



PANDEMIC *action kit* for schools

This resource of information is designed to provide you with the practical tools you and your staff will need to prepare for a pandemic or other public health emergency. Enclosed you will find examples and templates for guidance in communicating to students, parents, media and the Oakland County Health Division.

www.oakgov.com/health

"Plans Are Nothing. Planning Is Everything." Dwight D. Eisenhower

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Oakland County Health Division
Pandemic Action Kit



September, 2006

Dear School Officials,

Due to the growing concern that a pandemic or other public health emergency could arise and infect millions of citizens worldwide, the Oakland County Health Division is taking proactive measures to protect the citizens of Oakland County. A pandemic or other public health emergency could cause devastation to the health of the community, our local resources and the economy.

Oakland County Health Division is encouraging schools, residents, community organizations and businesses to begin creating plans and policies in the event of a pandemic or other public health emergency. Being prepared is one of the single best prevention techniques we have at our disposal to address these challenges.

Many of the planning procedures and precautionary measures suggested are important to practice in everyday life and not only in the event of a pandemic or other public health emergency.

This resource of information is designed to provide you with the practical tools you and your staff will need to prepare for a pandemic or other public health emergency. Enclosed you will find examples and templates for guidance in communicating to students, parents, media and Oakland County Health Division.

OAKLAND COUNTY HEALTH DIVISION
Department of Health & Human Services

A handwritten signature in black ink, appearing to read "George J. Miller". The signature is fluid and cursive, written over a light blue horizontal line.

George J. Miller, M.A.
Manager/Health Officer

School Action Steps for Pandemic Flu or Other Public Health Emergency

The following is a chronological list of important step-by-step actions schools should take before and during a pandemic or other public health emergency. Pandemic flu can have several cycles or waves so this list may need to be repeated.

Prior To Outbreak/Preparedness & Planning Phase

- Create a pandemic flu plan. (Refer to CDC School Pandemic Flu Planning Checklist, Oakland County Health Division Workbook and Flow Chart in this document).
- Work with local health and emergency preparedness officials who are a reliable source of information.
- Determine the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu or other disease.
- Train school staff to recognize disease symptoms.
- Ensure that standard surveillance/disease recognition procedures are in place and implemented. Oakland County Health Division Nursing staff can assist with determining these procedures.
- Improve the hygiene of students and staff. Use simple, non-medical ways to reduce the spread of disease by using "cough and sneeze etiquette", proper handwashing and by cleaning work areas.
- Determine if the school should be cleaned differently or more frequently. Review the products and sanitization methods being used to ensure the most effective products are used.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill. Oakland County Health Division will provide guidelines in a public health emergency event.

- Public Health Nurses will help to identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.).
- Review the health needs of students. Some students may be at greater risk of infections. These families should be encouraged to talk to their health care providers.
- Develop alternative learning strategies such as local cable stations, teleconferencing and lessons on CDs.
- Educate staff, students and parents about: the differences between seasonal flu, bird flu and pandemic flu; best hygiene practices to prevent disease/illness; what could occur in a pandemic. (Use educational information provided in this binder or on our website at www.oakgov.com/health).
- Post flu education signs in strategic locations around campus.

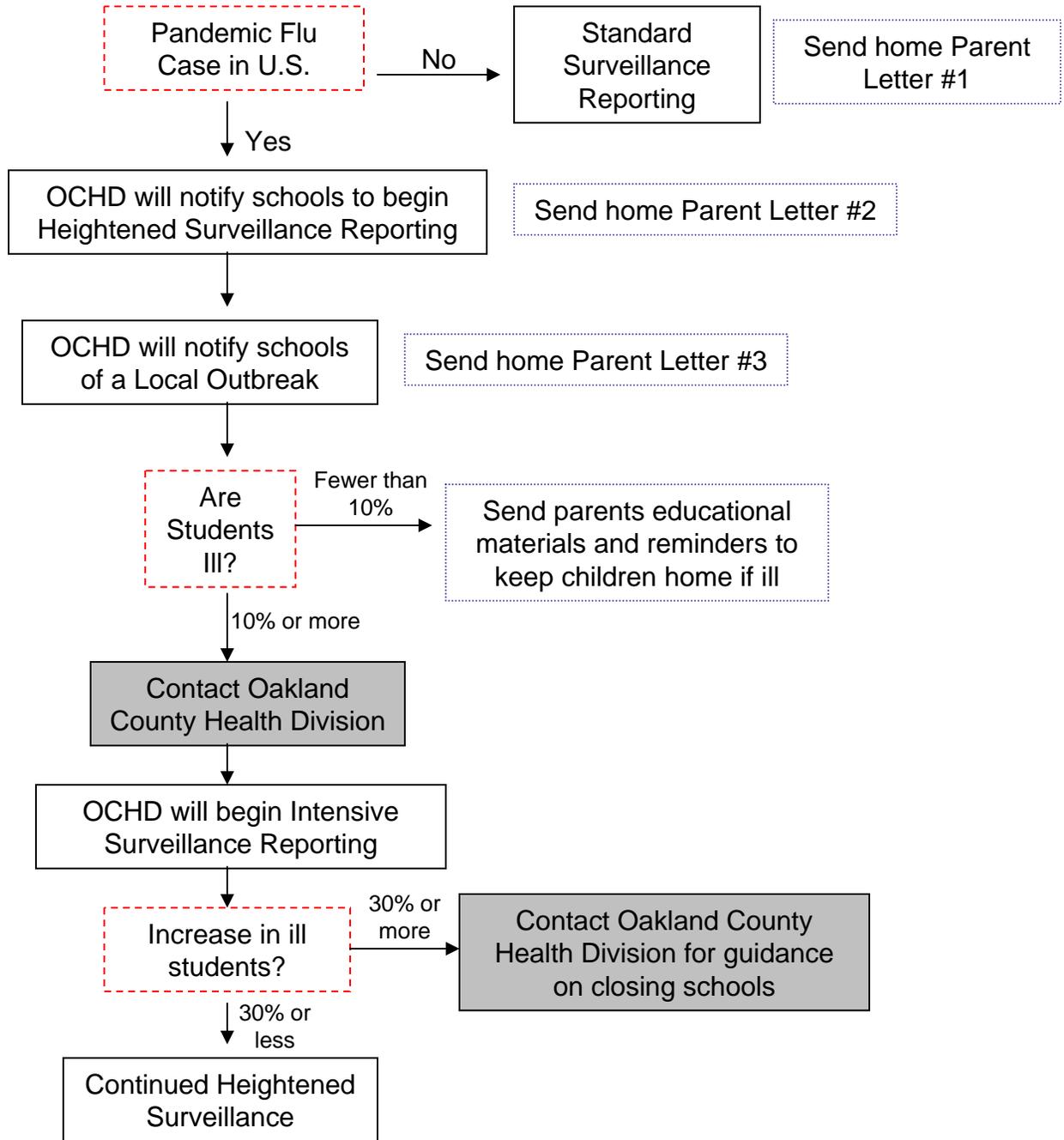
Outbreak of Flu Disease – Less than 10% Students

- Begin Heightened Surveillance Reporting.
- Send out Parent Letter #3, informing parents that some students are sick but schools remain open. Include tip sheets and information resource lists (located in Sample Parent Letter, Home Care Tips and Newsletter Ideas sections).
- Create a press release based on reliable information received from Oakland County Health Division.

Expansion of Outbreak – 10% or More of Students III

- Begin Intensive Surveillance Reporting as notified by Oakland County Health Division.
- Oakland County Health Division's Health Officer will determine when/if to close schools.

School Response to Pandemic Flu Flow Chart



Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, Oakland County Health Division representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	<p>Work with Oakland County Health Division and/or Michigan Department of Community Health and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and Oakland County Health Division and Michigan Department of Education's ICS.</p>

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	<p>Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.</p>



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Work with Oakland County Health Division and Michigan Department of Education to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and Oakland County Health Division's and Michigan Department of Education's Incident Command System.



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Contribute to Oakland County Health Division's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Work with Oakland County Health Division to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with Oakland County Health Division a surveillance system that would alert Oakland County Health Division to a substantial increase in absenteeism among students.

In Progress	Completed	Section 1: Planning and Coordination
<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 2: Continuity of Student Learning and Core Operations
<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.

In Progress	Completed	Section 2: Continuity of Student Learning and Core Operations
<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.



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Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 2: Continuity of Student Learning and Core Operations
<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Work with Oakland County Health Division to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff for sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 3: Infection Control Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).

Health Emergency Planning Workbook for School Districts

In Progress	Completed	Section 4: Communication Planning
<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district’s staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district’s pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district’s crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district’s operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district’s pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district’s established ICS and the local/state health department’s and state education department’s ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community’s pandemic plan as well as the state department of education’s plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district’s Incident Command System and the local/state health department’s and state education department’s Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department’s operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA’s healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community’s pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



PUBLIC HEALTH FACT SHEET



The most important thing you can do to prevent the spread of illness is to wash your hands and your children's hands thoroughly and often.

Handwashing

This is how you should wash your hands:

- Rub your hands together vigorously for at least 20 seconds using warm running water and soap. Make sure you have lots of bubbles.
- Wash under fingernails, between fingers, back of hands and wrists.
- Rinse your hands well under running water.

In public bathrooms:

- Dry your hands with a single-use paper towel (or hot air blow dryer).
- If your towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to insure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.
In the home, change handwashing towels often.

These are times when you should wash your hands:

- After you use the bathroom or help a child use the bathroom.
- After you change a diaper.
- After you handle items soiled with body fluids or wastes such as blood, drool, urine, stool or discharge from nose or eyes.
- After you clean up messes.
- After you handle a sick child.
- Before you prepare or serve food.
- Before you eat or drink.

Teach and show children how to wash hands correctly. They should wash when:

- they arrive home from day care, a friend's home, an outing or school.
- they use the toilet or have their diapers changed.
- they have touched a child who may be sick or have handled soiled items.
- they eat or drink.

OVER



HAND WASHING INSTRUCTIONS

Use SOAP and RUNNING WATER

RUB your hands vigorously for 20 seconds

WASH ALL SURFACES, including:

- . backs of hands
- . wrists
- . between fingers
- . under fingernails

RINSE well

DRY hands with a paper towel

Turn off the water using a PAPER TOWEL instead of bare hands

For more information on Handwashing, call (248) 858-1406 or toll free 1 (800) 848-5533.

