

KOREA INTERNATIONAL SCHOOL
INFLUENZA A (H1N1) POLICY GUIDE

July 2009

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BACKGROUND

Influenza A (H1N1) virus has rapidly been spreading throughout this country since the beginning of the outbreak in April and affecting an increasing number of people in this country and the World. Especially, the H1N1 virus has been shown to affect school-aged children disproportionately, and children are known to be highly likely to transmit flu viruses, especially in school and other group settings. Furthermore, it is predicted that the Influenza A (H1N1) virus may continue into the fall until the vaccination program is initiated in November. Therefore, this policy guide is developed to respond promptly in the event of the occurrence of an influenza A (H1N1) virus outbreak as well as prevent the spread of the virus within the school and sustain educational functions. This plan is based on mainly two guidances; the most recent *interim CDC guidance for school (K-12) and child care program* and *MIHWAF and KCDC guidance on school measures for the influenza outbreak preparedness*.

The Administrators will:

- Immediately report the situation to the local public health center, in the event a student, faculty or staff member is suspected to have influenza A (H1N1) in school according to the MIHWAF and KCDC guidance.
- Direct the students, faculty or staff to move from the room that might be possibly contaminated by the influenza virus to another designated area.
- Be required to provide education and information regarding individual hygiene to students, faculty and staff.
- Make decisions about school closures to stop the spread of the influenza virus once a case of influenza A (H1N1) has been reported in the school in consult with the public health authorities.
- Promote all aspects of a response plan that minimize the spread of the virus such as healthful hygienic practices, student spacing recommendations, thorough cleaning of the school environment (daily) and school schedule/activity alterations.
- In the event of a school closure, inform the students, faculty, and staff about and personal hygiene even during the school closures through regular mail, e-mail, website, or SMS.
- Be familiar with the valuable role they have in the execution of this Influenza Response Plan.

The **SCHOOL NURSE** will:

- Provide education about Influenza A (H1N1) symptoms, mode of transmission and prevention to students/parents, faculty, and staff.
- Monitor daily the numbers of students, faculty, and staff absent due to illness.
- Track the students in school that may be at risk for Influenza A (H1N1) virus by completing the *H1N1 Influenza Attendance Tracking Form* and report on a regular basis or as required.
- Assess ill students/employees that present to the nurse's office and exclude those who exhibit influenza-like symptoms from the school as quickly as possible to minimize possible exposures. The influenza-like symptoms include fever higher than 100 °F or 37.8°C with runny/stuffy nose, sore throat, cough, body aches, difficulty to breathe, fatigue, nausea, vomiting, or diarrhea.
- Isolate ill students/employees with influenza-like symptoms as much as possible until they exit the building. If they have the symptoms, they will wear a N95 mask until dismissed to their parent/guardian.
- Inform the parent and require that they pick up their child immediately.
- Report the ill students/employees with influenza-like symptoms to the school administration as soon as possible.
- Complete reports to the local public health center as appropriate under parent's permission if the ill students/employees are suspected to have influenza A.
- Release them to parent/guardian or a parent-approved emergency contact person only.
- Request them see a doctor or call the local public health center or 129/1339.
- Direct them to stay at home until the illness has resolved and their doctor or public health official releases them for return to school.
- Inform them they should see the school nurse immediately upon arrival to school and submit a doctor's note to the nurse's office.
- Determine if they are cleared to return to class or sent home when they come back to school.
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Nursing staff will wear protective gear such as N95-rated face and gloves while caring for individuals who present with possible influenza symptoms.
 3. Avoid sharing desktop surfaces, keyboard, and telephone hand-piece with others.
 4. Wiping all the possible surfaces that might be infected by influenza A virus such as desktop, telephone hand-pieces, and doorknobs with disinfectant solution daily during

times of high incidence of illness.

5. Disinfecting beds and other shared surfaces after each student or staff intervention.

6. Promote health hygiene habits in the nurse's office (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues). (Note: Public Health recommends that waterless hand wash must have 60% or higher alcohol content.)

