



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Pandemic Flu Response Guide for the 2009-2010 School Year

NUMBER: REF-4832.0

ISSUER: René Gonzalez, Assistant Superintendent
 Student Health and Human Services

Earl R. Perkins, Assistant Superintendent
 School Operations

DATE: August 14, 2009

ROUTING
 All Schools and Offices

PURPOSE: The purpose of this Reference Guide is to provide guidance to schools on the protocols and procedures that will be used to respond to Pandemic Flu during the 2009-2010 school year.

MAJOR CHANGES: New Reference Guide.

BACKGROUND: On June 11, 2009, the World Health Organization (WHO) raised the worldwide pandemic alert level to a Phase 6 in response to the ongoing global spread of the novel H1N1 influenza A virus. The Phase 6 designation indicates that a global pandemic is underway. This WHO action reflects that the novel H1N1 influenza has a geographic presence in more places around the world, but the action does not signify an increase in the flu’s severity.

With the continued circulation of influenza virus throughout the summer months, it is anticipated that the flu season that will occur during the 2009-2010 school year will be more robust than in previous years. Given the declaration of a pandemic and the possibility of widespread flu within communities, schools are to take the following actions:

INSTRUCTIONS: I. At the beginning of the school year, educate and train students, families, and staff on ways to reduce the spread of influenza.

To assist schools to prepare for flu season in the Fall of 2009, all schools will receive a copy of the revised “How to Stay Well” DVD, “Wash your hands” signs and posters from Los Angeles County Department of Public Health (LAC DPH), and order forms for additional printed materials from the Office of Emergency Services (OES).



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In the Fall of 2009, schools will have access to the new on-line LAUSD Public Health Toolkit that will assist site administration to produce messages to parents about public health issues in the school's community. The toolkit's contents and use will be covered in a separate Reference Guide.

- A. **Health Education Messages.** Health education materials are critical because the impact and spread of any form of the flu can be reduced or eliminated by training and education. Health education will also mitigate unreasonable fear and reduce behavior or actions that will be disruptive to school activities. Everyone at school should follow and help reinforce with students safe and healthy hygiene practices. To prevent the spread of disease, all members of the school community should do the following:
1. **Cover** your mouth and nose with a tissue or your sleeve when you cough or sneeze.
 2. **Wash** your hands frequently using water and soap for 20 seconds each time. Waterless hand cleaner, available from the warehouse (CC 435-70-38045), can supplement but not replace hand washing with soap and water.
 3. **Avoid touching** your eyes, nose, or mouth.
 4. **Practice healthy habits.** Get enough rest; eat nutritious foods, and exercise to maintain a strong body to be able to fight infections.
 5. **Avoid close contact** with sick people.
 6. **Stay home** if you are sick.
 7. Get a **flu shot** when medically indicated and when available in the fall.
- B. **Infection Control Practices.** Schools will also need to follow good infection control practices. This includes ensuring that the school facilities are stocked with needed supplies and materials and those educational materials on infection control are posted and visible. Administrators at year-round schools should take the following actions immediately; traditional calendar administrators should take these actions as part of their opening of school activities:
1. Post "Wash Your Hands/Cover Your Cough" posters and signs. These free materials are available in up to eight languages from <http://publichealth.lacounty.gov/acd/respiratoryhygiene.htm>.
 2. Ensure that there is always a good supply of towels and soap in all bathrooms.
 3. Remind students and staff to wash their hands often, using soap and water or District approved alcohol-free hand sanitizer (CC 435-70-38045).



4. Place District approved alcohol-free hand sanitizer at entrances and in visible locations throughout facility.
5. Provide tissues (CC 640-50-77100) throughout the campus and encourage the use and the immediate disposal in trash.
6. Masks have **not** been shown to be effective in controlling influenza or protecting a healthy user. They are not recommended for use by the general public.
7. Ensure that standard cleaning and maintenance schedules are followed.

