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MEMORANDUM

TO: School Principals, Faculty and Administrative Personnel

FROM: Ron Huberman
Chief Executive Officer

DATE: September 4, 2009

SUBJECT: CDC Health Advisory- 2009 H1N1 Flu (Swine Influenza)

Thank you for your cooperation during the Spring of 2009 regarding the 2009 H1N1 Flu (Swine Influenza), a respiratory disease causing symptoms in people similar to the symptoms of regular human flu. In cooperation with the Chicago Department of Public Health ("CDPH"), the Chicago Public Schools ("CPS") is taking the necessary precautions to promote the health and welfare of our students by proactively managing our continued prevention and intervention plan. This memorandum provides changes you as a school leader must be aware of.

The 2009 H1N1 (Swine Influenza) causes mild illness in most individuals, similar to the flu we see every winter. Therefore, school closures are not recommended when students or school staff members are diagnosed with 2009 H1N1 infections, unless there are special circumstances, such as a large number of students with compromised immune systems. Selective school dismissals may be considered by the Chief Executive Officer (CEO) and the Chief Education Officer (CEdO) based on the population of an individual school or evidence of increased influenza severity.

Debbie Duskey, Chief Specialized Services Officer, will provide periodic updates regarding new information as further guidance from health officials is received. Based on the severity of the 2009 H1N1 flu-related illness thus far, this guidance requires the following procedures be followed for a safe and healthy learning environment:

1. Student Attendance/Absenteeism Monitoring
2. Student Dismissal Due to Fever (100°F or Higher)
3. Facility Operations and Maintenance

Please copy and distribute the attached documents addressing the 2009 H1N1 Flu (Swine Influenza) by Friday, September 11, 2009 and provide to any entering student and their parent/guardian at the time of student enrollment:

- Letter to Parents Regarding 2009 H1N1 (Dated 9-1-09)
- Swine Flu FAQs (Multiple Languages)

If you have any concerns regarding your school and/or unexpectedly high absenteeism, please contact the Office of Specialized Services and the Coordinated School Health unit at 773-553-1830.

For a national perspective on swine flu, go online to www.cdc.gov/h1n1flu.

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Revised: 3-2009:mb
FORM 010

2009 H1N1 (Swine Influenza): Guidelines for Schools

Student Attendance and the Monitoring of Student Absenteeism:

- When identified by the Office of Specialized Services, schools with a significant variance in absenteeism as compared to benchmark data will be required to contact the parent or guardian of students documented as being absent.
- Using the *SIM Data Entry for H1N1 Outcalling* module, (please check the IMPACT website for further instructions) the principal will designate school staff who must call the parent or guardian of each absent student regarding the cause of absence (i.e. cough, fever (100 °F or higher), etc.) and document the results. The same reporting document should be used for parents or guardians who call in to report their child's absence.
- If it is determined that the student's absence is due to a fever (100 °F or higher), the parent or guardian must be notified that students may return to school only after they have been without a fever for 24 hours without the use of medicine (i.e. Tylenol, Motrin, etc.). A healthcare provider's note is not required.
- The school principal is responsible for ensuring that a Student Dismissal and Return Form is completed for each student documented as having a fever (100 °F or higher) and that all completed forms are faxed to Coordinated School Health at 773-553-1883 by the close of the business day.
- Student attendance and absenteeism data will be monitored on a daily basis by the Chicago Public Schools in collaboration with the Chicago Department of Public Health.

Student Dismissal in Response to the 2009 H1N1 Flu (Swine Influenza):

- All students with a fever of 100 ° Fahrenheit or greater must remain home from school.
- If a student is documented as having a fever of 100 ° F or greater after arriving to school the school is required to send the student home with a parent or guardian.
- Students with evidence of a fever (100 °F or higher) should be promptly separated from other students and staff until the parent or guardian arrives.
- Schools should regularly update contact information for parents or guardians to ensure that they may be contacted more easily if they need to pick up their ill child.
- As facilities allows, ill students should be seated in well ventilated areas and placed in areas where at least six (6) feet of distance can be maintained between the ill person and others.
- A limited number of staff should be designated to care for ill persons until they can be sent home.
- Students may return to school only after they have been without a fever for 24 hours without the use of medicine (i.e. Tylenol, Motrin, etc.) A healthcare provider's note is not required.
- In the event of a laboratory confirmed diagnosis of the 2009 H1N1 (Swine Influenza) virus, the principal will be provided a letter to parents stating the existence of a confirmed case and reviewing the preventative steps, including the student dismissal procedures, required by the school.

Facility Operations and Maintenance in response to the 2009 H1N1 Flu (Swine Influenza):

- Schools should promote Universal Precautions (i.e. hand washing, covering coughs, etc.) and regularly clean all areas and items that are more likely to have frequent hand contact (for example, desks and door handles). To view demonstrations of hand washing, covering coughs, etc. please visit <http://www.cps.edu/Spotlight/Pages/Spotlight123.aspx#cps>
- Schools should regularly clean all areas and items that are more likely to have frequent hand contact (for example, desks and door handles).
- Use of the cleaning agents that are usually used in these areas is acceptable. The Centers for Disease Control and Prevention (CDC) does not recommend any additional disinfection of environmental surfaces beyond the routine cleaning requirements.
- The Office of Specialized Services will provide each school with an initial supply/starter-kit of disposal thermometers for the purpose of confirming if the student has a fever (100 °F or higher).
- Schools should regularly update contact information for parents or guardians to ensure that they may be contacted more easily if they need to pick up their ill child.
- The Board will distribute an initial supply/starter-kit of the following supplies and materials in response to the 2009 H1N1 Flu (Swine Influenza):
 - One box (100 each) disposable thermometers per school
 - Two 8 oz. bottles of alcohol-based sanitizer per classroom per school
 - One box of facial tissue per classroom per school
- Schools are responsible for arranging replenishment of these supplies on an ongoing basis. Supplies are available through the strategically sourced janitorial contracts. For more information regarding supplies and materials please contact Facility Operations and Maintenance at 773-553-2165.

CPS and CDPH will continue to work closely to monitor influenza-like activity and will keep you updated as we receive new information and guidance. If you have any concerns regarding your school and/or unexpectedly high absenteeism, please contact the Office of Specialized Services and the Coordinated School Health unit at 773-553-1830.

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