

### Checklist for Preschool and Child Care Facilities Pandemic Flu

The Centers for Disease Control and Prevention would like each community to start planning in case of pandemic flu. These plans include being involved in state and local pandemic flu meetings. People need to be aware of pandemic flu and prepare a disaster plan. Taking the extra time to make a plan of action may prevent confusion and panic if pandemic flu occurs. Include all staff and family members of your students in the planning process. Also, urge staff and families to have their own plan of action. For further information contact:

<http://www.pandemicflu.gov>

	Completed	In Progress	Not Started
Have formulated a plan for pandemic flu			
Have identified a resource person in each school to maintain updates on pandemic flu			
Know who has authority to close your facility			
Have a plan of action in place to handle the following: <ul style="list-style-type: none"> <li>• Closings</li> <li>• How to maintain program functions such as payroll if required to close</li> <li>• Staff absences</li> <li>• Children who come to school ill</li> </ul>			
Discuss with children and staff how to stay healthy <ul style="list-style-type: none"> <li>• Hand-washing</li> <li>• Covering mouth/nose when sneezing or coughing</li> <li>• Staying home if sick</li> </ul>			
Have a stay-healthy kit <ul style="list-style-type: none"> <li>• Hand sanitizer</li> <li>• Soap</li> <li>• Paper towels</li> <li>• Face masks</li> <li>• Disinfectant</li> </ul>			
Encourage staff and families to get annual flu shot			
Maintain records of student and staff illness <ul style="list-style-type: none"> <li>• Who is sick</li> <li>• Why sick</li> <li>• Symptoms</li> </ul>			
Have quarantine plan for staff and children who come to school ill			
Have communication plan for staying in contact with staff and students who become ill			

Peggy Riley, RN, MSN, Extension Specialist for Health

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