C. **Other School Pandemic Preparation Strategies.** Besides promoting safe and healthy hygiene practices with their students and staff, the principal or site administrator should:

1. Send home a copy of the District's general letter about Pandemic Flu for parents available in multiple languages (see Attachments A, B, C, D, and E).
2. Have a **Continuity of Operations Plan (COOP)**. In the event that key employees are absent, and for whom there may be no substitutes, a plan must be in place for their critical responsibilities to be completed in their absence. Schools must always have a back-up plan in case critical employees who have specific skills and restricted access are absent. Schools can download a sample COOP template from the "How to Stay Well" DVD.

II. **During the flu season, be vigilant and be prepared to respond quickly.**

All schools and offices are expected to scrupulously follow the safe hygiene and infection control practices. In addition, during the flu season schools will need to monitor their campus to restrict or isolate students and staff who have active flu-like symptoms. Students and employees who come to work with symptoms may infect others; they must be told to go home and recover before they can return. Students who become sick during the school day should rest in the Health Office until they are released to a parent or guardian. Routine cleaning of schools is recommended

A. **Identification and Reporting of Illness.** H1N1 flu should be treated in the same manner schools treat ordinary "seasonal flu." Unless there is an outbreak or cluster of disease, there is **generally no need to report a single case of H1N1** (or any other type of influenza). In most cases, school staff will not be able to distinguished strains of H1N1 flu from seasonal flu based on symptoms alone. Diagnosis involves laboratory tests; therefore, all influenza-like illness should be treated in the same manner. There should be no attempt to treat people differently based on



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suspicion or rumor. Exclusion is based on current, observable influenza symptoms only. The LAC DPH defines an **influenza-like illness (ILI)** as Fever of 100° degrees Fahrenheit or higher **and** a new onset of one of the following:

- Cough
- Sore throat
- Runny nose

Based on this definition of ILI, all school personnel should:

1. Refer students with ILI symptoms to the Health Office for assessment (symptom and/or temperature check).
2. Notify school nurse or principal designee when parents report, or student or staff self report, a serious influenza-like illness.
3. **Maintain medical confidentiality** at all times of any suspected case. Schools must be aware that all student health information is **confidential and protected by federal law**. District employees are not to access, share or reveal student health information to anyone who is not providing direct medical care to the student.
4. Schools will also need to monitor attendance and absence rates due to illness. Unusually severe illness or clusters of illness in any school or classroom should be reported to the school nurse or principal designee.

The school nurse or principal designee should:

1. Promptly assess students or staff who come to the Health Office or are sent to the office by school personnel.
2. Determine if the student or staff member meets any criteria for exclusion (e.g., ILI) and notify parents/guardian of the student if exclusion is warranted.
3. Keep students with influenza-like symptoms in the Health Office until they can be released to a parent/guardian. Consider keeping ill students relatively isolated from other students and staff through distancing and/or placement in a separate, observable area (cot room).
4. Explain to parents or guardians the nature of the exclusion and that the student should not return to school until they are **free of symptoms for at least 24 hours**. Otherwise, routine illness readmission criteria apply. School staff that has questions about the re-admittance of students should contact their school nurse or the Local District Nursing Office.
5. Report unusually severe illness or ILI clusters that involve students immediately to the Local District Nursing Office or the Communicable Disease Nurse at 213-765-2805. See BUL-1937, "Reporting Communicable Disease."
6. Report unusually severe illness or ILI clusters that involve employees to the Employee Health Services at 213-765-6326, in addition to



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reporting to District Nursing Services at 213-765-2800.

7. Assist with any follow-up investigation deemed necessary by District Nursing Services in coordination with LAC DPH. Schools should be prepared to provide attendance data and student contact information for the impacted grade levels or classrooms.

B. Notification. In general, notification of parents, staff, and the school community is reserved for instances where there is a serious disease; individuals in the school were likely exposed to the infectious agent; there is a recommended action to prevent the progression or spread of disease; and the time period in which the recommended action is effective has not passed. Since influenza is widespread and common during the flu season, most cases of flu are not cause for notification to all parents and staff. School-wide notifications will be reserved to situations in which there is wide spread illness that warrant closure of classrooms or schools. This decision will be made in consultation with the Department of Public Health, the superintendent, the local district superintendent, and site administrator.