For additional copies, visit our website at www.oakgov.com/health or contact:

Pontiac Office
1200 N. Telegraph Road
Pontiac, MI 48341-0432
(248) 858-1308

Walled Lake Office
1010 E. West Maple Road
Walled Lake, MI 48390-3588

Southfield Office
27725 Greenfield Road
Southfield, MI 48076-3625
(248) 424-7031

The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and federal eligibility requirements apply for certain programs.

PUBLIC HEALTH FACT SHEET



Avian Influenza (Bird Flu) & Avian Influenza A (H5N1) Virus

What is Avian Influenza (bird flu)?

Avian Influenza, also known as bird flu, is a term for flu viruses that affect birds. Usually, Avian influenza viruses are influenza A viruses. Avian (bird) Influenza (flu) viruses are very easily spread among birds. Domesticated birds, including chickens, ducks and turkeys, can get sick and die from bird flu. Infections with Avian Influenza viruses can occur in humans.

What is Avian Influenza A (H5N1)?

Influenza A (H5N1) is an Avian Influenza A virus sub-type that occurs mainly in birds, can be highly contagious among birds and can be deadly to them. It has been reported in Africa, Asia, Europe and the Near East. Influenza A (H5N1) virus does not usually infect people, but infections from H5N1 have occurred in humans.

How does Avian Influenza A (H5N1) infect humans?

Infected birds can spread Influenza A (H5N1) virus through saliva, nasal secretions and feces. Most cases of Avian Influenza A (H5N1) in humans resulted from close or direct contact with H5N1 infected poultry (domestic chickens, ducks and turkeys) or H5N1 on surfaces.

What are the symptoms of Avian Influenza in humans?

In humans, symptoms range from typical flu-like symptoms (fever, cough, sore throat and muscle aches) to eye infections, pneumonia, severe respiratory distress and other life threatening complications. Symptoms of Avian Influenza depend on the type of virus causing the illness.

Is there any treatment for Avian Influenza A (H5N1) in humans?

Any vaccine treatment that can be used will depend on which type of Avian Influenza virus is identified and how soon the vaccine can be developed and manufactured. There is no current treatment for all Avian Influenza infections.

How can Avian Influenza A (H5N1) be prevented?

- Good hand washing can help prevent the spread of influenza.
- Studies suggest that anti-viral drugs approved for human flu viruses would work in preventing bird flu infection in humans. However, some flu viruses can become resistant to anti-viral drugs so these medications may not always work.
- Currently, there is no vaccine to protect humans from bird flu although vaccine development is under way.
- Before traveling outside the country, check for travel advisories at: www.cdc.gov or www.who.int.

➔
OVER

HAND WASHING INSTRUCTIONS

Use SOAP and RUNNING WATER

RUB your hands vigorously for 20 seconds

WASH ALL SURFACES, including:

- backs of hands
- wrists
- between fingers
- under fingernails

RINSE well

DRY hands with a paper towel

Turn off the water using a PAPER TOWEL instead of bare hands

For more information on Avian Influenza, call (248) 858-1406 or toll free 1 (800) 848-5533.

For additional copies, visit our website at www.oakgov.com/health or contact:

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1200 N. Telegraph Road
Pontiac, MI 48341-0432
(248) 858-1308

Walled Lake Office
1010 E. West Maple Road
Walled Lake, MI 48390-3588

Southfield Office
27725 Greenfield Road
Southfield, MI 48076-3625
(248) 424-7031

Public Health Instructions During a Pandemic Flu

Throughout a pandemic flu, people may be asked or required to take steps to reduce the spread of disease.

Stay Home

People who are sick should stay home. Children should not go to school if they are sick. To limit the spread of disease during a pandemic, staying home will be absolutely necessary.

Avoid Large Groups

People – even those who are well – should stay away from social gatherings such as sporting events, movies and festivals. During a flu pandemic these kinds of events could be cancelled because large gatherings may increase exposure to the flu virus.

Isolation

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals or other healthcare facilities. Isolation is usually voluntary, but local, state and federal governments have the power to require the isolation of sick people to protect the public.

Quarantine

Quarantine is for people who have been exposed to the disease, but are not sick. When someone is placed in quarantine, they are separated from others. Even though the person is not sick at the moment, they are exposed to the disease and may still become infectious and spread the disease to others. Quarantine can help to slow or stop this from happening. Quarantine is usually voluntary.

Sample Health Officer Declaration Closing Schools

To School Officials:

Oakland County Health Division is ordering all schools to close immediately due to the pandemic flu epidemic in our community. If you have any questions regarding this declaration, please call Oakland County Health Division at 248-858-xxxx.

Because the virus is spread easily from person-to-person, it is no longer safe for children to attend class. Colleges, day care centers and preschools also have been ordered to close.

Please inform your students' parents and guardians immediately that school facilities will be closed to all activities, including sport and non-academic events, and may remain closed for an expanded period of time (for example, up to 6 weeks).

The purpose of closing schools is to decrease contact among children to decrease their risk of getting sick and to limit the spread of infection.

Oakland County Health Division will keep school officials updated as the situation changes. A press release is being issued to inform the public of this declaration.

OAKLAND COUNTY HEALTH DIVISION
Department of Health & Human Services



George J. Miller, M.A.
Manager/Health Officer

July 2006

Dear School Principal:

Illness patterns in school age children can be an important indicator of communicable disease occurrence in the community. Disease prevention and control efforts depend on your participation in the reporting process. Communicable disease cases that occur among students and staff at your facility should be reported to the Oakland County Health Division – Communicable Disease Unit. Enclosed in this packet you will find:

- 1) Updated Reporting Form
- 2) Updated List of Reportable Diseases
- 3) Updated Communicable Disease Reference Chart

Please complete a report form each week of the school year and return it to us by:

- Fax: 248-858-0178 or
- Mail: Oakland County Health Division
Communicable Disease Unit
1200 North Telegraph Rd. Bldg. 36E, Pontiac MI 48341

Additional forms can be found on our website at: www.oakgov.com/health under the "Public Health Fact Sheet" link. Confidentiality of health information is critical. Please keep this information in a private area not visible to staff or the public.

- Note:**
- Check our website for updated forms and information regularly.
 - Names of children who have **Chickenpox** still need to be reported.
 - It is very important for us to have accurate information related to respiratory diseases such as Influenza. We appreciate your attention to the difference between illness caused by **Influenza** and those caused by a "**Stomach Virus**".
 - Names of children who have diseases such as Conjunctivitis (Pink Eye), Impetigo, Mono, Pediculosis, (Head Lice), Ringworm and Scabies do not need to be reported.

Report any serious communicable diseases directly to the public health nurse responsible for your school, their supervisor, or to the Communicable Disease Unit at 248-858-1286 or 1-888-350-0900, ext. 81286.

Thank you very much for your assistance. We look forward to your weekly reports!

Oakland County Health Division
Department of Human Services

Richard W. Renas, M.P.H.
Epidemiologist

Shane Bies, M.P.H.
Epidemiologist

OAKLAND COUNTY HEALTH DIVISION

REPORT OF COMMUNICABLE DISEASE

WEEK ENDING: _____

SCHOOL: _____

NO CASES TO REPORT – Please check

DISTRICT: _____

REPORTING INSTRUCTIONS: Complete form weekly and return to the Communicable Disease Unit by fax: (248) 858-0178 or mail: CD Unit, OCHD, 1200 N. Telegraph Rd. Bldg. 36E Pontiac MI 48341. Due to confidentiality requirements, please keep this report in a secure location.

Flu Like Illness (Apparent Influenza)	NUMBER OF CASES	DEFINITION
		Flu Like Illness is any child with fever and any of the following symptoms: sore throat, cough, generalized aching in the back or limb muscles. (Vomiting and diarrhea <u>alone</u> are <u>not</u> indications of influenza).

Disease	Strep Throat	Scarlet Fever	Stomach Virus*	Rash with Fever
Number of Cases				

***Stomach Virus:** is any child with diarrhea and/or vomiting for 24 to 48 hours. It is often caused by Norovirus.

SERIOUS/RARE ILLNESSES: Please call the Communicable Disease Unit immediately at (248) 858-1286 for Measles, Rubella, Pertussis, Mumps, Tuberculosis, Hepatitis, Meningitis or any other serious illness.

MICH. DEPT. COMM. HEALTH REQUIRES CHICKENPOX TO BE REPORTED BY NAME

Disease	Student Name	Address	Daytime Phone	Sex	Birth date	Vaccination Date	DIAGNOSE D BY: -doctor/parent/other

Submitted by (Please Print): _____



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OAKLAND COUNTY HEALTH DIVISION
COMMUNICABLE DISEASE REFERENCE CHART

The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

Note: Please notify the Health Division immediately at **248-858-1286** or **1-888-350-0900 ext. 81286**, if you are aware of an unusual occurrence of a disease or an unusual number of cases of one type of disease on a given day.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
ANIMAL BITES (Rabies)	Variable. Rabies in man: 5 days to over 1 year; commonly 2-8 weeks.	Variable depending on species involved.	Seek medical attention immediately. Report to local animal control center.
CHICKENPOX	2-3 weeks; commonly 13-17 days.	As long as 5 but usually 1-2 days before onset of rash and not more than 5 days after first crop of lesions appear.	Exclude until 5 days after the eruption of the first crop of lesions. This includes Zovirax therapy.
CONJUNCTIVITIS (Pink Eye)	Variable depending on infecting agent.	During course of active infection.	Exclude until under medical care and drainage from eyes has cleared.
FIFTH DISEASE (Hungarian Measles)	Variable about 4-20 days.	Prior to onset of rash.	No exclusion providing rash is diagnosed as fifth disease by physician.
HAND, FOOT & MOUTH DISEASE	Usually 3-5 days.	While sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
HEPATITIS, TYPE A	2-6 weeks; average is 4 weeks (28 days).	2 weeks before onset of symptoms to a maximum of 2 weeks after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
HEPATITIS, TYPE B	45 days-6 months; average is 60-90 days (2-3 months).	Several weeks before onset of symptoms until blood is no longer positive for evidence of virus.	No exclusion except for open sores or if child is biting people.
HEPATITIS, TYPE C	2 weeks to 6 months (commonly 6-9 weeks).	1 or more weeks before onset through acute clinical course.	No exclusion except for open sores or if child is biting people.
HERPES SIMPLEX, TYPE I & II	2-12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended. Sores on skin should be adequately covered with a bandage.
IMPETIGO	Variable, indefinite; commonly 4-10 days.	While sores are draining.	Exclude until under treatment and lesions healing and no new lesions appear.
MENINGITIS (Aseptic/Viral)	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
MENINGITIS (Haemophilus influenzae)	Probably short, within 2-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MENINGITIS (Meningococcal)	2-10 days; commonly 3-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MONONUCLEOSIS	From 4-6 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.



DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
MUMPS	12-25 days, commonly 18 days.	Usually 48 hours before swelling. As long as 6 days before gland involvement to 9 days after swelling.	Exclude until swelling or other symptoms have disappeared.
PEDICULOSIS (Head Lice)	Eggs hatch in a week.	Until lice and viable eggs are destroyed.	Exclude until 1st treatment completed. A 2nd treatment may be necessary 7-10 days after 1st treatment.
PERTUSSIS (Whooping Cough)	Commonly 6-20 days.	After onset of cold-like symptoms until 5 days after start of treatment with erythromycin.	Exclude until 3 weeks from onset of disease if untreated, or until on antibiotic treatment at least 5 days.
PINWORMS (Enterobiasis)	2-6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
RINGWORM	10-14 days.	As long as lesions are present.	Exclude until on oral medication for 48 hours for lesions of scalp and scalp line including back of neck. Exclude until under topical treatment for face, trunk and extremities. Exclude from swimming and contact sports until lesions are cleared.
RUBELLA (German or 3-day Measles)	Usually 16-18 days with a range of 14-23 days.	From 1 week before to 4 days after onset of rash.	Exclude until 6 days after onset of rash.
RUBEOLA (Hard or 10-day Measles)	7-18 days; 10 days average.	Beginning of cold symptoms until 4 days after appearance of rash.	Exclude until 4 days after onset of rash.
SALMONELLA	6-72 hours; commonly 12-36 hours.	During course of infection and until organism is no longer in feces.	Exclude until symptoms have disappeared. Activity exclusion based on OCHD recommendations.
SCABIES	First exposure 2-6 weeks; subsequent exposure 1-4 days.	Until mites and eggs are destroyed.	Exclude until 12 hour treatment completed.
SCARLET FEVER AND STREP THROAT	1-3 days usually.	Greatest during acute stage of illness, 2-4 days after rash appears. 10-21 days if untreated.	Exclude until under treatment for 24 hours.
SHIGELLA	12-96 hours, usually 1-3 days.	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
SHINGLES (Herpes Zoster)	No incubation period - reactivation of dormant virus.	As long as 5 but usually 1-2 days before rash and not more than 1 week after lesions appear.	If lesions can be covered, no exclusion necessary. If unable to be covered, exclude as for chickenpox.

1200 N Telegraph Rd
Pontiac MI 48341

27725 Greenfield Rd
Southfield MI 48076

1010 East West Maple Rd
Walled Lake MI 48390



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OAKLAND COUNTY HEALTH DIVISION

REPORTABLE DISEASES FOR SCHOOLS

The following diseases should be REPORTED IMMEDIATELY to the Communicable Disease Unit of the Oakland County Health Division at: 248-858-1286 or 248-858-5295

Animal Bites
Hepatitis A
Measles (hard)
Meningitis, Meningococcal
Meningococemia

Pertussis (Whooping Cough)
Rash Illnesses
Rubella (German)
Tuberculosis

The following diseases are also important and can be reported to the Oakland County Health Division on the weekly report form. If you have any questions about other communicable diseases not listed, please call the above number.

AIDS
Amebiasis
Campylobacter
Chickenpox
Coccidioidomycosis
Cryptosporidiosis
Cyclosporiasis
Diphtheria
Ehrlichiosis
Encephalitis
E. coli 0157:H7
Erythema infectiosum (5ths disease
or Hungarian measles)
Giardiasis
Guillain Barre Syndrome
Hantavirus
Hemolytic uremic syndrome
Hepatitis B
Hepatitis C
Hepatitis, unspecified
Histoplasmosis
HIV
Influenza
Kawasaki Disease
Lead Poisoning
Legionnaires Disease
Leptospirosis

Listeriosis
Lyme Disease
Malaria
Meningitis, Other Bacteria
Meningitis, Viral/Aseptic
Mononucleosis
Mumps
Poliomyelitis
Psittacosis
Rabies, Human/Animal
Reye's Syndrome
Rheumatic Fever
Rocky Mountain Spotted Fever
Salmonellosis
Scarlet Fever
Shigellosis
Strep Throat
Streptococcal disease, invasive
Tetanus
Toxic Shock Syndrome
Trachoma
Trichinosis
Tularemia
Typhoid Fever
Typhus
Yersinia enterocolitica

PLEASE NOTE: CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RINGWORM AND SCABIES NO LONGER NEED TO BE REPORTED.



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**ARE YOU PREPARED
FOR A PANDEMIC OR
OTHER PUBLIC HEALTH
EMERGENCY?**



www.oakgov.com/health

**“Plans are nothing.
PLANNING
is everything.”**

Dwight D. Eisenhower

WHAT IS A PANDEMIC?



In the 20th Century There Were Three Pandemics

- 1918 500,000 deaths in the United States and at least 50 million deaths worldwide
- 1957 70,000 deaths in the United States and up to 2 million deaths worldwide
- 1968 34,000 deaths in the United States and 700,000 deaths worldwide

A pandemic is an epidemic occurring worldwide or over a very wide area, crossing international boundaries, and usually affecting large numbers of people.

Characteristics and Challenges of a Pandemic

Some pandemics are mild. Some are fierce. If the disease replicates much faster than the immune system learns to defend against it, this can cause severe and sometimes fatal illness. The next pandemic could sicken 1 in every 3 people on the planet.

Rapid Worldwide Spread

- For example, should a pandemic flu virus emerge, a global spread is considered inevitable
- Preparedness activities should assume that the entire world population would be susceptible

Health Care Systems Overloaded

- A substantial percentage of the world's population will require some form of medical care. Infection and illness rates are expected to soar

- Death rates may be high due to:
 - the number of people who become infected
 - the strength of the virus
 - the underlying characteristics and vulnerability of affected populations

Medical Supplies Inadequate

- The need for vaccine is likely to occur
- There is a current shortage of effective anti-viral drugs
- A pandemic flu can create a shortage of hospital beds and/or medical supplies
- Difficult decisions will need to be made regarding who gets limited anti-viral drugs and vaccines

Economic and Social Disruption

- Travel bans, closings of schools and businesses and cancellations of events could have a major impact on communities and citizens
- Care for sick family members and fear of exposure could result in significant worker absenteeism

PANDEMICS

H O M E

If Disaster Strikes

You and your family come first. You can prepare for a flu pandemic now. This checklist will help you gather the information and resources you may need. Plan for a three-day supply, at a minimum.

Items to have on hand for an extended stay at home:

Examples of food and non-perishables

- Bottled water
(recommended 1 gallon per person/pet per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets

Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers and cough/cold medicines
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including battery-operated radio, flashlight and extra batteries
- Sanitation supplies such as toilet paper, disposable diapers, garbage bags and soap

TO STAY HEALTHY THROUGH THE FLU SEASON AND ALL YEAR



- get enough sleep
- wash your hands frequently with soap and water
- eat healthy food
- cover your nose and mouth with a tissue when you cough or sneeze
- drink plenty of water
- stay physically active
- manage stress
- avoid sharing cups & glasses

CLEAN & SANITIZE HARD SURFACES

(e.g. kitchen worktops, tele-phones, stair railings and door handles)



FAMILY EMERGENCY HEALTH INFORMATION SHEET

It is important to think about health issues that could arise if a flu pandemic occurs. Create a family emergency health plan using this information.

Family Member(s) Information:

Family member _____

Blood type _____

Allergies _____

Past/current medical conditions _____

Current medications/dosages _____

Emergency Contacts:

