

Pandemic Influenza Checklists for Schools

(Information taken from King County Schools, Office of the Director, Washington State)

Pandemic Influenza – Mitigation Checklist

- Identify a district committee to provide guidance to school sites regarding pandemic flu preparations.
- District committee review district communicable disease policies and procedures.
- Determine any additional policies/procedures that may need to be in place and what translation needs to be done.

District Committee: District committees may address the following:

- Develop a communication plan for possible school closures.
- Determine the length of time a student needs to be in school for revenue generation.
- Work with human resources regarding schools functioning with 30% of workforce absent. Look at alternatives of staggered school times, changes in bussing, and telecommunication.
- Work with the business office regarding payroll continuation with 30% of workforce absent.
- Order prevention posters and materials for all classrooms in the district.
- Develop system for receiving daily reporting on numbers of students and staff absent because of flu.

School Committee: Each school identifies a committee of three to four persons responsible for developing a timeline and overseeing the implementation of:

- Pandemic flu preparations and possible interventions.
- An Incident Command Center that receives communication from the district office and city and county government offices.

School site committees may address the following:

- Identify individual(s) to educate staff about pandemic flu.
- Identify individual(s) to educate students about hand-washing, covering cough with a tissue, and staying home when sick.
- Identify individual(s) to educate families about pandemic flu and school plan.
- Identify individual to make sure each room has soap and running water for hand-washing; if not, provide alcohol-based hand-washing product. Place tissues in each room.
- Distribute the Stop Germs, Stay Healthy poster and post in each classroom.

Pandemic Influenza – Preparedness Checklist

- Review current school district pandemic flu plans
- Review current school facility pandemic flu plans.
- Review current pandemic influenza response plan from city and county governments.
- Continue educating staff, families, and students on pandemic flu prevention and plans for the school.
- Develop at each school an incident command center management protocol to include the following activities:
 - Identify chain of command in case of illness. Establish a backup command adding at least additional tiers.
 - Develop procedures for communicating with staff, students, and families.
 - Identify information to be translated. Identify which languages are represented in the student population.
 - Identify and recruit translators; translate information into a template form so that only minor changes will need to be made at time of outbreak.
 - Develop procedures for communicating with the local and county health departments and the media.
 - Identify procedure for communicating possible school schedule changes, bussing changes, and school closure guidelines.
 - Review procedures for sending sick individuals home, and make adjustments if necessary.

Pandemic Influenza – Response Checklist

- Identify the number of staff and students absent daily with pandemic flu.
- Report numbers absent to district office and city and county governments if requested to do so.
- Have translators review information templates and finalize the information that will be provided to non-English speaking families.
- Activate your incident command management system as warranted.
- Identify information that needs to be communicated to staff, students, and families, and the frequency and method of communication.
- Hold faculty/staff meetings and provide information on extent of infection at school site and possible changes that may take place at the school.
- Document critical actions taken during the response.
- Conduct timely debriefings to identify lessons learned and make necessary changes to the response plan.

Pandemic Influenza – Recovery Checklist

Pre-planning for Recovery:

- Identify and pre-screen health and grief service providers.
- Develop template letters.
- Provide training for school staff regarding grief and possible health problems.

Recovery:

- Mobilize the Crisis Recovery Team that provides emotional-psychological support.
- If there is a loss of life in the school community, establish location site or “Safe Room” for counseling services to be provided.
- Hold faculty/staff meeting and provide information on extent of pandemic flu in the community and activities that may assist students, signs and symptoms to look out for, and safe room function and location.
- Announce counseling support services that are available to faculty and staff.
- Announce counseling support services that are available to students.
- Provide rest places for those who tire easily.
- Provide physical assessments if needed, if staff are available, or make appropriate community health referrals.
- Send letter home to families.
- Make educational materials available to families on topics such as how to support students with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress.
- Make educational materials available to staff on topics such as recovering from the flu, and common symptoms and constructive ways to cope with stress.
- Establish working relationship with Employee Assistance Programs.
- Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop the school and community resources to provide these services.
- Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members.
- Modify work roles and responsibilities or add volunteer or support staff as needed.
- Consider offering school-based health and mental health services if available by community, university, or public/nonprofit mental health agencies and identify funding to support these services.
- Follow up with student referrals made to community agencies.
- Conduct debriefings with Crisis Recovery Team.
- Assess if Crisis Recovery Team needs additional training, as needs arise.
- Document “lessons learned” and incorporate them into revisions and trainings.