

FBA Action Steps for Responding to Pandemic Diseases

For School Nurse

- Identify and establish points of contact with the local public health and education agencies.
- Stay current with Collier County policies and practices as well as The Center for Disease Control and Prevention.

For Administrative Team

- Develop a plan to cover key staff positions, including the school nurse, when staff stay home because they are sick.
- Develop communication tools (e.g., letters to parents, Web site postings) that can be used to send sick students home, dismiss students, and to remind parents and staff how long sick students and staff should remain at home.
- Review school policies and awards criteria to encourage social distancing and avoiding any incentives for students or staff to go to school when sick (e.g., cancel perfect attendance awards).
- Develop a school dismissal plan and options for how school work can be continued at home (e.g., homework packets, Web-based lessons, phone calls), if school is dismissed or students are sent home when sick.
- Help families and communities understand the important roles they can play in reducing the spread of flu in schools.

For Faculty/Staff

- **Educate and encourage students to cover their mouth and nose** with a tissue when they cough or sneeze. Also, provide them with easy access to tissues. Remind them to cover coughs or sneezes using their elbow instead of their hands when a tissue is not available.
- **Remind students to practice good hand hygiene** and provide the time and supplies (easy access to running water and soap or alcohol-based hand cleaners) for them to wash their hands as often as necessary.
- **Be a good role model** by practicing good hand hygiene and covering your mouth and nose when coughing or sneezing.
- **Keep an eye out for sick students and send them to the school nurse for further evaluation.** Sick people should stay at home until at least 24 hours after they no longer have a fever or signs of a fever (without the use of fever-reducing medicine).

- **Clean surfaces and items** that are more likely to have frequent hand contact such as desks, door knobs, keyboards, or pens, with the cleaning agents that are usually used in these areas.
- **Teachers should also stay home when sick.** Stay home until at least 24 hours after you no longer have a fever or signs of a fever (without the use of fever-reducing medicine).
- **If you are pregnant, have asthma, diabetes, or other conditions that put you at higher risk for complications from the flu, you should speak with your doctor as soon as possible** if you develop symptoms of flu-like illness. People at high risk of flu complications who develop flu can benefit from early treatment with antiviral medicines.
- **If you have children,** plan ahead for child care if your child gets sick or his or her school is dismissed.
- **Be prepared in case the flu becomes more severe.**
 - ❖ **Develop options for how school work can be continued at home** (e.g., homework packets, Web-based lessons, phone calls), if school is dismissed or your students are home because someone in their household is sick.
 - ❖ **Be prepared for sick students or staff to stay home for at least 7 days,** even if they feel better sooner. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away.
 - ❖ **Allow high-risk students to stay home.** These students should make this decision in consultation with their physician or other health professional.
 - ❖ **Find ways to increase social distances** (the space between people) in your classroom. For example, you might rearrange desks so that there is more space between students, consider cancelling classes that bring students together from different rooms, or postpone class trips.

For Families

1. **Practice good hand hygiene** by washing your hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective.
2. **Cover your mouth and nose** with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder; not into your hands.
3. **Stay home if you or your child is sick** for at least 24 hours after there is no longer a fever or signs of a fever (without the use of fever-reducing medicine). Keeping sick students at home means that they keep their viruses to themselves rather than sharing them with others.
4. **Seek counsel from your family doctor or health care professional as to whether or not your family will be vaccinated** for seasonal flu.

If flu conditions become MORE severe, parents should consider the following steps:

- ***Extend the time sick children stay home*** for at least 7 days, even if they feel better sooner. People who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have completely gone away.
- ***If a household member is sick, keep any school-aged brothers or sisters home for 5 days*** from the time the household member became sick. Parents should monitor their health and the health of other school-aged children for fever and other symptoms of the flu.