



Eastern School District

MEMORANDUM

To: Principals, Vice-Principals, School Administrative Assistants and District Office Staff
From: Alex (Sandy) MacDonald, Superintendent of Education
Date: October 30, 2009
Subject: **Pandemic Planning Communication to Students, Staff and Parents**

The Eastern School District thanks all school staff for their continued efforts during this challenging time.

The following is information that will help guide your school when communicating to students, staff, and parents. Schools are free to post this memo on their school website and use it in their newsletters.

1. Please direct all media requests to the Superintendent.
2. The ESD is providing support to the Department of Health by:
 - a. Educating our students and staff on preventive practices.
 - b. Reporting student and staff ILI absences by 10:00 am to the ESD.
 - c. Keeping schools open. The Chief Health Officer has said there is no evidence that closing schools will reduce the spread of the disease.
3. The following principles will guide our decision-making:
 - a. Decisions about closing schools for health reasons will be made by the Chief Health Officer as outlined in provincial legislation.
 - b. The school principal will consult with the District Supervisor, Anne Hall or Bob Andrews, regarding school closures due to operational concerns. They will make a recommendation to the Superintendent of Education.
 - c. We make all our decisions based on available information and with the best interests of students in mind.
4. The Department of Health is telling us that H1N1 is circulating in the community. It seems clear that H1N1 is present in all of our schools. The advice remains to stay home from school if you are ill and return to school when you are symptom free.
5. Your clinic date has been scheduled by Public Health. Priority is to vaccinate school children and staff who frequent the school. **Parents and community members will not be immunized at school clinics.**
6. At this time, the regular instructional program and those activities related to instruction, evaluation and reporting will continue. Our priority during a pandemic is the health and safety of students and staff and our intent is to keep schools open as long as it is safe to do so. The essential services of classroom instruction, bus transportation and property maintenance and cleaning will be the primary focus.
7. Schools are expected to continue with the prescribed curriculum. The following are recommendations to support student instruction:
 - a. Consider alternative instructional strategies that are appropriate for current conditions.
 - b. Prepare materials which can be completed by students who are absent.
 - c. Have all teachers create emergency substitute files.
8. Please direct parents and staff to the ESD website for updated information,
http://www.edu.pe.ca/esd/main/influenza_like_illness.htm