



## **Employee Fact Sheet- Action Steps for DUSD Employees to Prevent Spread of the Flu** (As of October 1, 2009)

As you may know, the flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of the flu in the Downey Unified School District. The District Office is working closely with each school site, the California Department of Education, and the Los Angeles County Health Department to monitor flu conditions and make decisions about the best steps to take concerning our district. We will keep you updated with new information as it becomes available. For now we are doing everything we can to keep our district functioning as usual. **Here are a few things you can do to help.**

**Take the following steps ALL of the time, not only during a flu pandemic to help keep our students, your fellow employees, and yourself from getting sick with the flu.**

1. **Keep sick students and staff home!** Anyone that is sick (fever, cough, vomiting) should stay home. **They can return to school or work 24 hours after the fever is gone without the use of fever-reducing medications.** A mild cough may continue after illness has stopped and should not be the only reason for sending a person home or refusing readmission. For most illnesses, a doctor's note to approve readmission is not medically necessary. Requiring a note may actually cause sick children to attend school if their parents/guardians do not have the ability or resources to go to a doctor.
2. **Keep an eye out for sick students and send them to the appropriate office for further screening/evaluation.** Students with a fever will be sent home as soon as possible.
3. **Educate and encourage students to cover their mouth and nose with a tissue when they cough or sneeze.** Also, provide them with easy access to tissues. Remind them to cover coughs or sneezes using the inside part of their elbow instead of their hand when a tissue is not available (some teachers refer to this motion as the *Dracula Cough* or *Cover* to help teach and remind their students).
4. **Be a good role model** by practicing good hand hygiene and covering your mouth and nose when coughing or sneezing.
5. **Remind students to practice good hand hygiene** and provide the time for them to wash their hands as often as necessary.
6. **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.
7. **If you are pregnant, have asthma, diabetes, or other conditions that put you at higher risk for complications from the flu,** you should  **speak with your doctor as soon as possible** if you develop symptoms of flu-like illness. People at high risk of flu complications who develop flu can benefit from early treatment with antiviral medicines.
8. **If you have children,** plan ahead for child care if your child gets sick or their school is dismissed.
9. **For more information** you can visit: <http://www.flu.gov/> or contact the Center for Disease Control (CDC) 24 hours/day at 1-800-CDC-INFO (232-4636) or TTY: (888)232-6348 *and/or* you can e-mail CDC with any questions at: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)



We will notify you of any additional changes to our district's strategy to prevent the spread of the flu.

Thank you in advance for your assistance and cooperation.

*Wendy L. Doty, Ed.D, Superintendent*

*Robert Jagielski, Ed.D., Director, Pupil Services*