To ensure accurate and timely notification of parents/guardians and staff, the principal or site administrator should do the following during the flu season:

1. Send home a copy of the District's general letter about Pandemic Flu for parents and staff available in multiple languages (see Attachments A through E).
2. Confer with Communicable Disease Nurse at 213-765-2805, Local District Nursing, and School Operations Offices if any other type of notification letter or telephone message is being contemplated.
3. Only use District-approved letters provided by District Nursing Services or Student Medical Services on pandemic flu notification to avoid any miscommunication or false information from being distributed.
4. Follow-up with District Nursing and School Operations if notification is sent, to manage calls, questions and inquiries that stem from the notification.

Student Medical Services, District Nursing Services, Employee Health Services, and School Operations will do the following:

1. Work with schools to provide appropriate notification and translation of materials.
2. Provide talking points for school office staff that may receive calls and inquiries.
3. Inform LAUSD Communications office when parent or staff



notification is sent.

4. Inform LAC DPH Communications office if a notification sent is expected to result in unusual calls or requests to the County.
5. Send a Board Informative detailing the nature of the notification.

Note: During the flu season and with confirmed cases of H1N1, standard cleaning and maintenance of the school is recommended. Schools or classrooms do **not** need to be closed for cleaning, nor is there a need to clean air ducts or turn off air conditioning systems. Schools should distribute and practice the general educational messages in Section IA and ensure that infection control practices of Section IB continue throughout the flu season.

III. **Response and recovery from a severe pandemic will take a coordinated effort**

There is no way to predict the severity or impact of seasonal or pandemic flu in the coming school year. The LAUSD has a plan to respond to pandemic influenza that is continually revised and updated with new information and strategies. Some of the critical areas that will need to be addressed are outlined below, but will be supplemented with additional detailed instructions as more information becomes available. This will be done through memos, reference guides, bulletins, and other means of District communication.

- A. **Excessive Absences and COOP.** High rates of absenteeism may be clustered by neighborhood or may occur district- or countywide. Schools must prepare for scenarios where there are too few students or staff in attendance to continue effective operations. Look at alternative strategies, such as staggered school times, changes in busing, and telecommunications; and develop a substitute pool list for *all* levels and types of staff.

The Continuity of Operations Plan (COOP) can help schools prepare for the absences of key staff members at the school. Develop a continuity of operations system for essential central office functions, including payroll, custodial service, waste management, food service, transportation, and facility maintenance (including daily cleaning of student and staff restrooms, kitchen and dining areas, and classrooms). The school administration (and all school district offices) should have a COOP in place and begin any necessary cross-training or information exchange **before** the flu season begins.

- B. **School Dismissal or Closure.** In the instance of widespread outbreaks of illness, schools can only be closed by order of the Superintendent of Schools, State Superintendent of Schools, or State and County Public Health Officials. School dismissal is not advised for a suspected or



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confirmed case of H1N1 virus, given the relatively mild nature of the disease seen thus far. In general, school closure is not advised unless there is a magnitude of faculty or student absenteeism that interferes with the school's ability to function.

School dismissal or closure is one of the "social distancing" strategies that are designed to increase the space between people and decrease the frequency of contact among them. There may be other social distancing strategies for the community and workplace that include canceling large public gatherings (e.g., athletic competitions) or altering work environments or schedules (e.g., staggered office work schedules or telecommuting).

- C. **Continuity of Learning.** In the event that there is a closure of a classroom or a school, each school should have a contingency plan that will provide students with learning activities during the period of closure. In most cases, a closure will be no longer than seven days. Activities could include, but are not limited to, reading and written assignments, workbook and worksheet assignments.

The district is exploring other modes of instruction (i.e., distance learning, e-mail lessons) to support learning if there is more widespread illness that require more significant closure. Information will be provided to local districts and schools if this contingency must be deployed.

