

From: The Polk County Health Department
1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-3798

To: Polk County School Districts
Administrators, School Nurses and Staff Members

Regarding: **Tool Kit to Help Prepare for the 2009-2010 Flu Season and H1N1 Outbreak**

We hope that this packet of materials will be helpful to you as we enter our seasonal flu season and the return of novel influenza H1N1. The packet contains:

1. **Welcome Back** This is a short announcement detailing where we are as we enter this flu season.
2. **H1N1 Update for Staff** This is a brief summary of the current H1N1 pandemic and our role in dealing with it.
3. **A Letter for Parents** This letter gives them an update on current flu conditions and details preventative measures, hand washing and coughing etiquette, which they should reinforce with their children. It also states the policy in place when a child is sent home ill, detailing when that child can return to school.
4. **Answers to Frequently Asked Questions** We hope this series of questions and answers will help you deal with the issues and questions that this flu season presents.
5. **Action Steps for Parents to Take to Protect Your Child and Family From the Flu** This information will help parents during the oncoming flu season.
6. **Action Steps for Parents of Children at High Risk for Flu Complications** This material provides more detailed information to help the parents of children with medical conditions such as diabetes, asthma or other underlying health concerns.
7. **Letter to Teachers and Staff Regarding Action Steps** This brief letter focuses on the preventative measures which all teachers and staff should regularly execute to reduce the spread of flu this season.
8. **Teacher Fact Sheet: Action Steps for Teachers to Prevent the Spread of Flu** This material will help teachers reinforce preventative measures in the classroom and find ways to prevent the spread of the flu. It will also inform them of the policy in place when a child is sick.
9. **PCHD Exclusion Letter for Sick Students/Staff** This letter will be given to each student and staff member who is sent home sick with the flu. It delineates health department rules concerning when a person can return to school.

8. **Hand Washing Video** Below is a link to a Hand Washing Video on the Polk County Health Department website www.polkcountyiowa.gov/health/ which you can use to help instruct teachers, staff, and students.

9. **Sample Flu Lesson** This lesson can be used in the classroom to emphasize the presence of bacteria, how it lives on surfaces, how it can make you sick, and how you can clean your hands to stay well.

10. **Hand Washing Poster for Kids** Place this poster in washrooms and classrooms, and other prominent places to remind kids to wash their hands!

11. **Slide Presentation** That can be used at staff meetings to provide a brief update on the situation.

12. **Newsletter Article** That can be used for publication in your school or district newsletters.

13. **For complete guidelines and recommendations** please visit www.polkcountyiowa.gov or www.cdc.gov/h1n1/schools/