Local emergency contact _____

Out-of-town emergency contact _____

Local hospital _____

Family physician(s) _____

Pharmacy _____

Employer emergency contact _____

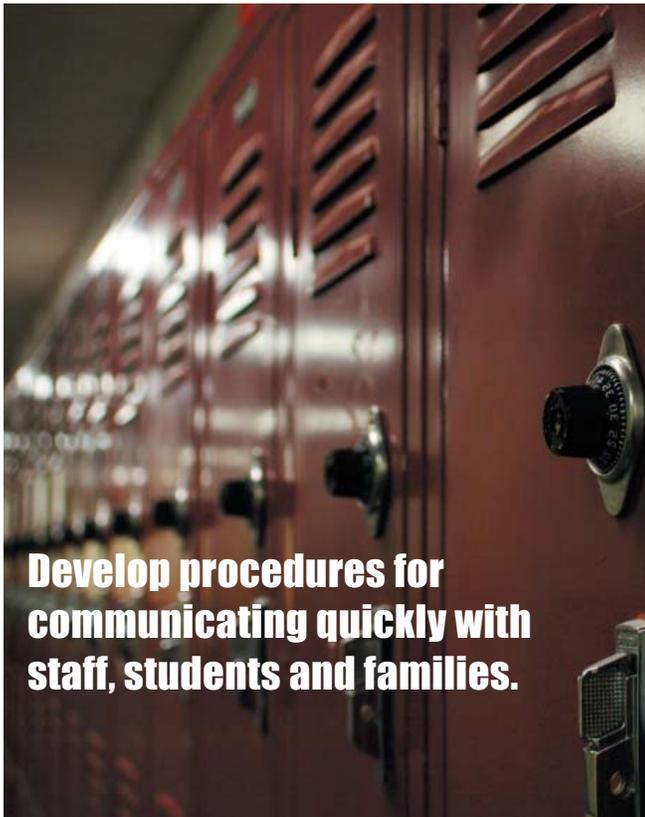
School emergency contact _____

Religious/spiritual organization _____

Veterinarian _____

STAY HOME WHEN YOU ARE SICK

PLANNING TOOL FOR SCHOOLS

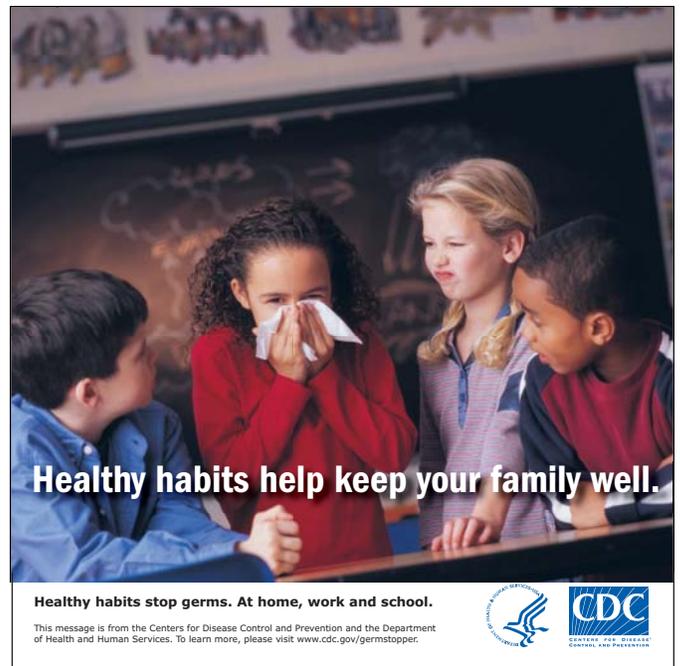


Develop procedures for communicating quickly with staff, students and families.

- ✓ Review district emergency response and communicable disease policies and procedures
- ✓ Determine if any additional policies/procedures need to be in place, such as staff leave for personal illness or to care for sick family members during a pandemic
- ✓ Utilize existing communication plans for possible school closures
- ✓ Educate staff regarding pandemic flu
- ✓ Educate families about pandemic flu plan
- ✓ Educate students about personal hygiene
- ✓ Consider placing hand sanitizer in every classroom
- ✓ Re-evaluate a sick student policy to include pandemic flu

Provide tissue and hand sanitizer if possible.

- ✓ Review procedures for sending ill students and staff home and make adjustments if necessary
- ✓ Develop procedures for communicating quickly with staff, students and families
- ✓ Develop procedures for communicating with the Oakland County Health Division and the media during normal and emergency conditions
- ✓ Report students/staff absent internally. If absences are over 10%, notify the Oakland County Health Division, Epidemiology Unit at 248-858-1286
- ✓ Hold staff meetings to provide information on the extent of infection at school site and potential changes that may take place
- ✓ Conduct timely debriefings to identify lessons learned and make necessary changes



Healthy habits help keep your family well.

Healthy habits stop germs. At home, work and school.

This message is from the Centers for Disease Control and Prevention and the Department of Health and Human Services. To learn more, please visit www.cdc.gov/germstopper.



SCHOOL

COMMUNITY

Faith-Based & Community Organizations Pandemic Flu Preparedness Checklist

The collaboration of faith-based and community organizations with public health agencies will be essential in protecting the public's health and safety if and when a pandemic occurs. Using pandemic flu as an example, the following guidelines for religious organizations (churches, synagogues, mosques, temples, etc.), social service agencies and community organizations will assist in developing and improving response and preparedness plans. Many of the points suggested can help to improve your organization's ability to protect your community during emergencies.

AVOID CLOSE CONTACT



Avoid large crowds and non-essential travel.

Plan for the impact of a pandemic on your organization and its mission

- Assign key staff with the authority to develop, maintain and act during a flu pandemic
- Determine the potential impact of a flu pandemic on your organization's usual activities and services
- Identify and train essential staff needed to carry on your organization's work during a flu pandemic

Communicate with and educate your staff, members and persons in the communities that you serve

- Distribute materials with basic information about pandemic flu
- When appropriate, include basic information about pandemic flu in public meetings

Plan for the impact of a pandemic on your staff, members and the communities that you serve

- Plan for staff absences during a flu pandemic
- Work with the Oakland County Health Division authorities
- *Identify persons with special needs and include their needs in your response and preparedness plan*

Set up policies to follow during a pandemic

- Establish policies for staff leave for personal illness or care of sick family members during a flu pandemic
- Set up policies for flexible work hours and working from home
- Set procedures for activating your organization's response plan when an flu pandemic is declared

Allocate resources to protect your staff, members and persons in the communities that you serve

- Provide supplies needed to promote good personal hygiene (see "Home Section")
- Prioritize services that are most needed during the emergency
- Work together with other community organizations in your local area to help you prepare for pandemic flu
- Coordinate with the Oakland County Health Division, emergency responders and health care facilities to improve emergency preparedness and response

WORK

In the event of a pandemic, businesses will play a key role in protecting employee's health and safety, as well as limiting the negative impact to the economy and society. Using pandemic flu as an example, this checklist provides guidance for businesses to develop and improve response and preparedness plans.

BUSINESS CHECKLIST

1. PLANNING FOR THE IMPACT OF A PANDEMIC IS CRITICAL TO YOUR BUSINESS

- Identify a lead staff person for preparedness and response planning
- Identify essential employees and other critical partners
- Develop and plan scenarios likely to result in an increase or decrease in demand for your products and/or services
- Determine potential impact of a flu pandemic on business-related domestic and international travel
- Find reliable pandemic flu information from the Oakland County Health Division, emergency management and other sources
- Establish an emergency communications plan and revise regularly

2. PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS

- Forecast employee absences during a flu pandemic due to factors such as personal illness, family member illness, etc.
- Implement guidelines to modify the frequency and type of face-to-face contact among employees, as well as between employees and customers
- Encourage annual flu vaccination for employees
- Identify employees and key customers with special needs

3. ESTABLISH POLICIES TO BE IMPLEMENTED DURING A PANDEMIC

- Establish policies for employee compensation and sick leave absences
- Establish policies for flexible worksite work hours and locations
- Establish policies for preventing the spread of the flu virus at the worksite by promoting good personal hygiene and prompt exclusion of people with flu symptoms. *Provide tissue and hand sanitizer if possible*
- Establish policies for employees who have been exposed to pandemic flu, are suspected of being ill or become ill at the worksite
- Establish policies for restricting travel to affected geographic areas, evacuating employees working in or near an affected area when an outbreak begins and guidance for employees returning from affected areas (refer to Centers for Disease Control and Prevention (CDC) travel recommendations at www.cdc.gov)

4. ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS

- Be sure your employees are prepared and have taken the necessary precautions listed under the "**Home Section**" in this brochure
- Develop and disseminate materials covering pandemic fundamentals
- Post and/or disseminate information to employees about your pandemic flu preparedness and response plan
- Develop hotlines and dedicated websites for communicating pandemic status and actions to employees, vendors, suppliers and customers inside and outside the worksite in a consistent and timely way

5. COORDINATE WITH EXTERNAL ORGANIZATIONS TO HELP YOUR COMMUNITY

- Collaborate with insurers, health plans and major local health care facilities to share your pandemic flu plans and understand their capabilities and plans
- Collaborate with the Oakland County Health Division, share your pandemic plans and understand their capabilities and plans
- Share best practices with other businesses in your communities

- Know the current disease situation in the country where you will travel
- Be sure you are up-to-date on vaccinations
- Learn about local health care resources in or near the area where you will travel
- When traveling abroad to an infected area, avoid places such as poultry farms and bird markets



FREQUENTLY ASKED QUESTIONS

Q Is a pandemic imminent?

A No, there currently is no pandemic identified among humans. Many scientists believe it is a matter of time until the next flu pandemic occurs. However, the timing and severity of the next pandemic cannot be predicted.

Q Why won't the annual flu vaccine protect people against pandemic flu?

A Flu vaccines are designed to protect against a specific virus, so a pandemic vaccine cannot be produced until a new pandemic flu virus emerges and is identified. Even after a pandemic flu virus has been identified, it could take at least 6 months to develop, test and produce vaccine.

Q What groups of people are most likely to be affected during a flu pandemic?

A Susceptibility to the pandemic flu virus will be universal. Few people, if any, would have immunity to the virus. High risk groups for severe and fatal infection are likely to include infants, the elderly, pregnant women, persons with chronic medical conditions as well as young, healthy individuals with active immune systems.

Q What other strategies will help protect Americans?

A In the event of a pandemic, certain public health measures may be implemented to help contain or limit the spread of infection as effectively as possible. The following actions could include:

- Treating sick and exposed people with antivirals
- Isolating sick people in hospitals, homes or other facilities
- Identify and quarantine exposed people
- Closing schools and workplaces as needed
- Canceling public events
- Restricting travel

In addition, people should protect themselves by:

- Getting seasonal flu shots may provide some immunity and protect you from a secondary virus if a pandemic is present
- Staying away from people who are sick

Q If there was a flu pandemic, what can I do?

A You can reduce, but not eliminate, the risk of catching or spreading flu during a pandemic by:

- Covering your nose and mouth when coughing and sneezing (use a tissue when possible)
- Disposing of dirty tissues promptly and carefully
- Avoiding non-essential travel and large crowds when possible
- Maintaining good basic hygiene (see “**Home Section**”)
- Cleaning hard surfaces **frequently**
- Being a good example to others

If you catch the flu:

- Stay at home and rest
- Take medications prescribed by your physician such as aspirin and ibuprofen to relieve symptoms (following the instructions with each medication)
Please note: children under 16 must not be given aspirin or ready made flu remedies containing aspirin
- Drink plenty of fluids
- Contact your doctor if your condition worsens (Fact Sheets regarding symptoms and signs to watch for will be published when a pandemic flu starts)

Q What are state and local governments doing to prepare a pandemic outbreak?

A Funding from CDC's Public Health Preparedness Cooperative Agreements has allowed state and local health agencies to enhance the capacity of their public health systems to respond to public health threats, including pandemic flu.

All states have emergency plans for responding to a flu pandemic. States are in various phases of updating regulations and legislation.

