

H1N1 Communication Plan

	Activity	Audience	Responsible	Timeline
No Confirmed Cases of H1N1 Prevention and Preparation	Parent Brochure – English	Elementary	Wellness Coord	August 21
	Parent Brochure- Spanish	Elementary	Wellness Coord	Sept.
	Mild/Limited Cases Letter (request tissue, sanitizer)	District families -home with elementary -School Loop HS?	Comm/Ed Tech	Sept. 1
	H1N1 Web Center Refreshed	District families, staff, public	Comm/IT	Sept. 1
	H1N1 plan call	District families, staff	Comm	Sept. 1
	Higher than Usual Absences Related to Flu-like Illness at a School Site	Symptom Checklist for parents	School site	Comms/Wellness Coord
Unusual occurrence of illness letter- includes all actions, tips		School site	Comms/Wellness Coord	Contact for assistance
Unusual occurrence of illness call		School site	Comms	Contact for assistance
School site web info		School site	Comms/Ed Tech/Site webmaster	Contact for assistance
More than 10% of School Site Population out with Flu-like Illness	Severe conditions letter –social distancing, closure conditions	School site	Comms	Contact for assistance
	Severe conditions call	School site	Comms	Contact for assistance
	School site web info	School site	Comms/Ed Tech/Site webmaster	Contact for assistance