

# HINI Flu Protocol for NCCC and after school program at Marion Cross

## Interim 2009 CDC Recommendations (9/09)

### PRIMARY PREVENTION

- **VACCINATION:**
  - **We will send information to parents and providers re: flu vaccination in the community.**
- **COUGH ETIQUETTE:**
  - **Tissues will be readily available in each room**
  - **Display and distribute educational materials to encourage hand hygiene and respiratory etiquette – Consider signs and posters like those at the CDC website.**
- **HAND HYGIENE:**
  - **Hand sanitizer will be available in each room for providers use only and kept in a safe place not easily accessible to children.**
  - **Children will wash hands upon entry into room and before and after toileting and meals and as needed.**
- **Perform a daily HEALTH CHECK of children:**
  - **Consider education of all staff in how to do/think about this.**
  - <http://www.bmcc.edu/Headstart/Trngds/Diseases/pg91-108.htm>
  - **Log of illnesses kept in the office.**
  - **Consider health checks of providers as well**
- **Routinely clean surfaces and items that children frequently touch.**

### SECONDARY PREVENTION

- **Remind staff to stay home and parents to keep a sick child at home when they have flu-like symptoms.**
  - **We will distribute information on signs/symptoms of flu to providers and families:**  
[http://www.cdc.gov/h1n1flu/general\\_info.htm](http://www.cdc.gov/h1n1flu/general_info.htm)
- **When possible and safe move sick children or staff to a separate, but supervised,**
  - **Consider which room will be used for this purpose while child waits for family and have procedure for**

**cleaning this area once child leaves – tissues removed, table wiped down, etc.**

- **Send sick staff home immediately** and advise them not to return until at least 24 hours after they no longer have a fever or signs of a fever (without the use of fever-reducing medicine).
  - **Confirm that his is consistent with VT Dept of health recommendation**
- **Encourage early medical evaluation for children and staff** at higher risk of complications from flu.
  - **We will communicate this to families with children with chronic health conditions.**
- **Consider temporarily closing the early childhood program if flu transmission is high in the community.**

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### **TERTIARY PREVENTION**

#### **SEVERE FLU ( as determined by CDC, VT dept of health )**

**If the flu conditions become MORE severe, early childhood programs should consider adding the following steps**

- **Inform sick children and staff that they should stay home for at least 7 days**, even if they feel better before then. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away.
- **Allow children and staff at higher risk for flu complications to stay home** while there is flu in the community.
- **Request that children who live in a household with people who have flu-like illness stay home** for 5 days from the day the first household member got sick.
- **Find ways to increase social distances** (the space between people) in child care programs by dividing classes into smaller groups, moving play stations farther apart, and holding classes and activities outdoors.
  - **Staff will encourage lots of outdoor play.**
  - **Combined groups should be avoided when possible.**
  - **Centerwide activities (music, art show, parent nights) will be cancelled**
- **Consider temporarily closing the program** if the number of staff and children staying home makes it difficult for the child care program to operate or if local health officials recommend temporarily closing early childhood programs to decrease the spread of flu in your community. Work closely with your local public health officials to make this decision.
- Encourage **parents to develop alternate child care plans** if the program must close temporarily. Parents should be encouraged to contact

family members, or develop buddy arrangements with neighbors, friends, co-workers, or church groups to develop safe backup child care alternatives.

### **ADDITIONAL Child Care Center in Norwich Procedures in the event of a severe community outbreak of H1N1 flu**

- **Communication**

- a. Health Consultant stays in frequent **contact** with the Vermont Department of Health and CDC website and keeps the center director apprised of updates.
- b. The center sends **updated information** to families via paper mail and email. Parents are reminded again to keep febrile children at home per the CDC guidelines.
- c. Staff are given updated information in their staff mailboxes and are directed to bring questions to the executive director.
- d. Staff with special health needs are directed to contact their physician re: special care and use of antiviral medication.

## Procedure for center closure

The Child Care Center would close at the direction of the Vermont Department of Health, or if the health consultant and executive director determined that absenteeism would make normal operations impossible. If the center were to close, the director will call the Head Teachers. The Head Teachers would use the inclement weather phone chain protocol to call other staff. Classroom teachers would call each family in their group to inform them of the closure and would direct them to contact the executive director with questions.

- Staff are reminded to keep a copy of the class list at home in case there is a need to close the center.

The Executive Director would post the closure on the website, and with the Vermont Association of Broadcasters (for Vermont Radio and TV stations), WMUR (for NH TV stations) and send out an email message to each family.

The director, administrative assistant and the head teachers would staff the office although only one employee would be present at a time to avoid contact.

The executive director would contact the center's insurance agent to arrange for insurance to pay staff during the closure and to cover the lost revenue from the closure.

***This protocol is subject to change as the CDC recommendations evolve with the course of the illness. The exec director and health consultant will look at the CDC flu web site daily during the course of a pandemic.***

**9/09jkw**