

Keller ISD

Widespread H1N1/Flu Response

Updated 9/23/2009

	Level Green Multiple confirmed cases of flu in the community. Evidence of community-based transmission but severity of disease process is low.	Level Yellow (In addition to Level Green actions) Multiple confirmed cases of flu within a school or schools in KISD. Evidence of community-based transmission.	Level Red (In addition to Level Green and Yellow actions) Evidence of significant community and school based transmission.
Principals	<ol style="list-style-type: none"> 1. Report to school nurse students and staff who have flu-like symptoms 2. Provide school nurse opportunity for student education and prevention 3. Encourage parent/guardians to immediately pick up sick children 4. Communicate cleaning expectations process (link to process) 5. Encourage students and staff to wash hands frequently 	<ol style="list-style-type: none"> 1. Encourage students and staff to stay home until fever free (without medication) for at least 24 hours 2. Encourage social distancing when appropriate 3. Increase opportunities for students and staff to wash hands or use hand sanitizer frequently 	<ol style="list-style-type: none"> 1. The Superintendent, Director of Health Service and H1N1 committee will consult with Tarrant County Health regarding the appropriate course of action. (10% absenteeism per campus)
Nurses	<ol style="list-style-type: none"> 1. Record # students and staff who have reported flu-like symptoms 2. Encourage annual seasonal flu vaccines 3. Encourage hand washing and prevention measures with students and staff 4. Participate in local and county surveillance reporting 5. Inventory and restock emergency supplies 	<ol style="list-style-type: none"> 1. Employees caring for students with flu-like symptoms should wear a mask 2. Encourage students and staff to stay home until fever free (without medication) for at least 24 hrs. 3. Encourage family members of sick individuals to voluntarily stay home until well 	
Teachers/Coaches	<ol style="list-style-type: none"> 1. Report students who have flu-like symptoms to school nurse 2. Encourage prevention measures i.e hand washing, cough into sleeve, etc. 	<ol style="list-style-type: none"> 1. Encourage social distancing when appropriate 	
Custodians	<ol style="list-style-type: none"> 1. Continue regular cleaning routine including sanitizing commonly touched surfaces 2. Ensure soap dispensers are regularly checked and filled 	<ol style="list-style-type: none"> 1. Disinfect areas identified by campus administration 	

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Bus Drivers	<ol style="list-style-type: none"> 1. Routine cleaning of all buses and special needs equipment 	<ol style="list-style-type: none"> 1. Daily disinfect touch surfaces 2. Report students with flu-like symptoms to the appropriate school nurse 	
Extra Curricular	<ol style="list-style-type: none"> 1. Report and monitor students who have flu-like symptoms to school nurse 2. Limit use of community water bottles 	<ol style="list-style-type: none"> 1. Evaluate practice/game/performance schedules 2. Encourage social distancing when appropriate 3. Eliminate use of community water bottles 	
Communications	<ol style="list-style-type: none"> 1. Coordinate district-level communication to all staff and parents 2. Maintain website and E-news with information 3. Specific email notifications 4. Coordinate with local media 	<ol style="list-style-type: none"> 1. Facilitate emergency notifications when necessary 	
Executive Directors	<ol style="list-style-type: none"> 1. Review plan for keeping schools open with reduced staff 	<ol style="list-style-type: none"> 1. Evaluate student travel outside the district 2. Coordinate campus-level communication 3. Assist with implementation of plan 	
Human Resources	<ol style="list-style-type: none"> 1. Ensure communication to staff inquiries regarding absence and leave procedures (from general procedures to widespread flu episodes). 2. Communicate to substitutes the district's position on attendance if self or family member is ill with flu or flu-like symptoms 	<ol style="list-style-type: none"> 1. Evaluate notifications from supervisors regarding extended absences of employees due to flu symptoms of self or family members. 	
Child Nutrition	<ol style="list-style-type: none"> 1. Review meal planning and quarantine plans 2. Ensure emergency response menu is planned for various degrees of need 	<ol style="list-style-type: none"> 1. Identify meal delivery need and method for students 2. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping 	