

# EAST LONGMEADOW PUBLIC SCHOOLS

*Achievement*

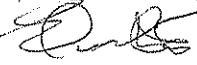


*Accountability*

180 Maple Street  
East Longmeadow, MA 01028-2788

Dr. Edward W. Costa II  
Superintendent

Theresa A. Olejarz  
Business Manager

To: All administration, Central Office, Staff, and Parents  
From: Dr. Ed Costa   
Re: H1N1 in schools  
Date: October 23, 2009

Dear Administrators,

Kelly LaBombard, Head School Nurse, and I met with our Town Board of Health Agent, Fred Kowal.

The following requirements, in combating H1N1 Flu, are set forth for all schools based upon his recommendations:

1. Continue frequent hand washing for all students and staff.
2. Sanitize physical education mats when used in P.E. classes.
3. Sanitize computer keyboards with Lysol each day and during open hours w/o students.
4. Use hand sanitizer in Reception areas (nurse, principal office) for public and install hand sanitizer stations in Cafeterias for the lunch line.
5. Continue to sanitize classroom desks/furniture with Lysol at the end of each day (after students leave the classroom)
6. Continue to enforce the H1N1 Protocol- to send sick students & staff home if sick or symptomatic.
7. Parents should keep their children home if they know they are sick- as per directives of State Health Department. Please refer to our website for the "H1N1 Swine Flu info for Parents."