Oakland County Health Division has been testing its mass vaccination program in an effort to meet recommended CDC guidelines, and has been able to maintain 1,000 vaccinations per hour using required staff. This included multiple sites and various clinic formats such as walk-in and drive-thru.

- OCHD has also developed Medical Reserve Teams (MRT) and Emergency Response Teams (ERT) to help augment professional and ancillary staff in case of a public health emergency.
- Personal responsibility is also being stressed by the Oakland County Health Division. Many illnesses can still be prevented by practicing good personal hygiene.
- OCHD is constantly reviewing WHO, CDC and State guidelines for planning purposes.
- Should anti-viral medications become available, OCHD will include the purchase of these important treatment products for defined at-risk populations.

BEFORE YOU SNEEZE OR COUGH... REMEMBER

1. Use Tissue
2. Cover Your Nose & Mouth
3. Put Tissue in Trash
4. Wash Your Hands



Booth



COUNTY MICHIGAN

HEALTH DIVISION

DEPARTMENT OF HEALTH & HUMAN SERVICES

www.co.oakland.mi.us/health

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State and Federal eligibility requirements apply for certain programs.

RESOURCES

Our first defense against a new flu is the ability to see it coming.

Three international agencies are coordinating the global tracking effort.

The World Health Organization • The World Organization for Animal Health • The Food & Agriculture Organization

PRECAUTIONARY MEASURES

what you can do:

RIGHT NOW

Don't panic. There's no pandemic yet.
Keep Eating: You cannot get the flu from ingesting cooked chicken or duck.
Get your vaccine: Annual flu vaccines are not effective against bird flu, but they do protect against circulating bugs that can make you sick right now.
Don't hoard drugs: Health experts say no stockpiling Tamiflu. If a pandemic hits, patients are going to need all available medication.

IF YOU TRAVEL

Don't ditch your passport, but take precautions in affected areas.
Avoid hot spots: Stay away from bird markets and poultry farms.
Stay clean: Wash your hands frequently with soap and water or alcohol-based gels. Don't eat undercooked eggs or poultry.
Back home: Call your doctor if you develop fever or respiratory symptoms within 10 days of your trip.

IF IT SPREADS

The flu can strike young and old and hit anywhere from small towns to big cities.
Stay clear: Avoid close contact with people who have symptoms. Consider using a protective mask.
Watch yourself: If you've been around someone who has a suspected or proven case, take your temperature and look for symptoms.
Get help: If you've been exposed, call your doctor to discuss treatment.



Children are the MAIN SOURCE for spreading the flu in the home and community; and are more likely to be affected by a pandemic.

- Teach your children to wash hands frequently
- Teach your children to cover coughs and sneezes with tissue
- Teach your children to stay away from others as much as possible when they are sick

WASH HANDS FREQUENTLY with soap and water. ESPECIALLY ...

Before, during and after you prepare food

Before you eat and after you use the bathroom

After handling animals or animal waste

When your hands are dirty

More frequently when someone in your home is sick

GET INFORMED:

The best preparation is knowing the facts. If a pandemic occurs, having accurate and reliable information will be critical.

Centers for Disease Control & Prevention (CDC)

www.cdc.gov

Includes:

Checklist for Preparing for Pandemic Flu

Pandemic Influenza Update

Travel to SE Asia Information

US Department of Health & Human Services (HHS)

www.hhs.gov

www.pandemicflu.gov

Includes:

Pandemic Influenza Planning:

A Guide for Individuals and Families

World Health Organization

(WHO)

[http://www.who.int/csr/disease/](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.htm)

[avian_influenza/avian_faqs/en/index.htm](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.htm)

Includes:

Avian Influenza Frequently Asked Questions

Avian Influenza Fact Sheet

Oakland County Health Division

(OCHD)

www.oakgov.com/health

Federal Emergency Management Agency

(FEMA)

www.fema.gov

Includes:

Emergency Management Guide for Business

and Industry

Faith-Based & Community Organizations

www.pandemicflu.gov

Includes:

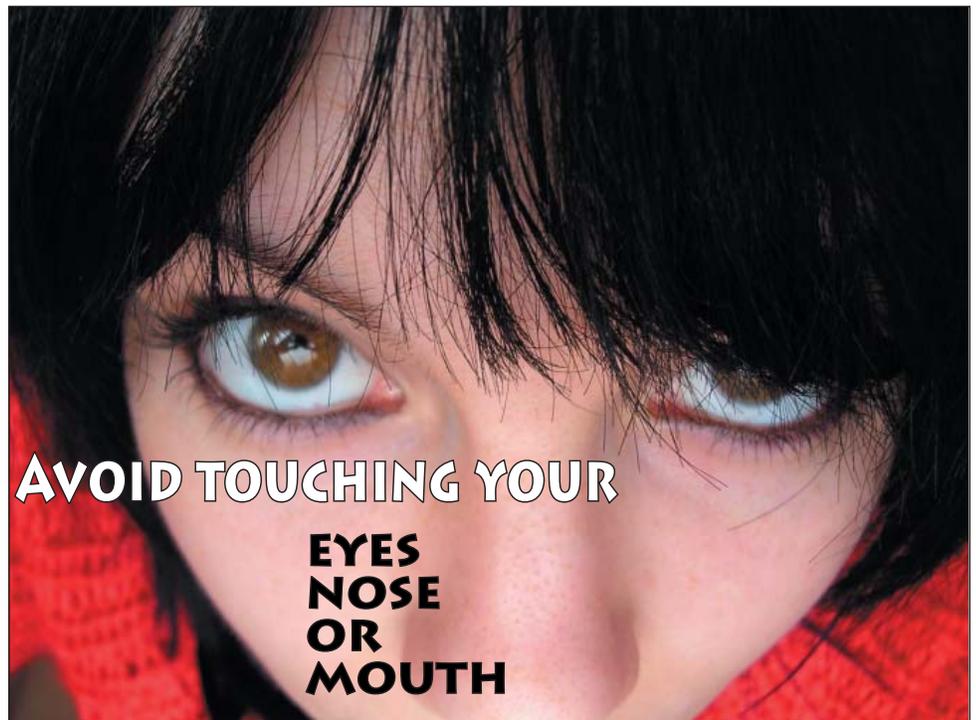
Pandemic Influenza Preparedness Checklist

Pandemic Influenza Planning:

A Guide for Individuals and Families

“Pandemics are global in nature, but their impact is local. When the next pandemic strikes, as it surely will, it is likely to touch the lives of every individual, family and community. Our task is to make sure that when this happens, we will be a nation prepared.”

*Mike Leavitt, Secretary
US Department of
Health & Human Services*



RESOURCES

WASH YOUR HANDS

Wash Your Hands Often

- **Wet hands, apply soap and scrub for at least 20 seconds.**
- **Thoroughly rinse under warm, running water.**
- **Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.**

OAKLAND COUNTY HEALTH DIVISION

Pontiac | County Service Center
1200 NORTH TELEGRAPH ROAD
PONTIAC MICHIGAN 48341
Toll Free 888-350-0900 ext 81280

Southfield
27725 GREENFIELD ROAD
SOUTHFIELD MICHIGAN 48076
Toll Free 800-758-9925

Walled Lake
1010 E WEST MAPLE ROAD
WALLED LAKE MICHIGAN 48390
248-926-3300



L. Brooks Patterson, County Executive
Thomas J. Gordon, PhD, Director of Health & Human Services
George J. Miller, Manager/Health Officer

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DJ/Data/Condit/Avian Flu 3-2006

♦ ♦ ♦ **Public Health**



TO STAY HEALTHY THROUGH THE FLU SEASON AND ALL YEAR

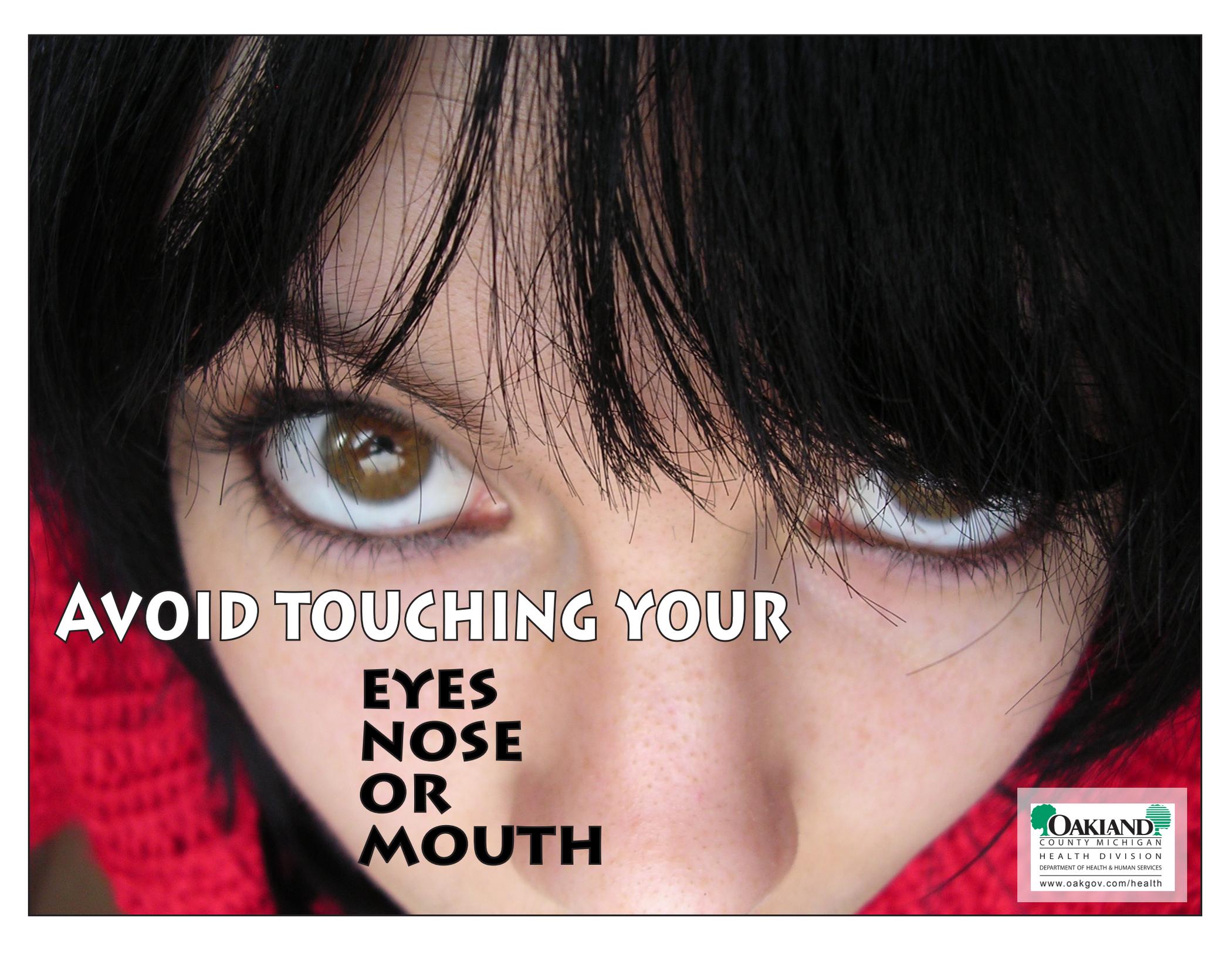
- get enough sleep
- wash your hands frequently with soap and water
- eat healthy food
- cover your nose and mouth with a tissue when you cough or sneeze
- drink plenty of water
- stay physically active
- manage stress
- avoid sharing cups & glasses



Children are the MAIN SOURCE for spreading the flu in the home and community; and are more likely to be affected by a pandemic.

