

BEIJING CITY INTERNATIONAL SCHOOL

CONTINGENCY PLAN FOR AVIAN INFLUENZA, 2007/2008

BCIS has established a plan in preparation for the occurrence of Avian Flu, both bird-to-human and human-to-human strains. The plan is devised, implemented, and monitored by a specially appointed BCIS Avian Flu Task Force, which is chaired by the Interim Head of School. The membership of the task force includes a Board Member, the Senior Management Team, the Chair of the Safety Committee, the School Nurse, the GA Manager, the PTCA Chair, and a Faculty Representative. The plan is as follows:

A. GOALS

1. To provide a highly controlled, low-risk environment for our students and employees.
2. To adopt flexible means that will ensure minimal disruption to the students' education.

B. AREAS FOR CONSIDERATION

There are four main areas that the school has taken into consideration for planning purposes:

1. Health and Hygiene
2. Educational program
3. Employee contracts and welfare
4. Finance

C. GUIDING PRINCIPLES

The following principles apply to the implementation of the contingency plan:

1. *Recognize the primacy of expert advice:* The school regularly seeks advice from the following sources: the World Health Organization, the Centers for Disease Control (US), the Chinese Center for Disease Control and Prevention, the Beijing Center for Disease Control and Prevention, The Beijing Education Commission, the Beijing United Family Hospital and the Beijing AEA/SOS Clinic.
2. *Seek and provide information:* The school seeks and validates information from multiple sources including government departments, embassies, UN agencies and inter-school networks. It regularly disseminates information to the school community.
3. *Devise and evaluate strategies:* The strategies for combating Avian Flu are broadly outlined in the following four-stage plan. The Task Force will evaluate and modify strategies in response to changing circumstances.
4. *Provide optional courses of action for community members:* The school leadership has neither the expertise nor the authority to make life decisions for members of the community. It will therefore provide optional courses of action, for example in the areas of program completion by students, and contractual decisions by employees.
5. *Control rumors:* Members of the BCIS community are requested to report all rumors regarding Avian Flu to the Task Force. The Task Force will investigate all rumors and report its findings to the community.

D. THE FOUR-STAGE PLAN

STAGE 1: NO REPORTS OF AVIAN INFLUENZA IN CHINA

- Strict health and hygiene measures in school.
- Education and advice for students, staff and parents on the nature of influenza and preventative measures including personal hygiene, vaccination and healthy life style.
- Continuously seek information and advice from relevant authorities including WHO, CDC, BJU, AEA/SOS, the Chinese/Beijing governments and foreign embassies.
- Maintain stock of disinfectant, cleaning materials and other items including face masks and non-contact thermometers.
- Plan web-based academic program and other means for home study, for use in an emergency situation.

STAGE 2

(A): REPORT BY CHINESE AUTHORITIES OF BIRD-TO-HUMAN INFLUENZA INFECTION WITHIN CHINA (EXCLUDING THE BEIJING AREA).

- Upon advice from the relevant authorities, restrict entry to school campus of all people who have visited regions declared to have been infected.
- All students and staff who are sent home sick with flu-like symptoms will remain at home for a mandatory period of 3 consecutive days before being checked by the school nurse prior to readmission to school.
- Students, staff and parents will be advised not to visit livestock markets, not to handle live poultry, and not to handle dead or dying birds.
- The school will evaluate hygiene procedures with catering and transportation service contractors.

(B): REPORT BY CHINESE AUTHORITIES OF BIRD-TO HUMAN INFLUENZA INFECTION WITHIN THE BEIJING AREA.

- The security staff will restrict entry to the campus of all people except students, staff, parents, BCIS drivers and essential suppliers.
- All students and staff who are sent home sick with flu-like symptoms will remain at home for a mandatory period of 5 consecutive days. Prior to readmission to school they must submit a doctor's certificate and be checked by the school nurse
- Students, staff and parents will be asked not to visit livestock markets, not to handle live poultry, and not to handle dead or dying birds. They will be asked immediately to report any incidents regarding contact with livestock, poultry, and dead or dying birds. The school will report any incidents of dead or dying birds to the relevant authorities.
- The school will evaluate and closely monitor hygiene procedures with catering and transportation service contractors.

- The school will appoint an additional nurse or nursing assistant. The nurses will monitor the health of all students, staff, parents, BCIS drivers, and essential suppliers upon entry to the school campus.
- Upon advice from the relevant authorities, the school will consider cancelling all field trips, social events and sporting fixtures.
- The school will stop all use of poultry products in school, including meat and eggs.
- The school will disseminate to the BCIS community all information obtained from the government and medical authorities.

STAGE 3: REPORT OF HUMAN-TO-HUMAN INFECTION OF AVIAN FLU, ANYWHERE IN WORLD.

- Comply with all instructions and advice from relevant authorities including Chinese and Beijing governments, Chinese CDC and the World Health Organization.
- Prohibit all visitors to school campus except students, staff, parents, BCIS drivers and essential suppliers. Upon advice from the relevant authorities, parents, BCIS drivers, and essential suppliers will be restricted from entering the school buildings.
- Monitor health of all students, staff, parents, BCIS drivers, and essential suppliers entering the school campus.
- Prohibit entry to the campus of any person who has traveled, or whose family members have traveled, to an infected region.
- Upon medical advice, prohibit entry to school campus of any person who has not received an influenza vaccination within the previous twelve months.
- According to circumstances, and upon advice from the relevant authorities, implement additional measures to prevent infection, including cancellation of all field trips, social events and sporting fixtures.
- The school will disseminate to the BCIS community all information obtained from the government and medical authorities.

STAGE 4: SCHOOL ORDERED OR ADVISED TO CLOSE

- If the school is ordered or advised to close by relevant authorities such as Chinese or Beijing governments or the World Health Organization, implement the web-based academic program and other home study strategies for students.
- Make decisions regarding BCIS recognition of alternative means of continuing the students' education during a period of closure, for example student attendance at schools in the home country.
- Make decisions regarding staff welfare and employment based on staff contracts, applicable school policies, Chinese/Beijing government directives, advice from WHO, and in the case of expatriate employees, the advice of the United States Embassy.

Note: In the event of *force majeure* closing of the school, or other adverse circumstances that the school could not reasonably be expected to predict or control, no school fees will be refunded.

E. GENERAL GUIDELINES FOR GOOD HEALTH

1. Do not send your children to school when they have a cough, cold, or fever. Staying at home will help children recover more quickly, and will stop diseases being passed on to other children. Students who come to school in this condition will be sent home by the school nurse.
2. Remind your children about the need to use tissues when coughing and sneezing, and to wash their hands after using the toilet. Teach your children how to wash their hands thoroughly including fingertips and between fingers. Washing hands carefully is the single best way to prevent the spread of diseases.
3. Have your children vaccinated against influenza. Flu vaccinations are available at a very reasonable cost in Beijing.
4. Ensure that your children eat a balanced, healthy diet, pay close attention to personal hygiene, and get plenty of sleep.