



white plains & central westchester

To: YWCA Members and Staff
From: Maria L. Imperial, CEO
Re: YWCA H1N1 Policy
Date: September 25, 2009

The YWCA wants to provide our members and staff with information about H1N1 Swine Influenza (Flu) and the course of action being taken by our agency to monitor and help prevent the spread of the flu virus.

We will provide updated information as needed on our website at: www.ywcawhiteplains.com. In addition, we will disseminate information through our classes and via enews.

Our protocol follows the recommendations issued by the CDC (Center for Disease Control) for early childhood programs. They are as follows:

- **Encourage all early childhood program staff to get vaccinated** for seasonal flu and 2009 H1N1 flu in accordance with CDC recommendations when vaccines become available. Most staff who work in early childhood programs are in a priority group for vaccination against 2009 H1N1 flu when it becomes available. Information about 2009 H1N1 flu vaccination can be found at: www.cdc.gov/h1n1flu/vaccination. Information about seasonal flu vaccine can be found at: www.cdc.gov/flu/protect/keyfacts.htm.
- **Educate and encourage staff and children to cover their mouth and nose with a tissue when they cough or sneeze.** We ask that program staff teach children to use a tissue or to cover coughs or sneezes using their elbow instead of their hand when a tissue is not available. Teach children to throw tissues away after use and to wash their hands.
- **Remind staff and children to practice good hand hygiene** and provide the time and supplies for them to wash their hands as often as necessary. Have them help children wash their hands properly and frequently.
- **Remind staff to stay home and parents to keep a sick child at home when they have flu-like symptoms.** Symptoms of seasonal flu and 2009 H1N1 flu include fever or chills *and* cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, and vomiting. Sick children and staff should stay at home until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 37.8 degrees Celsius measured by mouth) or signs and symptoms of a fever (has chills, feels very warm to the touch, has a flushed appearance, or is sweating) without the use of fever-reducing medicine.
- **Perform a daily health check of children** and make sure that contact information for parents is up-to-date so they can be contacted if they need to pick up their sick child.

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Special attention should be paid to younger children and those with limitations or delays in communication skills since they may not be able to communicate their symptoms.

- **Move sick children to a separate, but supervised, space** until their parents can take them home. Limit the number of staff who take care of sick people.
- **Send sick staff home immediately** and advise them not to return until at least 24 hours after they no longer have a fever or signs of a fever (without the use of fever-reducing medicine).
- **Routinely clean surfaces and items that children frequently touch** with their hands, mouths, and body fluids, such as toys, diaper stations, chairs, or playground equipment. Wipe these surfaces with a bleach solution (1/4 teaspoon bleach to 1 quart water) that is usually used, following the directions on the product label. Additional disinfection of these surfaces beyond routine cleaning is not recommended.
- **Encourage early medical evaluation for children and staff** at higher risk of complications from flu. Children under 5 years of age and people with certain chronic health conditions are at a higher risk of flu complications and will benefit from early treatment with antiviral medicines if they are sick with flu.
- **Consider temporarily closing the early childhood program if flu transmission is high in the community.** Work closely with local public health officials to decide if the program should close temporarily to decrease the spread of flu.

If the flu conditions become MORE severe, the YWCA will consider adding the following steps.

- **Inform sick children and staff that they should stay home for at least 7 days**, even if they feel better before then. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away.
- **Allow children and staff at higher risk for flu complications to stay home** while there is flu in the community.
- **Request that children who live in a household with people who have flu-like illness stay home** for 5 days from the day the first household member became sick.
- **Find ways to increase social distances** (the space between people) in child care programs by dividing classes into smaller groups, moving play stations farther apart, and holding classes and activities outdoors.
- **Consider temporarily closing the program** if the number of staff and children staying home makes it difficult for the child care program to operate or if local health officials recommend temporarily closing early childhood programs to decrease the spread of flu in your community. Work closely with local public health officials to make this decision.

For more information on the flu, call 1-800-CDC-INFO or visit www.flu.gov.