- ❑ Teach your children to wash hands frequently
- ❑ Teach your children to cover coughs and sneezes with tissue
- ❑ Teach your children to stay away from others as much as possible when they are sick

**STAY HOME
WHEN YOU ARE SICK**

A close-up photograph of a person's face, focusing on their eyes and nose. The person has dark hair and is wearing a red garment. The text is overlaid on the lower left side of the image.

**AVOID TOUCHING YOUR
EYES
NOSE
OR
MOUTH**



“Plans are nothing.
PLANNING
is everything.”

Dwight D. Eisenhower

www.oakgov.com/health

Develop procedures for communicating quickly with staff, students and families.



Provide tissue and hand sanitizer if possible.

Healthy habits help keep your family well.

SCHOOL

CLEAN & SANITIZE HARD SURFACES



Such As
kitchen worktops
telephones
stair railings
and door handles



www.oakgov.com/health

Sample Parent Letter #1 Prevention Letter

Oakland County Schools Students and Parents:

Oakland County Health Division is working diligently to advance public health preparedness. Toward this effort the Health Division has focused on pandemic flu. We have tapped into several resources to develop a checklist for schools to use to move forward with preparedness plans. This list is included in our booklet "Are you Prepared for a Pandemic or Other Public Health Emergency?" and can be viewed on the Health Division website at www.oakgov.com/health.

Personal hygiene is still the best method to prevent illness. Following are tips to keep in mind:

- Wash your hands often with soap and water.
- Cover your nose and mouth when coughing and sneezing, try to use a tissue.
- Dispose of dirty tissues promptly and carefully.
- Avoid sharing cups and glasses.
- Be a good example to others.
- Stay home when sick to further prevent the spread of illness.

The U.S. and the world are due for a flu pandemic. When and what type is unknown. Being prepared is one of the best prevention techniques to protect your family. It is essential to prepare at home, in your community, at work and in your school.

OAKLAND COUNTY HEALTH DIVISION
Department of Health & Human Services



George J. Miller, M.A.
Manager/Health Officer

Sample Parent Letter #2 First Bird Flu Case

Although the confirmation of a bird infected with avian/bird flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

Oakland County Schools Students and Parents:

There have been confirmed cases of avian/bird flu in poultry in the United States. It is important to know that, at this time, there are no known human cases.

Oakland County Health Division is working diligently with state health officials to monitor and track the progression of the disease. There remains concern the disease could mutate to include person-to-person transmission. If this were to happen it could cause a worldwide flu outbreak, called a pandemic.

Now is the time to begin preparing for a public health emergency. Please go to www.oakgov.com/health for more information about how to prepare your home. Follow directions as given by local, state and national health officials.

Report dead birds as directed by state health officials. Go to reliable sources for information and instructions on bird flu. Oakland County Health Division's website has links to reliable sources of information and can be found at www.oakgov.com/health. The U.S. Department of Health & Human Services also offers reliable information on their website at www.pandemicflu.gov.

Personal hygiene is still the best method to prevent illness. Following are tips to keep in mind:

- Wash your hands often with soap and water.
- Cover your nose and mouth when coughing and sneezing, try to use a tissue.
- Dispose of dirty tissues promptly and carefully.
- Avoid sharing cups and glasses.
- Be a good example to others.
- Stay home when sick to further prevent the spread of illness.

OAKLAND COUNTY HEALTH DIVISION
Department of Health & Human Services

A handwritten signature in black ink, appearing to read "George J. Miller". The signature is fluid and cursive, with the first name "George" being the most prominent.

George J. Miller, M.A.
Manager/Health Officer

Sample Parent Letter #3 Pandemic Flu Outbreak

As the disease progresses, continue to send reliable information from Oakland County Health Division to parents.

- Keep them updated on the health status of students and staff.
- Strongly encourage them to keep their children home if they suspect they are ill.
- Monitor student and staff illness.
- Contact Oakland County Health Division with any questions or needed information.
- Give parents and staff Oakland County Health Division's website as a reliable source of information.

Newsletter Idea



School Newsletter

September 2006

Items to have on hand for an extended stay at home:

Examples of food and non-perishables

- Bottled water (recommended 1 gallon per person/per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets



Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including battery-operated radio, flashlight and batteries
- Sanitation supplies such as toilet paper, disposable diapers, and soap



Back To School News

September 4 – No School

September 22 – Half Day

To find the entire school year calendar, go to our website at www.schoolweb.edu.

Plan for an extended stay at home during a flu pandemic

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Home Care for Pandemic Flu

What is Pandemic Flu?

A pandemic is an epidemic occurring worldwide or over a very wide area, crossing international boundaries, and usually affecting large numbers of people.

To Stay Healthy Through the Flu Season and All Year

- Get enough sleep.
- Wash your hands frequently with soap and water.
- Eat healthy food.
- Cover your nose and mouth with tissue when you cough or sneeze.
- Drink plenty of water.
- Stay physically active.
- Manage stress.
- Avoid sharing cups & glasses.

Wash Your Hands Often

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towel. Use paper towel to turn faucet handles and open restroom doors.

What to do when someone in your household is sick.

The flu virus is spread through droplets that exit the mouth and nose of an infected person and come in contact with another person. It is important to stress handwashing and sanitation when caring for a sick household member. Follow the tips below to keep other people in the house healthy:

- Have the sick family member stay in one room. Ask them to use only one bathroom and clean and sanitize after each use.
- Choose one healthy family member to care for the ill family member. This will limit the exposure to other family members. Wear a mask and gloves if available, when caring for the ill family member.
- Wear disposable gloves when in contact with or cleaning up body fluids or when disposing of trash.
- Be sure the selected family member practices good personal hygiene, such as washing hands thoroughly with soap and water.
- Keep ill family members' items separate. Clean and sanitize all items used by the ill family member.

Avoid touching your eyes, nose or mouth

Common Influenza Symptoms

Keep a care log. Write down the date, time, temperature, symptoms, medications given and dosage. Make a new entry at least every 4 hours or when the symptoms change.

According to American Red Cross, call your healthcare professional again if your loved one has:

- A high fever
 - Children & Adults: greater than 105°F
 - Babies 3 to 24-months old: 103°F or higher
 - Babies up to 3 months: 100.4°F or higher
- Shaking chills.
- Coughing that produces thick mucus.
- Dehydration (feeling of dry mouth or excessive thirst).
- Worsening of an existing serious medical condition (for example: heart or lung disease, diabetes, HIV, cancer).

Symptoms could change depending on the procession and mutation of the disease.

Prevent Dehydration

Dehydration occurs when the body loses too much water and it's not replaced fast enough. It can be serious. Begin increasing fluids at first signs of the flu and follow these steps:

- In addition to plenty of liquids, give ice and light, easily digested foods, such as soups and broth.
- If someone has diarrhea or is vomiting, give fluids that contain electrolytes, such as sports drinks.
- If drinking liquids makes nausea worse, give one sip at a time until your loved one can drink again.

Reduce Fever

- Give plenty of fluids.
- Give fever-reducing medication, such as acetaminophen or ibuprofen, as directed on the container's label. **Do not give aspirin to anyone younger than 16.**
- Keep a record of the sick household member in a log.
- To relieve discomfort, give a sponge bath with lukewarm water.

Items to have on hand for an extended stay at home:

Examples of food and non-perishables

- Bottled water (recommended 1 gallon per person/pet per day)
- Ready-to-eat canned meats, fruits, vegetables and soups
- Dry cereal or granola
- Peanut butter or nuts
- Crackers
- Food items for babies, elderly and pets

Examples of medical, health and emergency supplies

- Personal medications (one month supply)
- Non-prescription drugs and other health supplies such as pain relievers and cough/cold medicines
- First aid kit
- Non-mercury thermometer
- Protective masks and latex gloves
- Emergency tools including batter-operated radio, flashlight and extra batteries

Family Emergency Health Information Sheet

It is important to think about health issues that could arise if a flu pandemic occurs. Create a family emergency health plan using this information:

Family Member(s) Information

Family member
Blood type
Allergies
Past/current medical conditions
Current medications/dosages

Emergency Contacts

Local emergency contact
Out-of-town emergency contact
Local hospital
Family physician(s)
Pharmacy
Employer emergency contact
School emergency contact
Religious/spiritual organization
Veterinarian

Listen to local media messages and research reliable information from www.oakgov.com/health or www.pandemicflu.gov.

Sample Press Release

Oakland County Health Division will use this type of press release to announce schools should remain open.

NEW RELEASE FROM: Oakland County Health Division
1200 N. Telegraph Rd.
Pontiac, MI 48341

CONTACT PERSON: George Miller, Manager/Health Officer
Oakland County Health Division
(248) 858-1410

FOR IMMEDIATE RELEASE

DATE

Schools Are Open but Parents Should Prepare

Oakland County Schools remain open despite the pandemic flu outbreak in the county. Parents are asked to prepare for possible closures if the virus continues to spread.