7. Dispose of waste materials in safe and efficient manner.

- Purchase protective wear (masks and gloves) and disinfectant (bottles of Alcohol) to prevent the transmission of influenza A.
- Stop working if the nurse shows influenza-like symptoms which include fever higher than 100 °F or 37.8°C with runny/stuffy nose, sore throat, cough, body aches, difficulty to breathe, fatigue, nausea, vomiting, or diarrhea. The school nurse contacts the local public health center if she shows influenza-like symptoms. Follow the public health authorities' directions if she/he is confirmed/suspected to have influenza A.
- Continue to provide any important news and information about influenza A to students/parents, faculty, and staff.
- Display public health materials such as posters or pamphlets in school to promote personal hygiene and influenza prevention.
- Screen all students, faculty, and staff for visible signs of possible influenza illness upon arrival at school using the *Influenza A (H1N1) Screening Questionnaire* daily for the first week of school day. The next week, the questionnaire will be collected on a weekly basis. This questionnaire will record the type of symptoms exhibited by the ill individual and if a person has been in close contact with a person with possible, probable, or confirmed case of H1N1 Flu infection. The questionnaires collected will remain securely filed in the nurse's office and then be destroyed at the conclusion of the pandemic event.
- Conduct a second more detailed interview for the students, faculty, and staff who answered "yes" to any of the questions in the questionnaires collected.
- Monitor known cases of influenza A in the country and in the school, collaborating with public health officials when appropriate.
- Identify and inform close contacts of an ill individual if directed to do so by the public health officials. Share recommendations or information as provided by public health officials.
- Coordinate the administration of any influenza vaccinations or antiviral medications as directed and made available by the public health authorities.
- Consult with the local and national public health authorities in order to advise the

school administrators regarding possible need to close school or cancel school events such as sporting events and field trips.

- Be familiar with the valuable role the nurse have in the execution of this Influenza Response Plan.

TEACHERS will:

- Encourage hand washing, use of tissues to cover sneezes, and the use of hand sanitizer in the classroom.
- Reinforce and remind students not to touch eyes, nose or mouth without first washing their hands.
- Report any signs of illness in the classroom to the school nurse by referring student to the nurse's office for evaluation of illness.
- Report the numbers of students who are absent to the principal's office as early as possible every day.
- Assess themselves for symptoms of influenza each morning.
- Help students fill up the *Influenza A (H1N1) Screening Questionnaire* and submit all questionnaires collected to the principal's office prior to the first class every morning for seven days after the beginning of the school day.
- Also fill out the questionnaire with their students and submit it to the principal's office.
- Stay home and not attend school if they have influenza-like symptoms and inform the school director and school nurse.
- Promote frequent air exchanges in the classroom, by closing the door to the hallway, and opening window if available and as weather and outdoor temperatures warrant.
- Pre-arranging lesson plans for substitute's use in event of teacher absence due to personal or family illness.
- Be familiar with the valuable role you have in the execution of this Influenza Response Plan.

STUDENTS AND PARENTS/GUARDIANS

will:

- Promote and reinforce healthy hygiene habits (i.e. frequent hand washing after

restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).

- Assess all family members and especially all school-age children for influenza-like symptoms each morning.
- Keep their child at home if he/she is ill whether they have traveled recently out of Korea or not. The student should stay at home with influenza-like symptoms, which include fever higher than 100 °F or 37.8°C with runny/stuffy nose, sore throat, cough, body aches, difficulty to breathe, fatigue, nausea, vomiting, or diarrhea, from the first day of symptoms or until 24 hours after symptoms have resolved whichever is longer. If he/she is taking Tylenol, Advil, or any other medicine for a fever, do not send the child to school.
- See a doctor or the local public health officials or call 129/1339 if they have any influenza-like symptoms or questions regarding influenza A (H1N1).
- Inform the principal's office in the event of a student absence in the morning.
- Be prepared to pick their child up from school as soon as possible if notified by school nurse or school personnel.
- Be familiar with the valuable role the parent has in promoting healthy behaviors and following any recommendations regarding the execution of this Influenza Response Plan.
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Encouraging frequent hand washing using an antibacterial soap especially after using the restroom and before and after mealtimes. Students should remember to rub hands together after creating lather for 10-15 seconds for best results.
 2. Not sharing drinking glasses or eating utensils.
 3. Using and properly disposing of soiled tissues in garbage.
 4. Covering mouth with all coughs and sneezes.
 5. Encourage eating a well-balanced diet and getting plenty of rest during time of illness.
 6. Disinfecting commonly shared surfaces.
 7. Students--Contacting the school nurse if they are feeling ill while at school.
- Promote frequent air exchanges in the home by opening windows if available and as weather and outdoor temperatures warrant.
- Isolate ill family members as appropriate to minimize further spread of infection.
- Students--Not attend school or other school-related events for at least seven days by the direction of the public health officials if they are diagnosed with a possible, probable, or confirmed case of H1N1 Flu infection.

