

# Flu Kit Workbook

This workbook is intended to help you take action and prepare your personal flu kit. The pages in this document are to be printed, completed and placed in a notebook. The notebook should be kept in an accessible location that is easy to remember. It would be a good idea to make several copies and store one with your provisions (food, supplies, etc.) and give others to each member of your family.

## Contents:

- 1. Cover Sheet/Important Information:** This is the first page of the workbook. Complete all of the information on this page. It will help you remember where your flu kit (provisions) is stored as well as collect important phone numbers and personal information.
- 2. Flu Kit Inventory Checklist:** This checklist will help you remember to stock up on necessary supplies. As you acquire provisions for your Flu Kit, check them off of the list. If you think of additional items, write them on the blank lines and check them off when you secure them.
- 3. Caring for Sick Family Members:** These are guidelines for properly caring for sick family members. When followed correctly, they will prevent spreading illness to caregivers and other members of the household.
- 4. Flu Prevention Tip:** These are reminders on how to prevent the flu using simple public hygiene methods.
- 5. Personal Protective Equipment Instructions:** These instructions demonstrate the proper method for donning and removing gown, gloves, and masks. When correctly performed, they will effectively prevent spreading the virus. It is a good idea to practice this several times in advance to become familiar with the process.
- 6. Cover Your Cough Flyer:** This flyer will remind children and family members to cover their cough and wash their hands. These two simple steps are very powerful flu prevention techniques. Place several copies of this flyer around your house as reminders.
- 7. Optional Materials:** Download and print the following additional materials. Then add them to your workbook.

Emergency Food and Water Management  
[http://www.redcross.org/static/file\\_cont39\\_lang0\\_24.pdf](http://www.redcross.org/static/file_cont39_lang0_24.pdf)

# Family Flu Plan

*Be Prepared, Save Lives...*



Our flu kit was completed on \_\_\_\_\_  
and is located at \_\_\_\_\_  
Date  
Location

## Important Information:

Doctor Name: \_\_\_\_\_  
Doctor Phone: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy Numbers: \_\_\_\_\_  
\_\_\_\_\_

Hospital: \_\_\_\_\_  
Phone: \_\_\_\_\_

County Health Agency: \_\_\_\_\_  
City Health Agency: \_\_\_\_\_  
Other Agency: \_\_\_\_\_  
Federal CDC: 1-800-232-4636

School: \_\_\_\_\_  
\_\_\_\_\_

Emergency Family Contacts: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Family Flu Plan

*Be Prepared, Save Lives...*



## Flu Kit Checklist

Create your flu kit by gathering the items below. Store them in suitable container(s) and place them in a designated area in your home. You should try to have enough of the items below to last at least 4 weeks.

### Food/Household Items:    Medical Items:

- |  |  |
|--|--|
| <input type="checkbox"/> Non-perishable Food           | <input type="checkbox"/> Disinfectant Hand Soap      |
| <input type="checkbox"/> Bottled Water                 | <input type="checkbox"/> Alcohol-based Hand Cleaner  |
| <input type="checkbox"/> Paper Towels                  | <input type="checkbox"/> Disposable Surgical Masks   |
| <input type="checkbox"/> Bathroom Tissue               | <input type="checkbox"/> Disposable Gloves           |
| <input type="checkbox"/> Facial Tissue                 | <input type="checkbox"/> Anti-diarrhea/Pepto-Bismol  |
| <input type="checkbox"/> New Toothbrushes              | <input type="checkbox"/> Pain Reliever/Fever Reducer |
| <input type="checkbox"/> Toothpaste                    | <input type="checkbox"/> Basic First Aid Supplies    |
| <input type="checkbox"/> Feminine Products             | <input type="checkbox"/> Decongestant                |
| <input type="checkbox"/> Baby Supplies                 | <input type="checkbox"/> Expectorant                 |
| <input type="checkbox"/> Laundry Detergent             |  |
| <input type="checkbox"/> Dish Detergent                |  |
| <input type="checkbox"/> Disinfecting Surface Cleaners |  |

### Other Items:

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
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# Family Flu Plan

*Be Prepared, Save Lives...*



## Caring for Sick Family Members

When caring for sick family members it is important follow these guidelines to prevent spreading illness to others.

- Contact your doctor. Follow all his/her treatment recommendations. Keep your doctor updated on the progress of the patient, especially report changes in patient condition.
- Isolate the patient from the rest of the family. It is important for all other people to maintain at distance from the infected patient.
- The patient should completely cover the mouth and nose with a tissue when coughing and sneezing.
- Ideally the patient should wear a disposable surgical mask covering the nose and mouth. Replace and dispose of the used surgical mask periodically.
- Anyone who comes into close contact with the patient should wear a disposable surgical mask while attending to the patient.
- Periodically disinfect all surfaces in areas around the patient as well as any other surfaces that person may touch.
- Caregivers should always wash their hands immediately before and after attending to the patient or upon entering and leaving the patient area. Even if wearing latex gloves.
- Wash your hands for at least 20 seconds to thoroughly remove the virus. If soap and water are not immediately available, use an alcohol-based hand cleaner.



