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- Pandemic Influenza Response Plan

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- What to do if your child is sick

Contact Information

To receive more information about H1N1, please visit www.guilfordhealth.org

School Plan Checklist

The following checklist includes steps/tasks every school needs to complete in order to mitigate, manage and respond appropriately to H1N1 (Swine Flu) this school year:

Getting Ready

- Identify a room or area where ill students and staff members may be separated from others. Try to allow 3-feet of space around each ill individual.
- Stock needed supplies. GCS will provide a box of surgical masks to every school and office building that interacts with the public. GCS will also install a hand-sanitizer dispenser in each school office. Deliveries are scheduled for next week, beginning on Monday, August 24.
 - Identify a storage area for masks and who will be responsible for distributing masks to the school caregivers of sick students. Note: Do NOT distribute masks to all teachers or staff. This is unnecessary and will waste valuable resources that may be needed later.
 - Identify who will be responsible for ordering additional masks as needed.
 - Make sure to keep a supply of alcohol-based hand sanitizers and tissues on hand in classrooms and offices for students and staff members.
- Identify who will be responsible for caring for ill students until they go home when the school nurse is not available. The health department recommends having only one or two individuals handle this duty to prevent the spread of illness. Note: pregnant women should not care for ill students or staff members!
- Identify who will be responsible for reporting flu-related student and staff absences every Friday.
- Plan how to ensure that ill students receive homework and classroom assignments daily, along with timely communication from their teachers.
- Communicate this process for ensuring the continuation of academic services to teachers, school counselors and front office personnel.
- Review H1N1 Principal Communication Toolkit information and materials on GCS Online Principals' Portal.
- Understand that pregnant women are at higher risk, and plan accordingly. Pregnant staff members who have direct contact with children who are sick with H1N1 or flu-like illness should contact their primary care physician immediately for guidance. Note: Primary care providers may require that the pregnant staff member stay at home while his/her students are sick.
- The largest group H1N1 tends to affect is ages 6 to 24 years of age. As with seasonal flu, high-risk groups for complications include people 65 years and older, children younger than five years old, and people of any age with chronic medical conditions like pregnancy, diabetes, heart disease, asthma and kidney diseases.
- Encourage hand hygiene and respiratory etiquette among students, staff members, parents, volunteers and school visitors. Wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirtsleeve if a tissue is not available).
- Make sure all staff members understand that routine cleaning is the recommended custodial procedure for H1N1. School staff should routinely clean and sanitize areas that students and staff touch often with the cleaners they typically use. Special cleaning with bleach and other non-detergent-based cleaners is not necessary.
- Share information and materials with faculty, staff and school volunteers prior to the start of school. Reinforce this information periodically throughout the school year, especially during flu season, which typically lasts from November through March.

- Share information and materials with parents prior to the start of school, at school open houses or within first two weeks of school. Use the communication methods that work best for your students and families.

Influenza Symptoms

- Fever (100 degrees or more), cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.
- Diarrhea and vomiting may also occur.
- When in doubt, send them home.
- When sick, stay home.

Responding to Flu-like Illness

- Stay calm. Currently, H1N1 is less severe than anticipated. In fact, for most individuals, the illness is milder than the seasonal flu. This means it is unlikely that health officials will recommend preemptive school closings.
- If child becomes ill at school with a fever of 100 or higher, isolate the student until he or she is picked up by his/her parent/family member. Do not send sick children home on the school bus.
- If a staff member becomes ill at school with a fever of 100 degrees or higher, send the staff member home immediately or isolate him/her until he/she is picked up by a family member or friend.
- Students/staff members should NOT return to school until they have been fever-free for 24 hours without taking fever reducing medication or other flu medication. In practical terms, this means most students/staff will miss anywhere from three to five days depending on the severity of the illness.
- The school nurse or staff member caring for ill students/staff should notify the principal immediately if a student/staff has flu-like illness, a fever of 100 degrees or more, or has been diagnosed with H1N1.
- If a student or staff member becomes ill when the school nurse is not present, make sure to inform the school nurse when he/she returns. (School nurses average one day per week in most schools.)
- Inform students and staff members that your school or department may have a case of H1N1 and urge them to take the proper precautions – a sample letter and H1N1 fact sheet is provided as part of the Principal Toolkit for your convenience and use. Contact District Relation's media desk for assistance or additional guidance, 574-5730.
- Notify the GCS School Health Services Office (Robin Bergeron-Nolan, 370-8333 or bergerr@gcsnc.com).
- Direct people to the H1N1 information that is posted on the GCS Web site. This site includes links to other local, state and federal resources.
- Remind school staff, students, parents, school volunteers and visitors to continue good hygiene protocol to prevent the spread of communicable disease. ([Click here](#) for PDFs of fliers and posters produced for school use by the CDC.)

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