

# CLEVELAND PUBLIC SCHOOLS

## Flu Protocol Action Steps

Cleveland Staff:

The district has always had a protocol in place to follow when we are experiencing a surge in the flu among students and staff. Below is a summary of the plan categorized by responsible parties.

### JANITORS

- Disinfect the water fountain nozzles and the buttons or levers on each fountain after students change classes
- Disinfect doorknobs on all interior and exterior doors in the morning , after lunch, and after students are dismissed for the day
- Insure that all surfaces in the restrooms are completely disinfected either after students are dismissed for the day or in the morning before students arrive

### TEACHERS

- Make sure you notify the building secretary when a parent calls or emails you telling you their child is sick. When you communicate with that parent, be sure to ask them if their child has the flu or flu like symptoms. Since we are compiling this flu count district wide, please notify the secretary by 10:00 each day
- Insure that all students wash their hands after using the restrooms and use sanitizer in your classroom throughout the day
- Before you leave for the day, wipe down or spray surfaces in your room that are frequently used including keyboards, PE and music equipment
- Remind students to cover their mouths when coughing or sneezing with their arms, not their hands.

### SECRETARIES

- When parents call to report their child is sick ask them if their child has the flu or if the child has flu like symptoms
- Send Norma an email by 11:00 a.m. each day telling her how many students are absent in your building. Make sure that email includes the names of the absent students, whether or not it is confirmed flu, flu symptoms or other. Continue doing this until you are notified by Norma that it is no longer necessary

### TRANSPORTATION

- Drivers should disinfect the interior surfaces of their bus each evening after all students have been transported home

### PRINCIPALS

- Make sure the protocols listed above are followed. Each building has unique circumstances so feel free to put other precautions into place as needed

Phone: 918-358-2210 extensions below

Superintendent's Office: ex. 200 – High School: ex. 501/507 – Middle School: ex. 400  
Intermediate School: ex. 300 – Primary School: ex. 700 – Early Childhood: ex 600

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