- D. **Alternative Use of School.** The Los Angeles County Department of Public Health may ask to use schools as Points of Distribution (PODS) in response to a large outbreak. They will be using a large room, such as the gym, to vaccinate or distribute medicine to the community. In the event that a school is asked to be a POD, School Operations and the Local District will work with site administration to coordinate the activity.

RELATED RESOURCES:

Attachments A - E: District's general letter for parents and staff

"How to Stay Well" DVD

On-Line LAUSD Toolkit

BUL-1937.1, "Reporting Communicable Diseases," dated April 7, 2008

BUL-1645.1, "Infection Control Guidelines for Preventing the Spread of Communicable Diseases," dated April 7, 2008



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Los Angeles County Department of Public Health website:
<http://www.publichealth.lacounty.gov/acd/Diseases/Swine.htm>

Los Angeles County Department of Public Health order form for materials
Center for Disease Control and Prevention website: <http://www.cdc.gov/h1n1flu/>

ASSISTANCE: District Student Nursing Services 213-765-2800
Employee Health Services 213-241-6326
Office of Emergency Services 213-241-3889
School Operations 213-241-4133
Student Medical Services 213-765-2830

<u>Local District</u>	<u>Nursing Coordinator Telephone No.</u>	<u>Operations Coordinator Telephone No.</u>
1	818-654-1670	818-654-3600
2	818-755-5357	818-755-5300
3	323-421-2960	310-253-7100
4	323-932-4600	323-932-2266
5	213-765-2877	323-224-3100
6	323-560-4293	323-278-3900
7	323-421-2850	323-242-1300
8	310-354-3550	310-354-3400



Los Angeles Unified School District

STUDENT HEALTH AND HUMAN SERVICES

333 South Beaudry Avenue, 29th Floor

Los Angeles, CA 90017

Telephone: (213) 241-3840

Fax: (213) 241-3305

Ramon C. Cortines
Superintendent of Schools

Judy Elliott
Chief Academic Officer
Office of Curriculum, Instruction,
and School Support

René Gonzalez
Assistant Superintendent
Student Health and Human Services

Dear Parents, Guardians and Staff,

It's flu season. As you may have read or heard in the news media, there are a growing number of cases of the seasonal influenza. This is accompanied by continuing cases of the pandemic H1N1 (swine) flu in our communities. I want to assure you that schools remain open and we are working to ensure the health and safety of students, staff and the general community.

The flu virus causes symptoms such as: fever, cough, sore throat, muscle aches and sometimes runny nose and sneezing. To prevent the spread of any type of flu, here are some ways to protect you and your family from getting sick:

- ◆ If you are sick with flu-like symptoms, stay home. Do not send sick children to school.
- ◆ Teach children to wash hands frequently with soap and water for 20 seconds, especially before eating and after using the restroom. Be sure to set a good example by doing this yourself.
- ◆ Teach children to cover coughs and sneezes with tissues (throw the tissue in the trash after you use it) or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself. Avoid touching your eyes, nose or mouth since germs spread this way.
- ◆ Teach children to stay at least three feet away from people who are sick, avoiding any close contact.

If you have questions, please contact your health care provider. You can also get more information from the Los Angeles County Department of Public Health by dialing 211 or going to their website <http://www.publichealth.lacounty.gov/>.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Uyeda".

Kimberly Uyeda, MD, MPH
Director, Student Medical Services



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Estimados padres, madres, tutores y miembros del personal:

Llegó la temporada de la gripe. Como ya habrán leído o escuchado en los medios de comunicación, la cantidad de casos de la influenza de temporada está en aumento. Estos casos están acompañados por los casos de la pandemia de la gripe H1N1 (porcina) que hay en nuestras comunidades. Quiero asegurarles que nuestras escuelas seguirán abiertas y que estamos trabajando para garantizar la salud y la seguridad de los estudiantes, el personal y la comunidad en general.

