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| Directive to Administrators (Specify which administrators) | WAD (Wednesday) Publication Date | WAD Notice (Number) | No. of Pages |
| School Site Administrators | October 21, 2009 | | 1 of 9 |

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| WAD Title (Limit to 4-6 Words) | Date Due (if applicable) | Not Applicable After this Date: |
| H1N1: Preparation and School Readiness | | |

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| From: Trish Bascom (Cabinet member or approved by one below) | Title: Associate Superintendent, Student Support Services | Signature: | Telephone: (415) 242-2615 |
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Inform:

(x) Certificated Staff (x) Classified Staff () Parents (x) Post on Bulletin Board Other _____

Administrative Directive

In preparation and to ensure school readiness to respond to H1N1 cases, SFUSD in collaboration with Department of Emergency Management and Department of Public Health have prepared the attached information:

1. Frequently Asked Questions about H1N1 for SFUSD Administrators and Staff
2. Is Your School Prepared for H1N1 Checklist
3. Flu Season Tips for Parents (English, Chinese, and Spanish)

As part of our collaboration with DEM and DPH we are requesting that when collecting data about excused or unexcused absences, school site staff keep a tally of those children and staff who report being absent due to influenza-like (flu) illness. In order to be considered an influenza-like illness one must have a fever greater than 100° and one of the following symptoms: cough, sore throat, nasal congestion, and/or runny nose.

This information will be beneficial to the Department of Emergency Management and Department of Public Health Management for surveillance of influenza-like illness in SFUSD.

We have attached:

1. Scripts for use when calling parents/guardians to inquire about the cause of an absence.
2. Outgoing auto-dialer message related to H1N1 illness will be recorded on all SFUSD site phones beginning 10/26/09.
3. Influenza Surveillance record form. (At this time, you do not have to turn it in. We ask that you hold on to this information in the event that it needs to be collected).

Thank you for your attention to this matter. Please contact Nurse of the Day at 242-2615 for specific questions and call 311 for information and updates within San Francisco.

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| <i>Approved</i> | Cabinet Member: Trish Bascom | Title: Associate Superintendent, Student Support Services | Signature: |
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