

HIS CONTINGENCY PLAN FOR INFLUENZA OUTBREAK

HIS has established a plan in preparation for the outbreak of influenza, including animal-to-human and human-to-human strains. The plan is devised, implemented, and monitored by the HIS Crisis Contingency Team (CCT), which is chaired by the Director of Schools. The membership of CCT includes the Director of Schools, the Principals, the Business Manager, Admin Manager and the HR Officer. Depending on the situation, additional persons may be appointed to the CCT, which in matters related to health will include a school nurse or health professional. The plan is as follows:

A. GOALS

1. To provide a highly controlled, low-risk environment for our students and employees.
2. To adopt flexible means that will ensure minimal disruption to the students' education.

B. AREAS FOR CONSIDERATION

There are four main areas that the school has taken into consideration for planning purposes:

1. Health and Hygiene
2. Educational program
3. Employee contracts and welfare
4. Finance

C. GUIDING PRINCIPLES

The following principles apply to the implementation of the contingency plan:

1. *Recognize the primacy of expert advice:* The school regularly seeks advice from the following sources: the World Health Organization, the Centers for Disease Control (US), the Chinese Center for Disease Control and Prevention, the Zhejiang Provincial Center for Disease Control and Prevention, the Hangzhou Education Bureau, the Hangzhou United Family Clinic, Run Run Shaw Hospital, and Anchor Health International Healthcare Center.
2. *Seek and provide information:* The school seeks and validates information from multiple sources including government departments, embassies/consulates, UN agencies and inter-school networks. It regularly disseminates information to the school community.
3. *Devise and evaluate strategies:* The strategies for combating Flu outbreak are broadly outlined in the following four-stage plan. The CCT will evaluate and modify strategies in response to changing circumstances.
4. *Provide optional courses of action for community members:* The school leadership has neither the expertise nor the authority to make life decisions for members of the community. It will therefore provide optional courses of action, for example in the areas of program completion by students, and contractual decisions by employees.
5. *Control rumors:* Members of the HIS community are requested to report all rumors regarding Flu outbreaks to the Crisis Contingency Team. The CCT will investigate all rumors and report its findings to the community.

D. THE FOUR-STAGE PLAN

STAGE 1: NO REPORTS OF NOVEL INFLUENZA OUTBREAK IN CHINA

- Strict health and hygiene measures in school.
- Education and advice for students, staff and parents on the nature of influenza and preventative measures including personal hygiene, vaccination and healthy life style.
- Continuously seek information and advice from relevant authorities including WHO, CDC, SEC, the Chinese/Shanghai/Hangzhou governments and foreign consulates.
- Maintain stock of disinfectant, cleaning materials and other items including facemasks and non-contact thermometers.
- Plan web-based academic program and other means for home study, for use in an emergency situation.

STAGE 2

(A): REPORT BY CHINESE AUTHORITIES OF ANIMAL-TO-HUMAN INFLUENZA INFECTION WITHIN CHINA (EXCLUDING THE HANGZHOU AREA).

- Upon advice from the relevant authorities, restrict entry to school campus of all people who have visited regions declared to have been infected.
- All students and staff who experience flu-like symptoms should remain at home for a minimum period of 5 consecutive days. Students, staff and parents will be advised not to visit livestock markets, not to handle animals identified as carriers, and not to handle dead or dying animals.
- The school will evaluate hygiene procedures with catering and transportation service contractors.

(B): REPORT BY CHINESE AUTHORITIES OF ANIMAL-TO HUMAN INFLUENZA INFECTION WITHIN THE HANGZHOU AREA.

- The security staff will restrict entry to the campus of all people except students, staff, parents, HIS drivers, preauthorized guests and essential suppliers.
- All students and staff who experience flu-like symptoms should remain at home for a minimum period of 5 consecutive days. The administration may need to require doctor's certificate of health prior to readmission to school.
- Students, staff and parents will be asked not to visit livestock markets, not to handle animals identified as carriers, and not to handle dead or dying animals. They will be asked immediately to report any incidents regarding contact with animals identified as carriers. The school will report any incidents of dead or dying carrier animals to the relevant authorities.
- The school will evaluate and closely monitor hygiene procedures with catering and transportation service contractors.
- The school may appoint an additional nurse or nursing assistant. The nurses will monitor the health of students, staff, parents, and HIS drivers/bus monitors.
- Upon advice from the relevant authorities, the school will consider cancelling all or select field trips, social events and sporting fixtures.
- The school will stop meal service of all carrier animals products in school.
- The school will disseminate to the HIS community all information obtained from the government and medical authorities.

STAGE 3: REPORT OF HUMAN-TO-HUMAN INFECTION OF NOVEL FLU, ANYWHERE IN WORLD.

- Comply with all instructions and advice from relevant authorities including Chinese and Hangzhou governments, Chinese CDC and the World Health Organization.
- Prohibit all visitors to school campus except students, staff, parents, HIS drivers and essential suppliers. Upon advice from the relevant authorities, parents, HIS drivers, and essential suppliers will be restricted from entering the school buildings.
- Monitor health of all students, staff, parents, HIS drivers, and essential suppliers entering the school campus.
- Require student body temperature measure every morning by parents before coming to school.
- Require temperature reading of all persons entering the campus.
- Require self-quarantine or prohibit entry to the campus of any person who has traveled, or whose family members have traveled, to an infected region.
- According to circumstances, and upon advice from the relevant authorities, implement additional measures to prevent infection, including cancellation of all field trips, social events and sporting fixtures.
- The school will disseminate to the HIS community all information obtained from the government and medical authorities.

STAGE 4: SCHOOL ORDERED OR ADVISED TO CLOSE

- If the school is ordered or advised to close by relevant authorities such as Chinese or Hangzhou governments, implement the web-based academic program and other home study strategies for students.
- Make decisions regarding HIS recognition of alternative means of continuing the students' education during a period of closure, for example student attendance at schools in the home country.
- Make decisions regarding staff welfare and employment based on staff contracts, applicable school policies, Chinese/Hangzhou government directives, advice from WHO, and in the case of expatriate employees, the advice of the embassies/consulates.

Note: In the event of *force majeure* closing of the school, or other adverse circumstances that the school could not reasonably be expected to predict or control, no school fees will be refunded.

E. GENERAL GUIDELINES FOR GOOD HEALTH

1. Do not send your children to school when they have a cough, cold, or fever. Staying at home will help children recover more quickly, and will stop illnesses being passed on to other children. Students who come to school in this condition will be sent home by the school nurse.
2. Remind your children about the need to use tissues when coughing and sneezing, and to wash their hands after using the toilet. Teach your children how to wash their hands thoroughly including fingertips and between fingers. Washing hands carefully is the single best way to prevent the spread of diseases.
3. Consider having your children vaccinated against influenza. Flu vaccinations are available at a very reasonable cost in Hangzhou.
4. Ensure that your children eat a balanced, healthy diet, pay close attention to personal hygiene, and get plenty of sleep.