La gripe tiene los siguientes síntomas: fiebre, tos, dolor de garganta, dolor muscular y, a veces, goteo de la nariz y estornudos. Para evitar la propagación de cualquier tipo de gripe les damos a continuación las maneras de protegerse y de proteger a su familia de los contagios:

- ◆ Si se enfermara con síntomas de gripe, permanezca en su hogar. No envíe a la escuela a los niños enfermos.
- ◆ Enseñe a los niños que se laven las manos con agua y jabón durante 20 segundos, especialmente antes de comer y después de ir al baño. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- ◆ Enseñe a los niños que se cubran con un pañuelo de papel al toser y estornudar (que arrojen los pañuelos a la basura después de usarlo) o tapándose con el codo al toser. Asegúrese de dar un buen ejemplo haciendo usted lo mismo. Evite tocarse los ojos, la nariz o la boca ya que los gérmenes se propagan de esta manera.
- ◆ Enseñe a los niños a quedarse por lo menos a tres pies de distancia de las personas que estén enfermas y que eviten el contacto directo con ellos.

Si tuviera alguna pregunta, por favor comuníquese con su proveedor de servicios médicos. También podrá obtener más información del Departamento de Salud Pública del Condado de Los Ángeles marcando al 211, o visitando el sitio Web de este departamento:

<http://www.publichealth.lacounty.gov/> .

Atentamente

Kimberly Uyeda, MD, MPH
Director, Student Medical Services

14957sk Translated by the LAUSD Translation Unit (Spanish)



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Հարգելի ծնողներ, խնամատարներ և ուս. կազմի անդամներ.

Հիմա գրիպի սեզոն է: Ինչպես դուք կարդացել և լսել եք լուրերի ժամանակ, հիմա կան բավականին սեզոնային գրիպի դեպքեր: Այն շարունակում է ունենալ H1N1 վիրուսի համաճարակային դեպքեր «խոզի գրիպ» մեր հասարակության մեջ: Ես ցանկանում եմ ձեզ հավաստիացնել, որ դպրոցները պետք է լինեն բաց և մենք պետք է աշխատենք ապահովել մեր աշակերտների, ուս. կազմի, համայնքի առողջությունը և ապահովությունը:

Գրիպի վիրուսը պատճառում է ախտանիշներ, ինչպես. տաքություն, հազ, կոկորդի ցավ, մկանային ցավեր, և երբեմն ջուր է գալիս նրանց քթից և նրանք փռշտում են: Կանխելու համար որևէ մի տեսակի գրիպի տարածում, տալիս ենք որոշ բացատրություններ, պաշտպանելու համար ձեզ և ձեր ընտանիքին չհիվանդանալու համար:

- ◆ Եթե դուք հիվանդ եք գրիպով, մնացեք տանը: Մի ուղարկեք հիվան երեխաներին դպրոց:
◆ Սովորեցրեք երեխաներին հաճախակի լվանալ իրենց ձեռքերը օճառով և ջրով մոտ 20 վարկյան, հատկապես, նախքան ուտելը և գուգարան գնալուց հետո: Համոզված եղեք, որ տալիս եք լավ օրինակ, կատարելով դա ինքնուրույն:
◆ Սովորեցրեք երեխաներին, որ փակեն իրենց բերանները բարակ թղթով հագալու և փռշտալու ժամանակ (թափեք այդ թուղթը աղբարկղի մեջ օգտագործելուց հետո) կամ փակեք ձեր երեսը հագալու ժամանակ ձեր ձեռքով: Համոզված եղեք, որ տալիս եք լավ օրինակ, կատարելով դա ինքնուրույն: Խուսափեք կպչել ձեր աչքերին, քթին կամ բերանին, քանի որ սաղմերը տարածվում են այդ ձևով:
◆ Սովորեցրեք երեխաներին, որ մնան մոտ երեք ոտնաչափ հեռու այն մարդկանցից, որոնք հիվանդ են և խոսափեք որևէ մի մոտ շփումից:

Եթե ունեք հարցեր, խնդրվում է կապ հաստատել ձեր բժշկի հետ: Դուք կարող եք նույնպես տեղեկություն ստանալ Հանրային Առողջության Լոս Անջելեսի Երջանային Բաժանմունքից, հավաքելով 211 համարը կամ միացնելով իրենց վեբսայթը http://www.publichealth.lacounty.gov/.

