

Communications Plan Checklist

Information to Obtain or Provide	Date Started	In Progress	Date Completed or Updated
Emergency Contacts			
Staff have been provided with two ways to contact the center. These are: <ul style="list-style-type: none"> • _____ • _____ 			
Emergency contact information has been gathered for all staff. This information can be found (describe location): <ul style="list-style-type: none"> • _____ • _____ 			
Emergency contact information has been gathered for all center children and their families. This information can be found (describe location): <ul style="list-style-type: none"> • _____ 			
Contact information about school dismissals and center closures can be found at: <ul style="list-style-type: none"> • www.publichealth.lacounty.gov • _____ • _____ 			
Sources of Accurate Information			
One person has been assigned to monitor information and watch for public health warnings about flu, center closings, student dismissals, etc. That person is <ul style="list-style-type: none"> • _____ That person's contact information is <ul style="list-style-type: none"> • _____ • _____ 			
Online sources of information on emergency preparedness and flu can be found at: <ul style="list-style-type: none"> • www.publichealth.lacounty.gov • www.bepreparedcalifornia.ca.gov/epo/ • www.pandemicflu.gov 			

Communications Plan Checklist, continued

Information to Obtain or Provide	Date Started	In Progress	Date Completed or Updated
Information has been distributed to staff:			
Chapter 1			
• Flu Facts (Letter)			
• Center May Have to Close (Letter)			
• The Importance of Being Prepared (Letter)			
Chapter 2			
• Communications Plan (Checklist)			
• Job Descriptions and Contact Information (Template)			
• Staff Emergency Contacts (Checklist)			
• Call-down List (Template)			
• Partner Organizations (Template)			
• Preparing to Stay Home Checklist (Letter)			
• Infection Control Policy (Example) (Handout)			
Chapter 3			
• Flu Myths and Facts (Handout)			
• The Flu Vaccine (Handout)			
• Simple Handwashing Steps (Handout)			
• Daily Health Check (Handout)			
• Where to Get a Flu Vaccine In LA County (Template)			
Chapter 4			
• Is it a Cold or the Flu? (Handout)			
• When to Send a Child or Staff Member Home (Handout)			
• Home Care for the Flu (Handout)			
• When to Stay Home (Handout)			
• What to Expect During a Flu Pandemic (Handout)			
• Infection Control Checklist (Checklist)			
• Daily Sick Log (Checklist)			
Chapter 5			
• Signs of Stress (Handout)			
• Ways to Manage Stress (Handout)			
• Providing Emotional Comfort, Care, and Support to Staff, Children, and their Families (Handout)			

Communications Plan Checklist, continued

Information to Obtain or Provide	Date Started	In Progress	Date Completed or Updated
Information has been distributed to families:			
Chapter 1			
• Flu Facts (Letter)			
• What's the Difference between Seasonal Flu and Pandemic Influenza? (Handout)			
Chapter 2			
• Family Emergency Contacts (Checklist)			
• Preparing to Stay Home (Handout)			
Chapter 3			
• Flu Myths and Facts (Handout)			
• The Flu Vaccine (Handout)			
• Simple Handwashing Steps (Handout)			
• Who Should Get a Flu Vaccine? (Survey)			
• Where to Get a Flu Vaccine in LA County (Handout)			
• What I Learned Today (Letter)			
• Activities for Children			
Chapter 4			
• Is it a Cold or the Flu? (Handout)			
• When to Keep Your Child Home (Handout)			
• Home Care for the Flu (Handout)			
• What to Expect During a Flu Pandemic (Handout)			
• Center is Open During Pandemic (Letter)			
• Center Will Close (Letter)			
Chapter 5			
• Signs of Stress (Handout)			
• Ways to Manage Stress (Handout)			
• Center is Open (Letter)			
• Staying Prepared (Letter)			