## **Flu Prevention Tips**

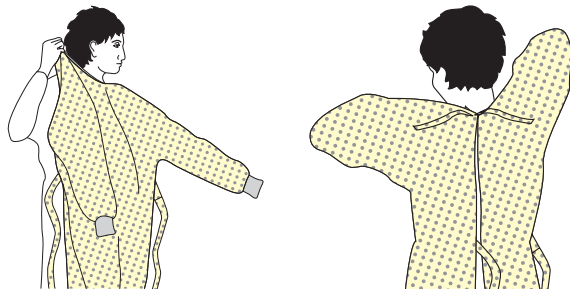
- People can be contagious several days before they show symptoms. Maintain distance from all people, especially those who are coughing or sneezing.
- Avoid public places.
- Avoid touching common surfaces (door knobs, telephones, faucets, etc). Wash hands afterward.
- Avoid shaking hands. If not possible, then wash your hands soon after.
- Wash your hands before touching your eyes, nose, mouth or ears.
- Keep alcohol-based hand sanitizers near. Use when soap and water is unavailable.
- Properly wash your hands with soap and water for longer than 20 seconds.

## SEQUENCE FOR **DONNING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

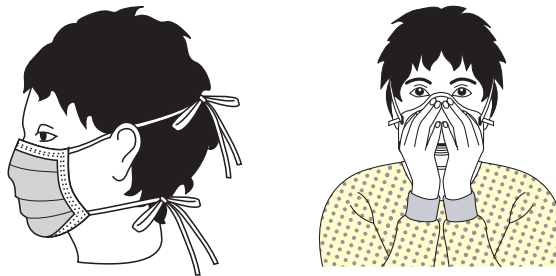
### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



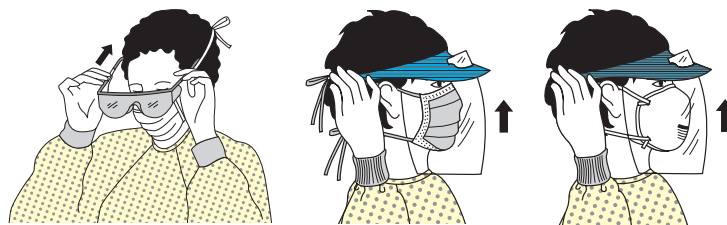
### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



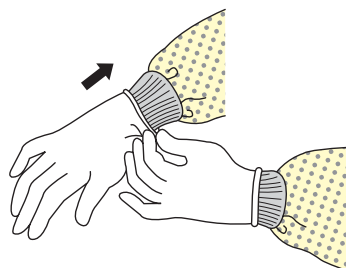
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## SECUENCIA PARA **PONERSE** EL EQUIPO DE PROTECCIÓN PERSONAL (PPE)

El tipo de PPE que se debe utilizar depende del nivel de precaución que sea necesario; por ejemplo, equipo Estándar y de Contacto o de Aislamiento de infecciones transportadas por gotas o por aire.

### 1. BATA

- Cubra con la bata todo el torso desde el cuello hasta las rodillas, los brazos hasta la muñeca y dóblela alrededor de la espalda
- Átesela por detrás a la altura del cuello y la cintura

### 2. MÁSCARA O RESPIRADOR

- Asegúrese los cordones o la banda elástica en la mitad de la cabeza y en el cuello
- Ajustese la banda flexible en el puente de la nariz
- Acomódesela en la cara y por debajo del mentón
- Verifique el ajuste del respirador

### 3. GAFAS PROTECTORAS O CARETAS

- Colóquesela sobre la cara y los ojos y ajústela

### 4. GUANTES

- Extienda los guantes para que cubran la parte del puño en la bata de aislamiento

### USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

### UTILICE PRÁCTICAS DE TRABAJO SEGURAS PARA PROTEGERSE USTED MISMO Y LIMITAR LA PROPAGACIÓN DE LA CONTAMINACIÓN

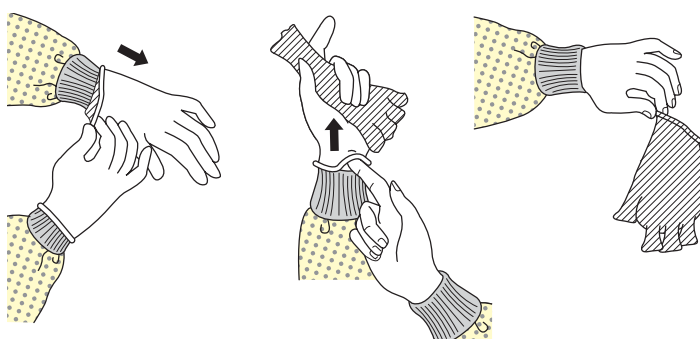
- Mantenga las manos alejadas de la cara
- Limite el contacto con superficies
- Cambie los guantes si se rompen o están demasiado contaminados
- Realice la higiene de las manos

## SEQUENCE FOR **REMOVING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

Except for respirator, remove PPE at doorway or in anteroom. Remove respirator after leaving patient room and closing door.

