

# Pandemic Flu Checklist: Childcare Program Administrators

As administrators, you can plan and make decisions now that will protect the health of children in your care and their families during a flu pandemic. Children are in close contact with each other in the school setting, so childcare facilities are places where flu can quickly spread. You may be faced with making decisions about school dismissals and closures. Use this checklist to help you take steps to plan and protect the health of children in your care and their families.



## Before a pandemic: PLAN

## During a pandemic: TAKE ACTION

## After a pandemic: FOLLOW UP

- Connect with your local board of education, regulating office, and health department to review or develop a pandemic flu plan for your community.
- Create an emergency communication plan for your childcare program.
- Share the plans with staff and parents.
- Support flexible attendance and sick leave policies for children and staff.
- Develop a monitoring system to alert the local health department about large increases in absenteeism due to the flu.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Put your plans into action, as needed.
- Track children's absenteeism due to flu-like symptoms.
- Encourage children and staff to practice healthy behaviors (for example, staying home when they're sick, covering their coughs and sneezes, and washing their hands often).
- Provide supplies (such as tissues and soap).
- Clean frequently touched surfaces and objects (such as door knobs and toys).
- Designate a room and transportation for sick children and staff.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

[www.cdc.gov/npi](http://www.cdc.gov/npi)

1-800-CDC-INFO (232-4636)  
TTY: 888-232-6348

[www.cdc.gov/info](http://www.cdc.gov/info)

National Center for Emerging and Zoonotic Infectious Diseases  
Division of Global Migration and Quarantine