Անկեղծորեն՝

Handwritten signature of Kimberly Uyeda

Kimberly Uyeda, MD, MPH
Director, Student Medical Services



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Student Health and Human Services

학부모, 보호자 및 교직원 앞,

독감을 조심해야 할 때입니다. 방송(언론)을 통해 들으셨겠지만 유행성 독감 감염 사례가 늘고 있습니다. 또 전국적으로 확산된 H1N1 (돼지) 독감 사례가 주변 커뮤니티에서 계속 발생하고 있습니다. 저희는 학교를 계속 운영(오픈)하고 있으며 최선을 다해 학생, 교직원 및 일반 지역 사람들의 건강 및 안전을 위해 노력하고 있음을 다시한번 확인해 드립니다.

독감 바이러스의 증상에는: 열, 기침, 인후염, 근육통 및 때때로 콧물이 나오거나 재채기를 하기도 합니다. 가족들이 독감에 감염되는 것을 예방하기 위해서 다음과 같은 사항을 따르십시오:

- ◆ 독감과 같은 증상이 있을 경우, 집에 있으십시오. 자녀를 학교에 보내지 마십시오.
- ◆ 자녀에게 비누를 사용해서 20초 동안 손을 자주 씻을 것을 지도하십시오. 특히 음식을 먹기 전과 화장실을 사용한 후에 꼭 손을 씻을 것을 강조해 주십시오. 본인이 좋은 본 보기가 되십시오.
- ◆ 기침이나 재채기를 할 때 휴지로 코나 입을 가릴 것을 가르치십시오. (사용한 휴지는 휴지통에 버리도록 해야 합니다.) 휴지가 없을 경우 팔꿈치 안쪽에 대고 기침을 하도록 해 주십시오. 본인이 그렇게 하며 본을 보여 주십시오. 병균은 대부분 눈, 코, 입을 통해 감염 되므로 만지지 않도록 하십시오.
- ◆ 아픈사람들로부터 최소 한 삼 피트정도 떨어져 있으며 가까이 접촉하지 않도록 가르쳐 주십시오.

질문이 있을 경우, 귀하의 의사에게 전화하십시오. 또는 카운티 보건국에 전화번호 211로 연락하십시오. 보건국 웹사이트 주소는 <http://www.publichealth.lacounty.gov/> 입니다.

감사합니다.

Kimberly Uyeda, MD, MPH
LAUSD

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親愛的家長們、監護人和教職員工們：

現在是流感季節。正如你們在媒體上已經讀到的或者聽到的，季節性流感有了增加的病例。這是和持續出現的全球性H1N1流感伴隨增長的。我要向你們確保學校會保持開放，(豬)我們並且也會共同努力來確保學生、教職員工和整個社區的健康和安全。

流感病毒會引起例如高燒、咳嗽、喉嚨痛、肌肉酸痛等症狀，並且有時候會有流鼻涕和打噴嚏。為了防止任何類型的流感，這裡有一些方法來保護你們和你們家庭不會生病：

- ◆ 如果你們有流感症狀，就呆在家裡。不要讓患病孩子上學。
- ◆ 教育孩子要經常用肥皂和水洗手20秒鐘，特別在吃東西前以及使用洗手間後。你們自己一定要如此做來樹立一個好榜樣。
- ◆ 教育孩子在咳嗽時和打噴嚏時要用衛生紙掩住口 (在使用後將衛生紙扔到垃圾箱裡) 或者對著手肘內側咳嗽。你們自己一定要如此做來樹立一個好榜樣。避免碰觸自己的眼睛、鼻子或者嘴，因為細菌是通過這些通道傳染的。
- ◆ 教育孩子離開病者至少三呎遠，避免任何近距離接觸。

如果你們有問題，請和你們的醫療提供者聯繫。你們也可以打電話211或者上網至他們的網址查詢。網址是：<http://www.publichealth.lacounty.gov/>.

誠摯地。

Kimberly Uyeda, 醫學博士, 公共衛生碩士

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