

# Head-Royce School Flu Pandemic Plan

April 2006

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Dear Head-Royce School Families:

We take seriously the health and safety of the Head-Royce School Community. As such we have developed a plan for dealing with the possible outbreak of the Avian flu or other type of flu that reaches pandemic proportions. We have based our plan on the best and most current information available from federal, state and local health agencies. We will update our plan as additional information becomes available.

## **Plan Overview**

### *Stay Healthy*

Our first goal is to preserve the health of our students, faculty and staff by not putting anyone at risk for exposure. To that end you will find attached guidelines and a fact sheet indicating how you can avoid becoming infected and/or spreading the disease. Please read this information carefully, share it with your family and implement it.

### *Stay Open*

If there is a pandemic Head-Royce School will remain true to its mission of educating children for as long as is feasible. We want to provide continuity of education for all of our students. However, should a significant number of staff and/or students become ill we may be forced to close the school until it is safe to re-open. We will also follow any government directives that may require us to “shut-down.”

### *Communicate*

#### Student Communication

*We will provide student instruction about a possible pandemic as follows:*

1. We will instruct all of our students about practicing good health habits to avoid spreading germs.
2. We will address any fears and misconceptions our students may have as a result of the current and ongoing media exposure.
3. When appropriate, we will explain Head-Royce School’s plan for continuing operation during a pandemic.

All of this student communication will be age-appropriate and handled by our classroom teachers who are very skilled in this area.

### Parent/Family Communication

In the event of a widespread outbreak you will be notified via the School Reach Emergency Notification system as to what action you should take. Detailed information will be provided on Head-Royce School's website as well as through a recorded message available at Head-Royce School main number (510-531-1300).

The enclosed information sheet from the Alameda County Health Care Services Agency indicates that presently we are at a very low risk level for exposure. However, as you know, we at Head-Royce School have plans for every emergency or natural disaster and we will keep you posted as additional information becomes available.

Should you have any questions please do not hesitate to contact me, or any member of the Head-Royce School management team (a list of the team members is attached).

Dennis G. Malone  
Director of Finance, and Operations  
Chair, Emergency Preparedness Committee

The occurrence of a Flu Pandemic widespread enough to pose a threat to the learning environment.

### Prevention Team

- Post signs around school and in classes regarding appropriate hygiene
- Sanitize/disinfect/clean hot spots in common areas: door knobs; water fountains; toilet handles; staff room, classroom and computer lab computers; front desk telephone; all classroom surface areas.
- Determine/identify students and/or employees who show symptoms of Avian Flu: fever, cough, sore throat, muscle aches and eye infections; in severe cases, serious respiratory problems, including pneumonia.
- Students and / or employees who show symptoms of Avian Flu should stay home, and seek immediate medical care.
- Students and/or employees who show symptoms of Avian Flu will be sent home immediately, and told to seek immediate medical care.

### Management Team

- Assess the situation
- Coordinate and assign teams
- Gather information/data and present/make recommendation to Head of School.

### Assessment Team

- Review Avian Flu log
- Determine when/if to combine classes
- Determine student/teacher
- Determine need to close school (#'s)
- Determine reentry of "well students and employees"
- Determine reopening of school (#'s)

### Communication Team

- Gather information from community resource (federal, county, city)
- Inform Head-Royce School community of Flu Pandemic Plan
  - Mail letter to parents (using attention grabbing label on envelope)
  - Put notification in E-Lines
- Inform community of school closure via School Reach Emergency Nonfiction System
  - Draft School Reach message and activate when appropriate
  - Draft phone recording message and record when appropriate
  - Update School Reach, and Phone information daily, in the event of a school closure
- Draft website text and post when appropriate
- Put procedure in Head-Royce School Student Handbook / Employee Manual
- Update the Emergency Preparedness Plan to reflect the plan

### Program Team

**Determine and implement appropriate curriculum as needed**

## **Steps for Staying Healthy**

Practice good health habits, including eating a balanced diet, exercising daily and getting sufficient rest and take these common-sense steps to stop the spread of germs:

- Wash hands frequently with soap and water.
- Cover coughs and sneezes with tissues (not your hands!)
- Stay away from others as much as possible if you are sick

For additional information go to one of these websites:

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

[http://www.acgov.org/PublicHealth/av/bird\\_flu.htm](http://www.acgov.org/PublicHealth/av/bird_flu.htm)

## **Head-Royce School Management Team**

Should you have any questions about Head-Royce School Pandemic Plan contact a Management Team member.

