



H1N1 Flu Best Practices

The following is a list of best practices being utilized at colleges/districts throughout the System. The list was compiled during a conference call of the Disaster Resistant California Community Colleges Task Force.

- I. Maintain communication with local public health officials to coordinate response and keep updated on local issues.
- II. Partner with local agencies, such as police, fire, health offices, and emergency services.
- III. Involve Human Resources in relaying information to personnel. Post FAQs on website. Such answers may be given to questions such as:
 - a. What about pay during closure?
 - b. When will I return to work?
 - c. Is there a system to notify employees?
- IV. Put a plan in place to communicate with faculty and students.
- V. Review procedures for closing a college/district. A closure can be ordered by the County Health Department, District Chancellor, or College President. The decision to close will be made at the local level.
 - a. If a college/district closes ALL instruction and operations should cease during a closure. It must be made clear that alternate meeting sites for classes/events are not to be designated. The entire point behind the closure is to minimize human-to-human contact to stop the spread of the disease.
- VI. Remind faculty that grades must be given in a timely fashion. Incompletes affect student Financial Aid eligibility, etc. Some programs have State mandated hours that must be met prior to the awarding of grades.
- VII. Utilizing college/district health centers for screening.
- VIII. Put procedures and notification systems in place for Child Care Centers.
- IX. Make hand sanitizers and masks available and increased custodial services to clean desks, doorknobs, counters, etc.
- X. Document costs of response.