p> <p>-All food service workers must wear gloves/mask.</p> <p>-Continual disinfecting throughout the day.</p> <p>-Water fountains and door knobs cleaned hourly</p> <p>-Weather permitting, it is helpful to give students fresh air during this stage.</p> <p>Inside Doors Propped Open as Feasible</p>
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