School and county health officials are working together to monitor the situation. Parents will be updated with any important information.

“At this time, we believe it is safe for students to attend class. It is important to monitor your child’s health and report any illness to your healthcare provider” stated George Miller, Manager/Health Officer, Oakland County Health Division.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and seasonal flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set example by doing this yourself.

- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are better.

Oakland County Health Division officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents should call the school district's hotline at [insert number if available] or the Oakland County Health Division Hotline at 1-248-858-xxxx.

For more information on pandemic flu, visit Oakland County Health Division website at www.oakgov.com/health.

Sample Talking Points

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of Oakland County Health Division, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic flu continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools is to decrease contact among children in order to reduce their risk of getting sick and to limit the spread of infection.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home schooling.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and seasonal flu by taking the following precautions:
 - ✓ Teach your children to wash hands frequently with soap and warm, running water for 20 seconds. Be sure to set a good example by doing this yourself.
 - ✓ Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
 - ✓ Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are better.
- Recommendations may change during the course of a pandemic flu outbreak. Oakland County Health Division will make public announcements through the media.

- For more information on pandemic flu and prevention, visit Oakland County Health Division's website at www.oakgov.com/health or call the Oakland County Health Division hotline at 248-858-xxxx.

WASH YOUR HANDS PLEASE

Wet hands

Use soap

Scrub

Rinse

Dry



Sniffle • Snort • Cough • Sneeze
Always Use a Tissue Please

Washing Your Hands Is Nothing To Sneeze At



The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and Federal eligibility requirements apply for certain programs.



Wet hands

Use soap

Scrub

Rinse

Dry

**WASH
YOUR
HANDS**



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Wet hands

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Scrub

Rinse

Dry

**WASH
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HEY KIDS . . . Wash your Hands

- Wet hands**
- Use soap**
- Scrub**
- Rinse**
- Dry**





**Sniffle, Snort, Cough or Sneeze
Always Use a Tissue Please.**

 **Oakgov.com/health**

 **OAKLAND**
COUNTY MICHIGAN
HEALTH DIVISION
DEPARTMENT OF HEALTH & HUMAN SERVICES

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COVER YOUR COUGH



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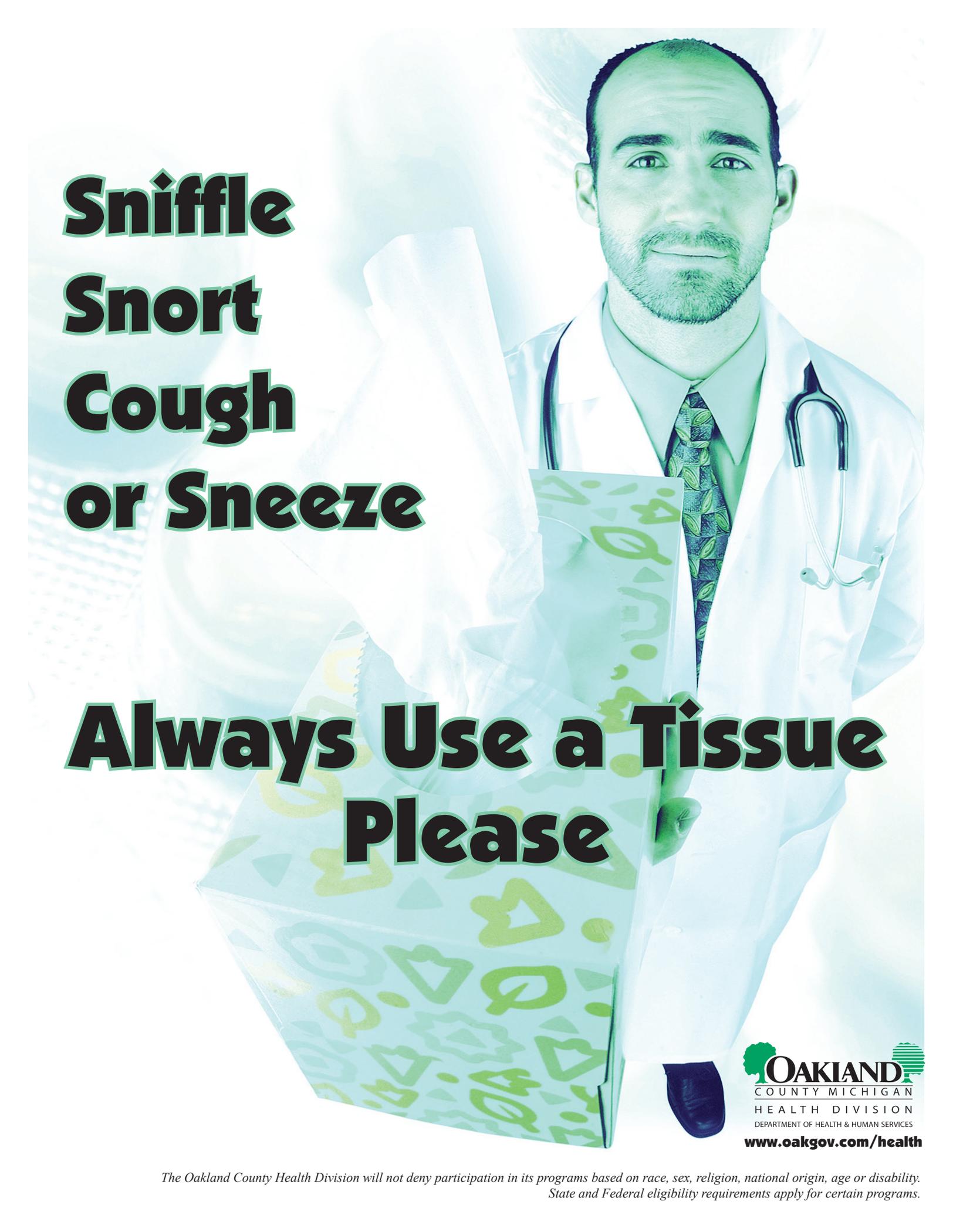
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A male doctor with a beard, wearing a white lab coat, a patterned tie, and a stethoscope, is holding a large box of tissues. The box is white with a pattern of green and yellow geometric shapes. The background is a soft, out-of-focus image of a person's face.

**Sniffle
Snort
Cough
or Sneeze**

**Always Use a Tissue
Please**

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Pandemic Flu

Oakland County Health Division



www.oakgov.com/health

Seasonal Flu

Seasonal Flu (or common flu) is a respiratory illness that can be transmitted person to person. A vaccine is available for the seasonal flu, and most people have developed immunity.

Annual average number of influenza-related deaths:

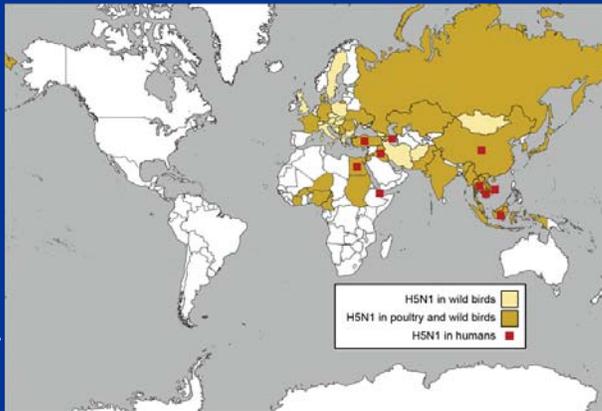
- 36,000 (> 90% >65yrs)

Annual average number of influenza-related hospitalizations:

- 200,000 (~50% >65yrs)

Avian Flu

- **Avian Flu** is a contagious, viral disease of animals.
- Normally infects birds
- Transmission from birds to humans does not occur easily



MAP Source: WHO

Pandemic Flu

Pandemic Flu is a virulent flu that causes a global outbreak of serious illness. Because there is little or no natural immunity, the disease can be transmitted from person to person. **Currently, there is no pandemic.**

Three conditions must be met for a pandemic to start:

- **Emergence of a new influenza subtype** YES
- **The strain infects humans causing serious illness** YES
- **Spreads easily between humans** NO

Source: MDCH

Pandemic Flu

Four Public Health Steps to Control

Emergencies like a flu pandemic will trigger the four traditional public health lines of defense:

- Surveillance
- Vaccines
- Containment Measures
- Medical Treatment



Pandemic Flu

Are You Prepared for a Public Health Emergency?

- At home
- At school
- In the community
- At work



Pandemic Flu

What is a Pandemic?

During the 20th Century
There were three pandemics:

1918 - 500,000 deaths (U.S.)
50 million deaths (worldwide)

1957 - 70,000 deaths (U.S.)
2 million deaths (worldwide)

1968 - 34,000 deaths (U.S.)
700,000 deaths (worldwide)



Current WHO phase of pandemic alert

Prior to year 1997	Inter-pandemic phase	Low risk of human cases	1
	New virus in animals, no human cases	Higher risk of human cases	2
2003 - Current Stage	→ Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
		Evidence of increased human-to-human transmission	4
		Evidence of significant human-to-human transmission	5
		Efficient and sustained human-to-human transmission	6
	Pandemic		

Pandemic Flu

Germs are EVERYWHERE!

Germs are microscopic organisms that can cause illness and disease in humans.

Pandemic Flu

Protection from GERMS

Wash hands frequently with soap and water, especially...

- Before, during and after you prepare food.
- Before you eat and after you use the bathroom.
- After handling animals or animal waste.
- When your hands are dirty.
- More frequently when someone in your home is sick.

Pandemic Flu

Proper handwashing is the single most effective way to protect yourself from germs.



Pandemic Flu

Before you sneeze or cough.
REMEMBER

1. Use Tissue
2. Cover Your Nose & Mouth
3. Put Tissue in Trash
4. Wash Your Hands



Pandemic Flu

Precautionary Measures

What you can do:

- Right Now
- If You Travel
- If It Spreads



Pandemic Flu Home

Think about it...

What would you do if you were at work and the news announces everyone is to go home and not leave until told otherwise. Would your children know where to go if sent home in the middle of the day? Would you have enough food and supplies on hand?