- Develop a contingency plan for in-house childcare in the event of a school closure of up to 7 days or an early dismissal from school.
- The student exhibiting influenza-like symptoms at school will be managed through the following procedures. The student will:
 1. Be referred to the school nurse for assessment.
 2. Be promptly isolated as much as possible until he/she exits the building and asked to wear a mask.
 3. The student' parent will be called to pick up their child immediately as necessary.
 4. Be reported to the local public health center as appropriate under parent's permission.
 5. Be dismissed from school by the parent/guardian or a parent-approved emergency contact person only.
 6. See a doctor or call the local public health center or 129/1339.
 7. Stay at home until the illness has resolved and the student's doctor or public health official releases him/her for return to school.
 8. See the school nurse immediately upon returning to school and submit a doctor's note to the nurse's office. The school nurse will determine whether they are cleared to return to class or sent home.
- Any student who is dismissed or absent due to illness including influenza A (H1N1) virus infection or influenza-like symptoms must bring a doctor's note to the nurse's office and see the school nurse upon returning to school. The student will be inspected by the school nurse to determine that influenza-like symptoms no longer exist.

SCHOOL BUILDING

- Prepare plenty of cleaning supplies, including bottles of disinfectant and wiping cloths for each classroom and restroom supplies including soap, paper towel, and toilet tissue.
- Disinfect daily (or more often if possible) common or shared surfaces, desktops, counters, railings and door knobs/handle. Standard cleaning solutions or products are adequate – no specialized solutions are indicated.
- Disinfect the room promptly as directed based on the guidance for quarantine management, in the event a student, faculty or staff is suspected to have influenza A (H1N1) in school.

※ The guidance for quarantine management states:

1. The room and furniture used by the person who gets in close contact with someone with H1N1 Flu infection should be cleaned by disinfecting solution such as chlorine bleach and they then should be used 24 hours later.
2. If the person is confirmed to have influenza A (H1N1) virus, the room and furniture should be disinfected with 70% ethanol and 10% bleach solution for 30 minutes and used 48 hours later.

- Where operationally possible, promote frequent air exchanges and increase ventilation in the building. During the day increase air exchanges in the facility. Following each school day thoroughly ventilate the building by either opening all doors and windows or turning up air conditioning or heating systems to promote air exchanges.

TRANSPORTATION

- Promote healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- Prevent personal exposure to germs and illness-causing pathogens by:
 1. Practicing Universal Precautions at all times.
 2. Performing bus-cleaning duties according to established protocol.
 3. Wearing protective gear when indicated.
 4. Disposing of waste materials on a regular basis.
 5. Wiping steering wheel, shift levers, student seats and railings with disinfecting solution daily during times of high incidence of illness.
- Report any signs of illness to school nurse by referring student or staff for evaluation of illness.
- Stop working if you are not feeling well and have influenza-like symptoms, which include fever higher than 100 °F or 37.8°C with runny/stuffy nose, sore throat, cough, body aches, difficulty to breathe, fatigue, nausea, vomiting, or diarrhea
- Be familiar with the valuable role you have in the execution of this Pandemic Influenza Response Plan.
- Prepare hand sanitizer and facial tissues for drivers themselves and student/staff use.
- Disinfect daily (or more often if possible) common or shared surfaces, such as bus seats,

railings, steering wheel and shift levers. Standard cleaning solutions or products are adequate – no specialized solutions are indicated. The guidance for quarantine management states:

1. The room and furniture used by the person who gets in close contact with someone with H1N1 Flu infection should be cleaned by disinfectant such as chlorine bleach and they then should be used 24 hours later.
 2. If the person is confirmed to have influenza A (H1N1) virus, the room and furniture should be disinfected with 70% ethanol and 10% bleach solution for 30 minutes and used 48 hours later.
- Dispose of waste materials in safe and efficient manner.
 - Promote frequent air exchanges and increase ventilation in the bus if possible.
 - Following each school day, thoroughly ventilate the bus by opening bus doors and windows.

