



Commonwealth-Parkville School

From the Headmaster's Office

F. Richard Marracino

August 5, 2009

To: CPS Parents, Students, Faculty, and Staff
From: Richard Marracino, Headmaster
Re: H1N1 Flu Procedures

Introduction: The following CPS procedures have been formulated to respond to the current H1N1 pandemic flu affecting the world as well as Puerto Rico. In the procedures listed here, we are providing the best information as has been recommended from the Centers for Disease Control as presented and discussed personally by Dr. Johnny Rullán, State Epidemiologist to the entire CPS faculty, staff, and administration on Monday, August 3, 2009. Procedures will be updated as information becomes available.

The highest risks are: children under five years of age, people 65 years of age or older, pregnant women, health care professionals, and those between 5 and 65 who are high risk individuals with cancer, AIDS, or other serious illness.

We ask for the full cooperation of all parents, faculty, staff and students to assist in the control and elimination of the H1N1 flu. Only through a collective effort can CPS do its part in protecting the health of our employees, children and their families. Parents should develop a *family plan* in the event that one of their children contract the H1N1 flu, as it might affect the entire family.

H1N1 Flu Procedures

1. Faculty members have been oriented to the expected procedures, and have been issued hand sanitizers and Kleenex for student and faculty use daily.
2. Students, faculty, staff, parents and visitors will be asked to use instant hand sanitizers or an alcohol prep pad when entering each campus.
3. Students will be oriented and expected to follow proper hygiene procedures including:
 - washing hands frequently,
 - covering mouth when coughing or sneezing,
 - using disposable Kleenex (do not use cloth handkerchiefs)
4. Wall sanitizers have been installed in strategic locations throughout both campuses, with posters and flyers explaining good hygiene practices including staying home if sick.

H1N1 Flu Procedures (continued)

5. Disinfectant will be used daily on desks, door knobs, counters, etc.
6. Orientation sessions will be held for the following groups:
 - a. Faculty by division
 - b. Custodians and staff
 - c. Guards
 - d. Cafeteria staff
7. Large Bulletin Boards on each campus are constructed to indicate the hygiene preventive process.
8. Students who have fever or bad colds should NOT come to school. Parents should arrange to have them tested at designated centers for the H1N1 flu.
9. If students while at school come down with a fever, they will be sent to the office, isolated, and given a mask, as a precautionary measure. Parents will be called to pick up their student promptly and take them to a designated “Red de Proveedores Centinelas” to get a quick test for the H1N1 flu. See the list of official centers in the metropolitan area and a list of pharmacies that have the medication (if needed) free of cost.
10. If H1N1 flu has been confirmed, infected students or adults should remain home for a minimum of 7 days until they are free of fever or feverishness without the use of fever-reducing medications for at least 24 hours.
 - Stay at home until the end of this period and avoid contact with others.
 - Meanwhile, CPS will provide school assignments through EdLine or email.
 - Students and adults will need a doctor’s certificate to return to school.
 - Upon returning to school, students and adults should continue to follow hand hygiene, and respiratory etiquette.
11. CPS administration will keep a log of who has been sent home, and what has been done to prevent contagion. This is to assist local health officials in containing the spread of the disease.
12. These procedures might change as the situation changes. CPS will be in constant contact with Dr. Johnny Rullán and www.salud.gov.pr, as well as www.cdc.gov/flu/swine. We will keep you posted through email and on our website: www.cpspr.org.

Some of the “Red de Proveedores Centinelas” centers are: Hospital Metropolitano, Hospital Prebisteriano, Hospital de Niños San Jorge, Hospital Pavía, Santurce, Hospital Pavía, Hato Rey, and Hospital del Maestro.

Local pharmacies that will distribute the medication at no cost, but with doctor’s prescription are:

In Guaynabo - Walgreens at Las Cumbres, Santa María, and at San Patricio
In Hato Rey – Farmacia Plaza 8 – Domenech Avenue