This could happen. The cause: A PANDEMIC FLU...

Pandemic Flu

HOME

If Disaster Strikes

You and your family come first. You can prepare for a pandemic now. This checklist will help you gather the information and resources you may need. Plan for a three-day supply, at a minimum.

Items to have on hand for an extended stay at home:

- Examples of food and non-perishables**
- 1) Bottled water (recommended 1 gallon per person/per day)
 - 2) Ready-to-eat canned meats, fruits, vegetables and soups
 - 3) Dry cereal or grains
 - 4) Peanut butter or jams
 - 5) Canned soups
 - 6) Food items for babies, elderly and pets
- Examples of medical, health and emergency supplies**
- 1) Personal medications (one month supply)
 - 2) Non-prescription drugs and other health supplies such as pain relievers and over-the-counter medicines
 - 3) First aid kit
 - 4) Non-mercury thermometer
 - 5) Protective masks and latex gloves
 - 6) Emergency tools including battery-operated radio, flashlight and work clothes
 - 7) Sanitation supplies such as toilet paper, disposable diapers, garbage bags and soap



CLEAN & SANITIZE HARD SURFACES
(e.g. kitchen worktops, telephones, stair railings and door handles)

FAMILY EMERGENCY HEALTH INFORMATION SHEET

It is important to think about health issues that could arise if a pandemic occurs. Create a family emergency health plan using this information.

Family Members Information:
 Family member: _____
 Blood type: _____
 Allergies: _____
 Past/Current medical conditions: _____
 Current medications/dosages: _____

Emergency Contacts:
 Local emergency contact: _____
 Out-of-town emergency contact: _____
 Local hospital: _____
 Family physician(s): _____
 Pharmacy: _____
 Employer emergency contact: _____
 School emergency contact: _____
 Religious/spiritual organization: _____
 Veterinarian: _____

TO STAY HEALTHY THROUGH THE FLU SEASON AND ALL YEAR



- get enough sleep
- wash your hands frequently with soap and water
- eat healthy food
- cover your nose and mouth with a tissue when you cough or sneeze
- drink plenty of water
- stay physically active
- manage stress
- avoid sharing cups & glasses

STAY HOME WHEN YOU ARE SICK

Pandemic Flu Home

Keep yourself and your family safe – PREPARE!

Stock-up on food and supplies.

Have cleaning supplies available.

Create a Family Emergency Health Information Sheet.

Follow precautionary steps for staying healthy.

STAY HOME WHEN YOU ARE SICK.

Pandemic Flu Home

TO STAY HEALTHY THROUGH THE FLU SEASON AND ALL YEAR LONG

- Get enough sleep.
- Wash your hands frequently with soap and water.
- Eat healthy.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Drink plenty of water.
- Stay physically active.
- Manage stress.
- Avoid sharing cups & glasses.

Pandemic Flu School

Think about it...

It's Monday morning at your school. 40% percent of the students and 25% of staff are absent. Do you know who you would contact? Who would call the health department? Who will fill in for the staff that is absent?



This could happen. The cause: A PANDEMIC FLU...

Pandemic Flu

Develop procedures for communicating quickly with staff, students and families.

PLANNING TOOL FOR SCHOOLS

- ✓ Review district emergency response and communicable disease policies and procedures
- ✓ Determine if any additional policies/procedures need to be in place, such as staff leave for personal illness or to care for sick family members during a pandemic
- ✓ Utilize existing communication plans for possible school closures
- ✓ Educate staff regarding pandemic flu
- ✓ Educate families about pandemic flu plan
- ✓ Educate students about personal hygiene
- ✓ Consider placing hand sanitizer in every classroom
- ✓ Re-evaluate a sick student policy to include pandemic flu

Provide tissue and hand sanitizer if possible.

Healthy habits help keep your family well.

SCHOOL

Pandemic Flu School

Education and Developing Plans - BE Prepared

Educate staff, families and students about pandemic flu plans.

Evaluate policies and procedures on sick leave.

Determine how to continue class if schools were closed.



Pandemic Flu Community

Think about it...

Oakland County Health Division has declared a Public Health Emergency. Half of your staff is absent due to illness. Do you know who to contact? What steps could you take to help in this situation? How will your organization run with half the staff absent?

This could happen. The cause: A PANDEMIC FLU...

Pandemic Flu

COMMUNITY

Faith-Based & Community Organizations Pandemic Flu Preparedness Checklist

The collaboration of faith-based and community organizations with public health agencies will be essential in protecting the public's health and safety if and when a pandemic occurs. Using pandemic flu as an example, the following guidelines for religious organizations (churches, synagogues, mosques, temples, etc.), social service agencies and community organizations will assist in developing and improving response and preparedness plans. Many of the points suggested can help to improve your organization's ability to protect your community during emergencies.

AVOID CLOSE CONTACT



Avoid large crowds and non-essential travel.

Plan for the impact of a pandemic on your organization and its mission

- Assign key staff with the authority to develop, maintain and act during a flu pandemic
- Determine the potential impact of a flu pandemic on your organization's usual activities and services
- Identify and train essential staff needed to carry on your organization's work during a flu pandemic

Communicate with and educate your staff, members and persons in the communities that you serve

- Distribute materials with basic information about pandemic flu
- When appropriate, include basic information about pandemic flu in public meetings

Plan for the impact of a pandemic on your staff, members and the communities that you serve

- Plan for staff absences during a flu pandemic
- Work with the Oakland County Health Division authorities
- Identify persons with special needs and include their needs in your response and preparedness plan

Set up policies to follow during a pandemic

- Establish policies for staff leave for personal illness or care of sick family members during a pandemic
- Set up policies for flexible work hours and working from home
- Set procedures for activating your organization's response plan when a flu pandemic is declared

Allocate resources to protect your staff, members and persons in the communities that you serve

- Provide supplies needed to promote good personal hygiene use ("Home Section")
- Prioritize services that are most needed during the emergency
- Work together with other community organizations in your local area to help you prepare for pandemic flu
- Coordinate with the Oakland County Health Division, emergency responders and health care facilities to improve emergency preparedness and response

Pandemic Flu Community

Begin planning NOW for a Public Health Emergency

1. Plan for the impact.
2. Communicate and educate your staff and community members.
3. Set up policies.
4. Allocate resources.



Pandemic Flu Community

Community organizations can have an important role in protecting the community during an emergency.

- Assess ways people interact in your organization.
- Set guidelines for safe and healthy interaction.

Pandemic Flu Businesses

Think about it...

What would you do if your staff was told they were no longer allowed to travel? What if 40% of your staff was unable to attend work due to illness or caring for ill family members? Do you have a plan so your business can continue to run?

This could happen. The cause: A PANDEMIC FLU...

Pandemic Flu

WORK

In the event of a pandemic, businesses will play a key role in protecting employee's health and safety, as well as limiting the negative impact to the economy and society. Using pandemic flu as an example, this checklist provides guidance for businesses to develop and improve response and preparedness plans.

BUSINESS CHECKLIST

- 1. PLANNING FOR THE IMPACT OF A PANDEMIC IS CRITICAL TO YOUR BUSINESS**
 - Identify a lead staff person for preparedness and response planning
 - Identify essential employees and other critical partners
 - Develop and plan scenarios likely to result in an increase or decrease in demand for your products and/or services
 - Determine potential impact of a flu pandemic on business-related domestic and international travel
 - Find reliable pandemic flu information from the Oakland County Health Division, emergency management and other sources
 - Establish an emergency communications plan and revise regularly
- 2. PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS**
 - Forecast employee absences during a flu pandemic due to factors such as personal illness, family member illness, etc.
 - Implement guidelines to modify the frequency and type of face-to-face contact among employees, as well as between employees and customers
 - Encourage annual flu vaccination for employees
 - Identify employees and key customers with special needs
- 3. ESTABLISH POLICIES TO BE IMPLEMENTED DURING A PANDEMIC**
 - Establish policies for employee compensation and sick leave absences
 - Establish policies for flexible worksite work hours and locations
 - Establish policies for preventing the spread of the flu virus at the worksite by promoting good personal hygiene and prompt exclusion of people with flu symptoms. *Provide (time and hand sanitizer, if possible).*
 - Establish policies for employees who have been exposed to pandemic flu, are suspected of being ill or become ill at the worksite
 - Establish policies for restricting travel to affected geographic areas, evacuating employees working in or near an affected area when an outbreak begins and guidance for employees returning from affected areas (refer to Centers for Disease Control and Prevention (CDC) travel recommendations at www.cdc.gov)
- 4. ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS**
 - Be sure your employees are prepared and have taken the necessary precautions listed under the "Home Section" in this brochure
 - Develop and disseminate materials covering pandemic fundamentals
 - Post and/or disseminate information to employees about your pandemic flu preparedness and response plan
 - Develop hotline and dedicated website for communicating pandemic status and actions to employees, vendors, suppliers and customers inside and outside the worksite in a consistent and timely way
- 5. COORDINATE WITH EXTERNAL ORGANIZATIONS TO HELP YOUR COMMUNITY**
 - Collaborate with insurers, health plans and major local health care facilities to share your pandemic flu plans and understand their capabilities and plans
 - Collaborate with the Oakland County Health Division, share your pandemic plans and understand their capabilities and plans
 - Share best practices with other businesses in your communities

Pandemic Flu Businesses



People want to know that they are safe and their families are protected. Productivity will be higher in the event of an emergency if employees know their families are safe.

Pandemic Flu Businesses

Begin planning NOW for a public health emergency.

1. Plan for the impact on your business.
2. Plan for the impact on your employees and customers.
3. Establish policies.
4. Allocate resources.
5. Coordinate with external organizations.

Pandemic Flu

Questions?

Pandemic Flu

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Additional Resources

Oakland County Health Division
www.oakgov.com/health

Oakland County Health Division Epidemiology Unit
248-858-1286

Center for Disease Control & Prevention
www.cdc.gov

US Department of Health and Human Services (HHS)
www.hhs.gov
www.pandemicflu.gov

World Health Organization (WHO)
www.who.int

Federal Emergency Management Agency (FEMA)
www.fema.gov

Oakland Schools
www.oakland.k12.mi.us