



## **School Site H1N1 Operation Guidelines**

## School Site H1N1 Operations Plan

**I. H1N1 Virus Operation.** Our district implements the following operational procedures during a declared H1N1 event. Declaration of the event will come from the superintendent or his/her designee, and operations will continue until directed otherwise by the superintendent or his/her designee. District personnel will be provided guidance and suggested actions to take when they or the district are impacted by the H1N1 virus – that guidance is outlined in this plan.

**II. H1N1 Information.** District personnel have received education about the H1N1 virus. They have been informed of directions to follow to reduce the spread of the virus and what actions to take when the virus impacts their work. Sources of information include:

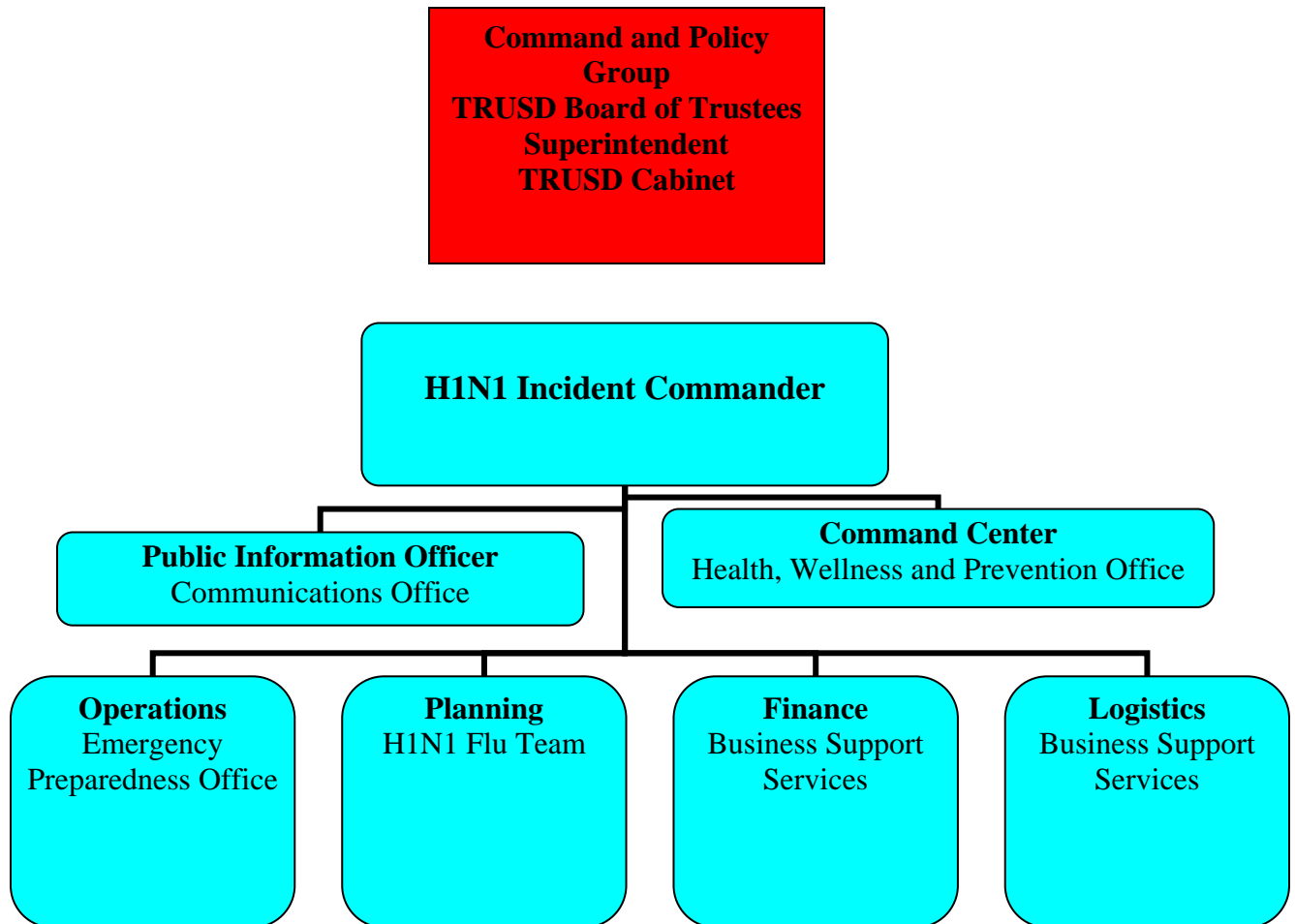
- a. Center for Disease Control
- b. Sacramento County Public Health Office
- c. TRUSD Student Health, Wellness, and Prevention Office

**III. Twin Rivers Unified School District Pandemic Influenza Plan.** The Emergency Preparedness Manager, in coordination with district personnel, is creating the district's operation plan for pandemic influenza. The Human Resources Department will monitor the status of employee illness.

