



**MASTER'S**  
ACADEMY & COLLEGE

## Influenza Guidelines

### **Purpose**

The purpose of the Influenza Guidelines is to assist our parent community in preparing for influenza and to help minimize the risks of influenza in the school environment.

### **Objectives**

Master's Academy & College continues to provide a safe and caring school environment. The Influenza Guidelines are intended to inform our parent and student communities of the measures being taken to help limit influenza in the school environment.

### **Responsibilities - Parent**

- Discuss; influenza and prevention of influenza with your child;
- Practice; hand washing (soap and water) or hand sanitizer;
- Discuss; coughing and sneezing into your sleeve;
- Do not spread the flu. If you are sick with influenza-like symptoms, stay home;
- Alberta Health ([www.health.alberta.ca](http://www.health.alberta.ca)) recommends that if you are sick with influenza-like symptoms, stay home for seven days from the start of your symptoms or until you are able to resume normal activities (whichever is shorter);
- If a family member is sick, your child can attend school, but monitor the child's health closely;
- Inform the office if your child is absent due to influenza-like symptoms;
- Be prepared for student dismissal. Please make arrangements, in advance, for your child to be picked up promptly should they become ill while at school.

### **Responsibilities - Student**

- Know about influenza; signs/symptoms;
- Know and practice hand washing; coughing into your sleeve.

### **Responsibilities - Teachers/Staff**

- Discuss influenza, including prevention;
- Practice basic hygiene; hand washing, cough and sneeze into your sleeve;
- Provide opportunities for students to wash hands &/or use hand sanitizer;
- Students who appear to have influenza-like illness at arrival or who become ill during the school day will be sent to the Office; a call will be made to a parent or an emergency contact with a request to have the student picked up.

### **Responsibilities - Administration**

- Develop and implement Influenza Guidelines;
- Provide Influenza Guidelines to teachers/staff;
- Support teachers/staff in implementing Influenza Guidelines;
- Support custodial staff as they maintain their current cleaning and sanitization standards;
- Provide hand sanitizer stations; hand sanitizers are located in classrooms, bathrooms, and high traffic areas;
- In keeping with current practice, Master's Academy & College will notify the Public Health Authority about absenteeism rates greater than 10%;
- Support teachers in providing a "Continuity of Learning Plan" for students who are absent for long periods of time due to influenza.

For more information:

Health Link Alberta: 403-943-5465

[www.health.alberta.ca](http://www.health.alberta.ca) or [www.albertahealthservices.ca](http://www.albertahealthservices.ca)