

Upload date: Wednesday, September 30th

September 2009

To: Parents, Visitors and other friends of the CLC

From: David M. Finn, CEO

RE: Swine Flu Preparedness

While the arrival of Swine Flu is inevitable in our area, we want you to know about our plans to minimize its effect on our daily operations. The health and safety of each child and staff member have always been our primary concern, yet this issue poses new challenges that require additional planning.

First, please review our **Health Policies**. Families can access this information on our webpage by clicking on "**Current Parents**" and then clicking on "**Parent Handbook**," page 18.

All visitors and staff are encouraged to practice **good hand washing behaviors**. Hand-sanitizing gel is available in the lobby. All classrooms and restrooms are also equipped with sufficient supplies for this activity.

All staff have met recently and reviewed our policies for Universal Precautions (hand washing, coughing and sneezing habits, toy and surface sterilization) and Classroom Preparedness (absences & emergencies).

The following procedures have been implemented to maximize our prevention and readiness efforts:

1. Our Advisory Committee met on Tuesday, September 15th and reviewed our Policies and Procedures and several helpful suggestions were offered.
2. We have ordered and installed a large **hand-sanitizer** at the entrance for use by ALL visitors.
3. Administrators will continue to **track absences** of children, teachers and administrators. Hopefully this will give us some advance time for planning should additional management efforts be required.
4. Beginning on Tuesday, September 29th, **staff will be cross-trained** with various age groups. With limited substitutes, teachers from one age group (i.e., 4 year olds) may be asked to substitute in an infant class where we might have several teachers out sick.
5. To **expand our pool of adequately trained substitutes** several options are being investigated including:

- a. The possible **use of Samford Nursing students** may be available as substitutes should that be required. These students are uniquely prepared to work in early childhood settings.
 - b. **Hire additional student workers** so they can be trained to work as substitutes in any class.
6. Be assured that the use of substitutes will also include procedures to ensure that children are released only to appropriate persons even when a substitute is present.
 7. We are also investigating the possibility of swine flu immunizations to teachers on-site when that becomes available.

Understanding the vital role each family member plays in our community, every effort will be made to prevent the closure of the center due to high teacher/administrator absence. We thank you in advance for your **patience and prayers** as we all work together to minimize the effect of this national health challenge.