

Pandemic Flu Checklist: K-12 School Administrators

As administrators, you can plan and make decisions now that will protect the health of students in your care and your community during a flu pandemic. Because students are in close contact with each other in the school setting, schools are places where flu can quickly spread. You may be faced with making decisions about school dismissals and closures. Use this checklist to help you take steps to plan and protect the health of students in your care and your community.



Before a pandemic: PLAN

During a pandemic: TAKE ACTION

After a pandemic: FOLLOW UP

- Connect with your local board of education and health department to review or develop a pandemic flu plan for your community.
- Create an emergency communication plan for your school.
- Share plans with staff, parents, and students.
- Support flexible attendance and sick leave policies for students and staff.
- Develop a monitoring system to alert the local health department about large increases in absenteeism.
- Identify strategies to continue educating students if schools close (for example, web-based instruction and e-mail).
- Plan ways to continue student services (such as, meal and social services) if schools close.
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- Put your plans into action, as needed.
- Track student absenteeism due to flu-like symptoms.
- Encourage students and staff to practice healthy behaviors (for example, staying home when they're sick, covering their coughs and sneezes, and washing their hands often).
- Provide supplies (such as tissues and soap).
- Clean frequently touched surfaces and objects (such as computers and door knobs).
- Designate a room and transportation for sick students and staff.
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- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.
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www.cdc.gov/npi

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Division of Global Migration and Quarantine

