



## PANDEMIC FLU PLAN Updated August 2009

In the event of a pandemic flu outbreak in the Englewood community, the following steps will be taken by Englewood Schools to insure the safety of students and staff:

1. Coordination
2. Continuity of student learning and core operations
3. Infection control procedures
4. Communication

### 1. Coordination

The Superintendent of Englewood Schools is the spokesperson for the district. All communication regarding actions taken in the event of a pandemic flu outbreak will come from the Superintendent's office. The Superintendent will coordinate all decisions with the officials at Tri-County Health with assistance from Children's Hospital.

The **responsibilities of the Superintendent** are to direct principals and operating personnel to coordinate and communicate all directives from Tri-County Health/Center for Disease Control (CDC).

The **responsibilities of the principals** are to quickly communicate the directives from the Superintendent to teachers and parents.

The **responsibilities of the assistant superintendent** are to quickly communicate the directives from the Superintendent to all classified staff.

### 2. Continuity of student learning and core operations

In the event of a pandemic flu outbreak, Englewood Schools' goal is to continue to educate students whether they are able to physically attend school or not.

The **responsibilities of the Superintendent** are to declare when a school should be closed due to high absenteeism, an inability to provide enough substitute teachers to cover for ill staff members or given a directive from Tri-County Health or CDC.

The **responsibilities of the principals** are to carry out the directives from the Superintendent as to when a school should be closed. Communication will come from the Superintendent's office.

The **responsibilities of the assistant superintendent** are to carry out the directives from the Superintendent as to when a school should be closed. Communication will come from the Superintendent's office.

### 3. Infection control procedures

There are documented procedures to ensure that the passing of any disease can be reduced. These procedures are provided by Tri-County Health and are updated on a daily basis at [www.tchd.org](http://www.tchd.org) . Englewood Schools will always refer control procedures to Tri-County Health.

All school administrators are directed to the Tri-County toolkit at <http://www.flu.gov/plan/school/toolkit.html> for information about what should be sent home to parents.

### 4. Communication

Communication from Englewood Schools for information regarding a pandemic flu outbreak will come directly from the Superintendent. Additional information about the status of H1N1 virus is available on the Tri County Health Department at [tchd.org](http://tchd.org). Englewood Schools has a communication tree that will expedite communication for certain populations. In addition, information will be provided to local radio and t.v. stations.