

Based on current information and advice from WHO, Embassies, and CDC - 12/9/05

Levels are defined by the presence of the following indicators within the Japanese environment...	Campus Access Control	Educational Delivery	Co-curricular Program	CAJ Community Gathering / Other Events	Field Trips / Overseas Travel	School Operations	CAJ Personnel	Emergency Care	Communication
Level One (INFORMATION - Low Risk) <ul style="list-style-type: none"> No human cases Minimal number (1-50) of reported cases WHO Phases 1 and 2 of a Pandemic (see pandemic influenza policy document or http://www.who.int/en/) 	<ul style="list-style-type: none"> Admission as normal (staff with ID lanyards, visitors with ID lanyards) 	<ul style="list-style-type: none"> Regular school program, including assignments posted on iCal by all teachers 	<ul style="list-style-type: none"> All regularly scheduled activities are allowed. 	<ul style="list-style-type: none"> All regularly scheduled events are allowed. 	<ul style="list-style-type: none"> Field trips allowed, must be approved by principal 	<ul style="list-style-type: none"> Check normal disinfecting by cleaning personnel Food service as usual 	<ul style="list-style-type: none"> Normal working conditions 	<ul style="list-style-type: none"> Normal emergency medical protocols using CAJ Health Center procedures 	<ul style="list-style-type: none"> Use of CAJ E-bulletin Careful analysis of advice from WHO, Embassies, CDC and Japanese health authorities
Level Two (PRECAUTIONARY - Moderate Risk) <ul style="list-style-type: none"> Very limited human cases (less than 50), leading to death Increasing number of "possible" cases reported (50+) No CAJ students, families, faculty or staff identified with virus Average student attendance remains high, 90-100% Knowledge of virus behavior remains unchanged (contagiousness etc.) Advisories for non-essential travel to Japan WHO Phase 3 	<ul style="list-style-type: none"> Admission as normal Students displaying flu symptoms sent home with recommendation of immediate appointment with doctor Clearance note from a physician is required before returning to school 	<ul style="list-style-type: none"> Regular school program Homework for any quarantined students provided 	<ul style="list-style-type: none"> All regularly scheduled activities are allowed. 	<ul style="list-style-type: none"> All regularly scheduled events are allowed. 	<ul style="list-style-type: none"> Field trips scrutinized on a case by case basis and canceled if considered unsafe 	<ul style="list-style-type: none"> Normal hygiene processes checked Consider increasing areas and frequency of cleaning, including public areas and computer lab Remove products from menu Ensure good hygiene habits by students and staff Place reminder signs over sinks, etc. 	<ul style="list-style-type: none"> Emergency meeting of the Leadership Team and school nurse to confirm level status and inform board of directors Normal working conditions All faculty and staff report to work Information to staff on virus status and procedures 	<ul style="list-style-type: none"> Normal emergency medical protocols using CAJ Health Center procedures 	<ul style="list-style-type: none"> Use of CAJ E-bulletin Careful analysis of advice from WHO, Embassies, CDC and Japanese health authorities Student assemblies to ensure students understand protocol and proper hygiene Updates on the CAJ web page to community Press releases only from Leadership Team
Level Three (ACTION - Medium Risk) <ul style="list-style-type: none"> Increase in human cases (50+), leading to deaths Increased spread of virus Average student attendance below 80-90% Increasing evidence of travel and access restrictions New knowledge of virus behavior emerges (contagiousness etc.) WHO Phases 4 and 5 	<ul style="list-style-type: none"> Students displaying flu symptoms sent to a hospital or clinic immediately Clearance note from a physician is required before returning to school Visitors to campus are visually checked and questioned using Pandemic Screening Questionnaire Close scrutiny of CAJ staff health using self-monitoring procedure using Temperature Tracker forms Consider issuing masks to staff and students 	<ul style="list-style-type: none"> Regular school program Homework for any quarantined students provided. Consider use of e-mail in addition to iCal to provide work for students at home 	<ul style="list-style-type: none"> All regularly scheduled activities are allowed. Large gatherings other than CAJ students and faculty are not allowed. Consider canceling community activities and after school activities 	<ul style="list-style-type: none"> Consider canceling special events and community gatherings on case by case basis 	<ul style="list-style-type: none"> No field trips other than to unaffected countries abroad 	<ul style="list-style-type: none"> Stepped-up manual disinfecting by increased number of cleaning personnel Professional disinfecting considered 	<ul style="list-style-type: none"> The Leadership Team and school nurse meet to determine how the school should continue to operate. 	<ul style="list-style-type: none"> Use only hospitals that are designated by the Japanese government for proper virus prevention and containment procedures Hospital list provided to CAJ families and staff 	<ul style="list-style-type: none"> Use of CAJ E-bulletin Careful analysis of advice from WHO, Embassies, CDC and Japanese Health and Welfare Ministry Student assemblies to ensure students understand protocol and proper hygiene Updates on the CAJ web page to community
Level Four (MOBILIZATION - High Risk) <ul style="list-style-type: none"> Spread of virus within the CAJ community. "Possible" virus cases exceed 400-500 Advisories suggest school closure Increasing evidence of travel and access restrictions Staffing and attendance issues WHO Phase 6 	<ul style="list-style-type: none"> Consider school closure or shortening of school day Consider staff evacuation Assess temperatures of all staff and students on campus using Temperature Tracker form All visitors must have a temperature check and be questioned Campus cleared by 4 pm 	<ul style="list-style-type: none"> Consider on-line learning facility, such as Blackboard 	<ul style="list-style-type: none"> No large internal gathering (assemblies etc) Play and lunch times in classrooms as far as possible 	<ul style="list-style-type: none"> All community events canceled 	<ul style="list-style-type: none"> No trips or visits No exceptions 	<ul style="list-style-type: none"> Stepped-up manual disinfecting by increased number of cleaning personnel Professional disinfecting considered 	<ul style="list-style-type: none"> The Leadership Team calls a meeting of the Crisis Team to determine procedures for closing the school facility and how to continue to support student learning 	<ul style="list-style-type: none"> Work closely with recognized hospitals and clinics to respond appropriately 	<ul style="list-style-type: none"> Daily updates on the CAJ web page to community

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