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Appendix I.

Q & A on Influenza A (H1N1)

Q. What is the H1N1 Flu virus?

It is a newly emerging virus, which resulted from an antigenic shift of an existing influenza virus. It is responsible for the contagious respiratory illness that is spreading rapidly throughout the world.

Q. Is the H1N1 Flu contagious?

According to the World Health Organization (WHO) and the US Centers for Disease Control and Prevention (CDC), it is contagious and spreads from human to human through coughing or sneezing by people with the influenza.

Q. What are the symptoms of the H1N1 Flu?

It is very similar to those of seasonal flu, including fever, runny/stuffy nose, sore throat, and coughing. Some people have also experienced nausea, tiredness, diarrhea, vomiting, and a loss of appetite.

Q. How can the H1N1 Flu be treated?

According to the US Centers for Disease Control and Prevention (CDC), antiviral drugs such as oseltamivir (Brand name : Tamiflu) and zanamivir (Brand name : Relenza) are known to be effective in treating the H1N1 Flu.

Q. How long is the H1N1 Flu virus infectious?

It has been reported that the H1N1 Flu is infectious from 1 day before to 7 days following illness onset. In children, it may be contagious for longer periods.

Q. What should I do to prevent the H1N1 Flu?

- Cover your nose and mouth with a tissue when coughing or sneezing then discard the tissue paper and wash your hands thoroughly.
- Wash your hands frequently. Refrain from touching your eyes, nose, and mouth with your hands.
- Avoid contact with people exhibiting fever or respiratory symptoms.

Q. What is the KCDC doing to prevent the H1N1 Flu from spreading?

- Surveillance for the early detection of H1N1 Flu cases has been enhanced, through border control measures using thermal screening and Health Questionnaires for incoming passengers, to contain the entry of the disease into Korea.
- ‘Guideline for Influenza A (H1N1) Prevention & Control’ has been distributed to public health centers and healthcare facilities. We have also ensured the distribution of sufficient resources for patient care, such as antiviral medications and N95 masks.
- We have advertised essential precautionary measures against H1N1 Flu to the general public. Koreans traveling abroad are informed about the disease through international SMS messaging.

Appendix II.

INFLUENZA A (H1N1) SCREENING Questionnaire

In order to prevent the spread of the H1N1 Influenza in school, please answer all questions below. If you answer “yes” to any of these questions, the school nurse will ask additional information from you.							
Name		Grade		Date		Time	
1. Currently do you have flu-like symptoms? <i>If yes, please circle them.</i> (fever, headache, cough, sore throat, runny nose/stuffy nose, body aches, difficulty to breathe, tiredness, nausea, vomiting, diarrhea, others)				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Over the past 7 days, did you:				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
1. Have a fever regardless of traveling in or out of Korea?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
2. Get in close contact with one person diagnosed with possible, probable, or confirmed case of H1N1 Flu infection?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
3. Have flu-like symptoms? <i>If yes, please circle them.</i> (fever, headache, cough, sore throat, runny nose/stuffy nose, body aches, fatigue, difficulty to breathe, tiredness, nausea, vomiting, diarrhea, others)				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
* Fever Check by School Nurse ($\geq 100^{\circ}\text{F}$ or 37.8°C)							

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1. Have a fever regardless of traveling in or out of Korea?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
2. Get in close contact with one person diagnosed with possible, probable, or confirmed case of H1N1 Flu infection?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
3. Have flu-like symptoms? <i>If yes, please circle them.</i> (fever, headache, cough, sore throat, runny nose/stuffy nose, body aches, fatigue, difficulty to breathe, tiredness, nausea, vomiting, diarrhea, others)				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
* Fever Check by School Nurse ($\geq 100^{\circ}\text{F}$ or 37.8°C)							

Appendix III.

Influenza A (H1N1) Surveillance Using Absenteeism

