

Action Steps for Schools to Prevent the Spread of Flu

Take the following steps to help keep students, teachers, and staff from getting sick with flu.

These steps should be followed ALL the time and not only during a flu pandemic.

- **Educate and encourage students and staff to cover their mouth and nose** with a tissue when they cough or sneeze. Also, provide them with easy access to tissues and running water and soap or alcohol-based hand cleaners. Remind them to cover coughs or sneezes using their elbow instead of their hand when a tissue is not available.
- **Remind teachers, staff, and students to practice good hand hygiene** and provide the time and supplies for them to wash their hands as often as necessary.
- **Send sick students, teachers, and staff home** and advise them and their families that 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 cleaning agents that are usually used in these areas.
- **Move students, teachers, and staff to a separate room** if they become sick at school until they can be sent home. Limit the number of staff who take care of the sick person.
- **Encourage early medical evaluation for sick students and staff** at higher risk of complications from flu. People at high risk of flu complications who get sick will benefit from early treatment with antiviral medicines.
- **Stay in regular communication with the district office.**

Follow these steps to prepare for the flu during the 2009-2010 school year:

- Update student, teacher, and staff contact information as well as emergency contact lists.
- Develop a plan to cover key staff positions, such as the school nurse, when staff stay home because they are sick.
- Help families and communities understand the important roles they can play in reducing the spread of flu in schools.

For more information:

- **Visit:** www.flu.gov
- **Contact CDC 24 Hours/Every Day**
 - o 1-800-CDC-INFO (232-4636)
 - o TTY: (888) 232-6348
 - o cdcinfo@cdc.gov