

To: BGCWC staff
From: Lynn Templeton
Re: Procedures on pandemic/swine flu

Dear Staff:

Please follow the following procedures regarding the possibility of pandemic or swine flu:

1. If you are feeling ill or feverish, stay home. Consult your medical care provider. Do not return to work until the fever has passed and you are feeling normal.
2. If a child is feeling sick or feverish, isolate the child and call the parent or guardian immediately to come for the child ASAP. If possible, wear a mask when around anyone you may think may be ill.
3. Please keep cleansing, germ fighting/reducing wipes at the Club. Wipe off door knobs, pool cues, phones, the front counter, computers, rest rooms, the kitchen, eating areas—any area where the possibility of passing along the germs and virus may be present.
4. Practice and encourage good hand washing and good cough etiquette.
5. For family preparedness, please visit www.pandemicflu.gov/plan/individual/index.html
6. Make sure you report any and all confirmed cases of swine flu to Lynn Templeton, whether they be yourself, your family, others you may have come in contact with, kids at the Club, or Club volunteers and visitors.

Lynn Templeton
Executive Director/CEO
Boys & Girls Clubs of Whatcom County