<u>Team Member</u>	<u>Title</u>	<u>Ext.</u>	<u>Email</u>
<b>Paul Chapman</b>	<b>Head</b>	<b>2115</b>	<a href="mailto:pchapman@headroyce.org">pchapman@headroyce.org</a>
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## **Avian (Bird) Flu Fact Sheet**

Alameda County Health Care Services, Public Health Department

### **What is Avian Flu (Bird Flu)?**

Avian flu, also known as bird flu, is an infectious disease caused by a virus that lives naturally in wild birds. Wild birds usually do not become sick. However, they carry the virus and can pass it on through their secretions to other domestic birds (chickens, turkeys, ducks). In turn, those birds can become very sick and die.

### **How is the virus spread to humans?**

Currently, there is no evidence that bird flu is spread person-to-person. However, the virus continues to change. Humans can become infected through contact with infected birds or their contaminated droppings. The virus also can spread to humans from:

- .. direct contact with infected poultry or birds
- .. contact with contaminated food preparation surfaces
- .. contact with items (bird cages, water, food, equipment) contaminated by an infected bird
- .. contact with infected bird droppings or secretions

### **What are the symptoms of bird flu in humans?**

Flu-like symptoms may occur after exposure to infected birds. Those symptoms include fever, cough, sore throat, muscle aches, and eye infections. A severe case of bird flu can cause serious respiratory problems, including pneumonia.

### **What should I do if I have flu symptoms?**

If you have symptoms of bird flu, get medical care immediately.

### **How is bird flu diagnosed?**

Diagnosis is based on the onset of symptoms within 10 days of travel to a region with documented bird flu in poultry or humans.

### **How is bird flu treated?**

There are several influenza antiviral drugs that can be used to treat pneumonia caused by bird flu. However, some of the virus strains have become resistant to these drugs. Influenza antiviral medications are being monitored closely.

**Is there a vaccine to protect humans from the bird flu virus?**

No. However, vaccine development efforts are under way.

**What is the risk to people in the U.S. from the bird flu outbreak in Asia?**

The current risk in the U.S. is low. The strain of bird flu virus found in Asia has not been found the U.S. There have been no human cases of the flu in the U.S. However, it is possible that travelers returning from affected countries in Asia could be infected.

**What should travelers do when traveling to infected countries?**

- .. Know the signs and symptoms of bird flu.
- .. Get up-to-date vaccinations.
- .. Get a physical check-up at least 4 weeks prior to travel.
- .. Practice good hygiene; wash your hands frequently with soap and water.
- .. Avoid poultry farms and live animal markets.
- .. Do not feed pigeons or other birds.
- .. Wash your hands immediately after contact with birds or poultry.
- .. Do not eat undercooked poultry.
- .. Do not eat raw eggs or dip cooked food into any sauce containing raw eggs.
- .. Listen to the news and stay informed if there is an outbreak.

**After you return from your travel:**

- .. Monitor your health for 10 days.
- .. If you develop flu-like symptoms, call your doctor. It is important to tell your doctor that you have recently traveled to a country with a known bird flu outbreak.

**Stay informed! Visit these websites for more information about Avian Flu.**

- .. Centers for Disease Control (CDC): <http://www.cdc.gov/flu/avian/>
- .. World Health Organization: [http://www.who.int/csr/disease/avian\\_influenza/en/](http://www.who.int/csr/disease/avian_influenza/en/)
- .. CDC Notice to Travelers:  
[http://www.cdc.gov/travel/other/avian\\_flu\\_ah5n1\\_031605.htm](http://www.cdc.gov/travel/other/avian_flu_ah5n1_031605.htm)

**Sources:** Centers for Disease Control, World Health Organization, The Center for Health and Health Care in Schools