**IV. Twin Rivers Unified School District H1N1 Operation Plan Action Levels.** To simplify and standardize response for district personnel, a three level action system will encompass the World Health Organizations Six Phase Pandemic Alert System.

<b>Level 1- Preparedness and Response</b>	<b>Activity-</b> Confirmed cases of H1N1 present with no serious outbreak in the community. Non-medical actions taken to decrease the spread of the virus. Districts and school sites review District Pandemic. Implement District H1N1 Operations Plan.
<b>Level 2- Alert</b>	<b>Activity-</b> Higher than usual absences related to flu-like illness at school or district sites. District and school sites prepare for social distancing, continued education and operations.
<b>Level 3- Crisis Management</b>	<b>Activity-</b> More than 10% of district or school site absent with flu-like illness. District or specific schools may be closed upon advisement from the Sacramento County Public Health Department. Implement Continuity of Operations Plan for all or selected areas of the district.

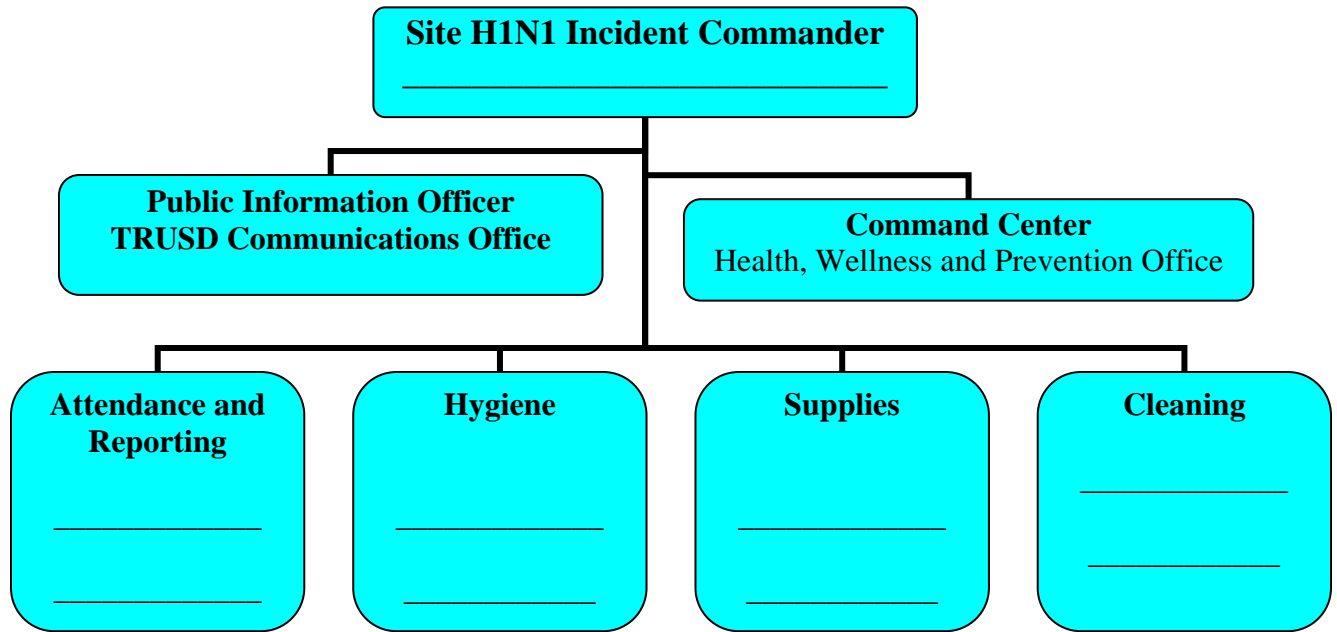
**V. H1N1 District Operations Plan Incident Command System (ICS).** Twin Rivers Unified School District will utilize the National Incident Management System during the H1N1 occurrence. The following organization chart lists positions and establishes a chain of command structure for the district during the H1N1 operational period.



School sites will follow the designated chain of command for H1N1 Operations and establish and implement their site Incident Command System (ICS) Teams.

