

Memo

To: All Service Workers, Principals, School Nurses

From: Jeff Hanke

CC: Ron Nortier, Cathy Mark, Pattie Dotson

Date: April 30, 2009

Re: Swine Flu

Although no actual cases of Swine Flu have been reported in our state, the administration is asking we start precautionary/proactive measures in our buildings. This would be similar to the steps we took for the MRSA situation.

This would involve using a cloth with disinfectant on it to wipe down door knobs, door crash bars, handrails, door push plates, main office counter-tops and any other high traffic locations you can think of in your buildings.

I am asking that each of you arrange time in your regular schedules to accomplish getting this done. The day shift should wipe down these areas once in the morning and again in the afternoon. The swing shift people should do this as one of the last duties of the night. That would provide a film of disinfectant left behind to welcome everyone back the next day.

Again, none of this should take a lot of time from your daily schedules. If something needs to be left undone for that day/night it can be picked up the next day. We will continue this procedure until the threat is deemed over and we get notice from the health officials.

Thank you for your assistance in keeping our schools safer.