
Scott A. Siegfried, Ph.D.

Assistant Superintendent
4700 S. Yosemite St.
Greenwood Village, CO 80111
720.554.4484



Dedicated to Excellence

Cherry Creek Schools

MEMORANDUM

To: Building Principals
Department Directors

From: Pandemic Planning Committee (PPC)

Date: April 28, 2009

Re: Swine Flu Update and Communication Plan

As we collaborate with local health officials to prevent, mitigate and potentially respond to a local Swine Flu outbreak, one of the most important tools we have is effective and consistent communication. Please read the following points carefully and ensure the attached information is distributed as requested.

- The CCSD Pandemic Planning Committee (established in 2005) will be meeting every Monday and Thursday to coordinate information, action and communication throughout the district.
- The Cherry Creek District Website will serve as the sole communication outlet for information. If additional communication pathways become necessary they will be coordinated through the PPC. All media requests should be directed to Tustin Amole (44436) and the Communications Office. All other questions should be forwarded to the Office of Educational Support Services at 720.554.4484.
- Please sign the attached letter, copy and distribute to every student in your school on Wednesday, April 29, 2009. On Wednesday, a Connect-Ed phone message will also be delivered to every home referencing this letter and information updates on our district website.
- At a staff meeting on Wednesday, April 29, 2009 please collaborate with your school nurse to lead a discussion around the attached best practices. Also, if a student is returning from a trip outside of Colorado and is not exhibiting any symptoms of an illness, they have the right to attend school.
- Dave Craven and the district web masters will work with individual schools to place a “Swine Flu Update” link to the official, updated district information.

What we have done:

- To support appropriate student and staff hygiene, Mike Anderson’s crews are working each night to fill the 2,199 hand sanitizers located throughout the district and all soap dispensers. Please work with your building engineer to ensure these are used and remain filled through the end of the school year. If your site is missing sanitizers please work with Mike Anderson and your building engineer to have them installed as soon as possible.
- All high touch areas will be cleaned every night with appropriate and standard cleaning materials.
- We will track daily reports of student absences through PowerSchool, illness related clinic visits through nurses, and staff absenteeism through Human Resources. This information will provide us trend data across the district.
- As outlined in the attached document from Mike Anderson, please work with other staff members to ensure appropriate cleaning occurs in all district programs (athletics, preschool, daycare, etc).
- By the end of the week all school buses will have hand sanitizer and disinfecting wipes available to students.

For any additional information or questions please contact Educational Support Services at 720.554.4484

INTERNAL INFORMATION

OUTLINE FOR NURSES TO STAFF CONVERSATION AT WEDNESDAY'S STAFF MEETING

1. There is sustained human to human transmission of N1H1 influenza (Swine Flu)

2. Although this influenza is not prevented by the influenza vaccine of fall 2008, it is proving generally to be a mild illness similar to a seasonal flu. Symptoms are: Fever over 100, body aches, sore throat, lack of appetite, lethargy, and a cough. Some people also report a runny nose, vomiting and diarrhea.

3. As the transmission is by droplet from an infected person, either by air or from touching a contaminated surface, the following points offer the best protection from the disease:
 - a. WASH YOUR HANDS. Wash for 20 seconds with soap and water before eating, after recess/lunch, after sneezing, coughing or touching your face, or after contact with another person.
 - b. Use a hand sanitizer anytime, especially if soap and water are not available.
 - c. Cough or sneeze into a tissue, or into your elbow, not into your hand.
 - d. Respect personal space – Stand at least 3 feet apart while talking with others.
 - e. Avoid touching your own face or shaking hands with others.
 - f. Do not share eating utensils or food. This includes water bottles.
 - g. Teach these guidelines to your students.

Further information:

- h. Stay home if you are ill with the above symptoms. Drink plenty of fluids!
- i. Call your primary care provider for difficulty breathing or shortness of breath, pain or pressure in chest or abdomen, sudden dizziness, confusion or severe, persistent vomiting, or symptoms of dehydration (significantly decreased quantity of urine)
- j. Stay healthy – stay hydrated, eat right and exercise.
- k. Questions? Ask your school nurse.

4. Encourage students not to share pencils, water bottles, food, or any other materials that could potentially spread illness.

Additional information may be found at:

- *Tri-County Health* <http://www.tchd.org/>
- *The Colorado Department of Health* <http://www.cdphe.state.co.us>
- *Centers for Disease Control* http://www.cdc.gov/swineflu/swineflu_you

INTERNAL INFORMATION

CLEANING OVERVIEW REMINDER FOR YOUR INFORMATION – FROM MIKE ANDERSON

As you are aware, the district has established guidelines that are in place to maintain a consistent environment and identify areas of responsibility. Please work with personnel in your buildings to ensure the following areas are cleaned consistently.

1. **Cleaning Services:** responsible for cleaning the physical building daily, i.e. floors, walls, furniture, doors, restroom and shower areas; the remaining areas are each school administration and director's responsibility which I do not supervise, but they are aware of the District's established guidelines.

Principals/Directors: Please be aware and supervise the following:

2. **Athletic Areas:** coaches, P.E. instructors, and trainers are responsible for equipment, wrestling mats, training tables, and machines.
3. **Special Education ILC:** coordinator and Life Skills personnel are responsible for maintaining guidelines for toys, sleeping and napping equipment, indoor play equipment, mats and restraining devices and equipment, and changing tables.
4. **Before and After Programs:** directors are responsible for play equipment, sleeping and napping equipment, toys, furniture, indoor play equipment, and other furnishings.

5. **KEP:** instructors are responsible for play equipment, sleeping and napping equipment, toys, furniture, indoor play equipment, and other furnishings.



Dedicated to Excellence

Cherry Creek Schools

Educational Services Center

4700 S. Yosemite St.
Greenwood Village, CO 80111
720.554.4484

Swine Flu Update:
April 29, 2009

A message to Cherry Creek School District Families,

The Cherry Creek School District is collaborating with Tri-County Health Department and other state health officials to monitor the swine flu situation in the country and locally. As of today, the Cherry Creek School District is **not** aware of any confirmed cases of swine flu in our schools. All schools are open for regular operation.

We would like to take this opportunity to remind our students, staff and families to practice these health tips from the Center for Disease Control (CDC):

- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective and available in over 2,000 classrooms and offices throughout the district.
- Cover your nose and mouth when you cough or sneeze.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with sick people.
- If you or your children get sick, CDC recommends that you stay home from work or school, call your family physician and limit contact with others to keep from infecting them.

Parents will be notified through phone calls, letters and the District's Web site (www.cherrycreekschools.org) should any action be required regarding health and safety. Additional information regarding Swine Flu can be found at:

- *Tri-County Health* <http://www.tchd.org/>
- *The Colorado Department of Health* <http://www.cdphe.state.co.us>
- *Centers for Disease Control* http://www.cdc.gov/swineflu/swineflu_you

Cherry Creek has had a comprehensive prevention, mitigation and response plan in place since 2005 in the event of a public health emergency. We are monitoring this situation campus by campus with the cooperation of school nurses and principals, and are working with staff and students to encourage proper hand hygiene and the use of instant hand sanitizers. In addition, we are exercising proper and standard nightly cleaning with approved agents throughout the district.

Our goal is to keep the students of the Cherry Creek School District healthy and safe. If you have any questions please reference the CDC, your personal health care provider and the school nurse. We will keep you updated on any changes involving the students of Cherry Creek Schools.

Sincerely,



Mary Chesley
Superintendent

Principal



Scott Siegfried, Ph.D.
Assistant Superintendent
Health Emergency Response Coordinator