**VI. Chain Of Command.** All H1N1 related requests for operational assistance will be directed to the Incident Commander and Command Center. H1N1 operational-related directives will be delivered through the Incident Commander and Command Center.

**VII. School Site H1N1 Operations Incident Command Team** (School sites will fill in the organization chart below and email it to the Emergency Preparedness Manager)



<b>School Site H1N1 ICS Team</b>	
<b>Position</b>	<b>Responsibilities</b>
<b>Site Incident Commander</b>	Manages activities related to the H1N1 event Point of contact for district H1N1 ICS Team
<b>Public Information Officer</b>	District spokesperson representing all H1N1 activity
<b>Command Post</b>	Central location for H1N1 related activity and point of contact for District ICS in absence of Incident Commander
<b>Attendance and Reporting</b>	Tracks and records mandated daily attendance of students who have flu-like symptoms and completes mandated H1N1 Weekly Attendance Report with Sacramento County Public Health Department
<b>Supplies</b>	Manages supplies provided by the district which are available to sites to help reduce the spread of the H1N1 virus
<b>Hygiene</b>	Implements good hygiene practices to reduce the spread of H1N1 virus and develops a plan for social distancing or isolation when students become ill with flu-like symptoms while at school

## VIII. School Site Operations Guidelines for H1N1 Level Actions

### A. Level 1 Actions

Sites should continue good hygiene policies established during routine operations. In addition, sites are directed to the district's web page to view the H1N1 page. Information posted on the site will provide guidance from:

- The National Centers for Disease Control
- Sacramento County Public Health Office
- Twin Rivers Student Health, Wellness, and Prevention Office.

Staff, students, and parents will receive guidance for

- What H1N1 is and how to identify it
- What to do when H1N1 or flu-like symptoms occur
- How to stop the spread of the virus

School personnel actions

- Implementing site ICS Team
- Advise parents of flu presence in our community and schools
- Acquire protective masks and recommended cleaning solutions
- Implement site system for social distancing, masking or isolating students when flu-like symptoms occur during school hours
- Advise families of "no fever for 24 hours" return to school policy

Mandatory surveillance and reporting

- Assign staff to query and record students who call in sick with flu-like symptoms and students who become ill with flu-like symptoms while at school
- Input daily absence notes related to flu-like symptoms into Aeries
- Assign staff to complete Weekly Absence Surveillance Report to Sacramento County Public Health Department

### B. Level 2 Actions

Please notify the district's Student Health Wellness and Prevention Coordinator when higher than usual absences occur at your site and these absences are attributed to flu-like illnesses. Request all or part of the following services:

- Additional custodial support to clean specific rooms or areas of concern
- Additional protective masks or cleaning supplies
- Additional services as needed
- Communications Department will assist with communicating a situation status update for students, families, staff and the community

### C. Level 3 Actions

When your absence rate exceeds more than 10% of your average daily absenteeism rate, it may be recommended to temporarily close your school. This decision rests with:

- Sacramento County Public Health Department
- TRUSD's Policy and Command Group



## Influenza-like Illness Symptoms Screening Form

Use the following questionnaire to assess the health status when district student or staff call in or go home ill.

Date	School /Department	Name	Grade/Position

Does the person have:

- |                                      |     |    |
|--------------------------------------|-----|----|
| 1. Fever (100 degrees F or greater)? | Yes | No |
| 2. Muscle Ache?                      | Yes | No |
| 3. Cough?                            | Yes | No |

### Should They Stay Home?

- **If you checked yes to fever AND one of the other symptoms, tell them to stay home. No one should return to school/work until they have had no fever for 24 hours without the use of fever-reducing medicine, even if they feel better. If you have any further questions about health or symptoms, call your healthcare provider.**
- **If the healthcare provider diagnoses a different disease than H1N1, such as strep, follow the healthcare provider's recommendation and school/work policy for when to return to school.**

Record Illness notes in student attendance system (Aeries).

### QUESTIONS?

Contact District H1N1 Liaison: Bonita Mallory, Coordinator Student Health, Wellness and Prevention.

# School Absenteeism Surveillance System



Schools are required to report the number of excused absences each week (on Friday) to the Sacramento County Department of Public Health unless the level of absenteeism in your school exceeds 10 percent. If your school's absenteeism exceeds 10% you will need to report on that day or days and Friday each week.

If you have any questions please email [Epi-Services@sacounty.net](mailto:Epi-Services@sacounty.net) or call us at (916) 875-5881 and ask to speak with the influenza surveillance epidemiologist of the day.

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Chief Epidemiologist