



North East Independent School District

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Executive Director for
Facility Maintenance and
Support

September 1, 2009

MEMO TO: All Campus Administrators
FROM: Ron Clary, Executive Director Facilities Maintenance and Support
THROUGH: Dr. Brian Gottardy, Associate Superintendent for Operations
SUBJECT: Reducing exposure and spread of illness during flu season through surface contact

Prevention and reducing the spread of the flu virus will be our first defense to what is predicted to be a volatile and ever changing flu season. The bulleted items listed are key defense measures all employees of NEISD should follow to reduce exposure through surface contact.

- Encourage all staff members to teach/remind ALL students to increase their hand cleaning actions and to reduce their hand to mouth or face contacts throughout the school day (especially the younger/special needs students).
- Students/Staff are encouraged to utilize soap/ water (20 second technique) or the Kleenhanz program that is readily available on your campus. Staff members must remember they are a role model for our students.
- Students /Staff are also encouraged to use the Kleenhanz towelette to wipe down their desk, keyboards/mouse, phones and other individual areas that are exposed to other individuals.
- Wiping down surfaces should be standard practices in classrooms where students share equipment (i.e. computer labs) by having student wipe down their area at beginning of class.

Because the CDC and other health professionals recommend enhanced hand cleanliness to prevent illness caused by influenza and many infectious diseases, NEISD **will** allow students and staff to carry and use personal size hand sanitizers during school days within these guidelines:

- If a parent/staff member feels the need to self protect the alcohol based products can be used for personal use only (personal sized). A fragrance-free, personal size container with less than 4 fluid ounces or about 120 milliliters (ml) purchased by the individual or parent.
- These products are for personal use only and are not to be shared with others due to possible sensitivity to others or inappropriate use.
- Larger containers for community use will NOT be allowed.

Remember the 3 C's to stop the spread of FLU

CLEAN. Wash your hands often. Scrub your hands for at least 20 seconds

COVER. Cover your cough. Use a tissue to cough or sneeze into and throw away. If no tissue, use the crook of your elbow

CONTAIN. Contain germs by avoiding those who are sick. If you get sick, stay home until you are well, so you do not spread more germs around

www.henrythehand.com web site has details about how to practice the **4 Principles of Hand Awareness** and to teach prevention practices.

Cc: Executive Staff
Health Services
Environmental Health