### 1. GLOVES

- Outside of gloves is contaminated!
- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first glove
- Discard gloves in waste container



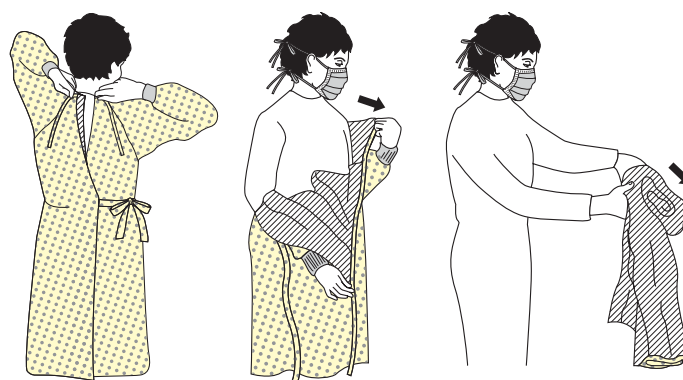
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield is contaminated!
- To remove, handle by head band or ear pieces
- Place in designated receptacle for reprocessing or in waste container



### 3. GOWN

- Gown front and sleeves are contaminated!
- Unfasten ties
- Pull away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard



### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- Grasp bottom, then top ties or elastics and remove
- Discard in waste container



## SECUENCIA PARA **QUITARSE** EL EQUIPO DE PROTECCIÓN PERSONAL (PPE)

Con la excepción del respirador, quítese el PPE en la entrada de la puerta o en la antesala. Quítese el respirador después de salir de la habitación del paciente y de cerrar la puerta.

### 1. GUANTES

- ¡El exterior de los guantes está contaminado!
- Agarre la parte exterior del guante con la mano opuesta en la que todavía tiene puesto el guante y quíteselo
- Sostenga el guante que se quitó con la mano enguantada
- Deslice los dedos de la mano sin guante por debajo del otro guante que no se ha quitado todavía a la altura de la muñeca
- Quítese el guante de manera que acabe cubriendo el primer guante
- Arroje los guantes en el recipiente de desechos

### 2. GAFAS PROTECTORAS O CARETA

- ¡El exterior de las gafas protectoras o de la careta está contaminado!
- Para quitárselas, tómelas por la parte de la banda de la cabeza o de las piezas de las orejas
- Colóquelas en el recipiente designado para reprocessar materiales o de materiales de deshecho

### 3. BATA

- ¡La parte delantera de la bata y las mangas están contaminadas!
- Desate los cordones
- Tocando solamente el interior de la bata, pásela por encima del cuello y de los hombros
- Voltee la bata al revés
- Dóblela o enróllela y deséchela

### 4. MÁSCARA O RESPIRADOR

- La parte delantera de la máscara o respirador está contaminada — ¡NO LA TOQUE!
- Primero agarre la parte de abajo, luego los cordones o banda elástica de arriba y por último quítese la máscara o respirador
- Arrójela en el recipiente de desechos

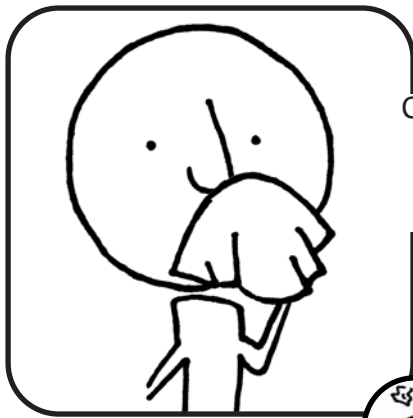
PERFORM HAND HYGIENE IMMEDIATELY AFTER REMOVING ALL PPE

EFFECTÚE LA HIGIENE DE LAS MANOS INMEDIATAMENTE DESPUÉS DE QUITARSE CUALQUIER EQUIPO DE PROTECCIÓN PERSONAL



Stop the spread of germs that make you and others sick!

# Cover your Cough



Cover your mouth  
and nose with a  
tissue when you  
cough or sneeze  
or

cough or sneeze into  
your upper sleeve,  
not your hands.

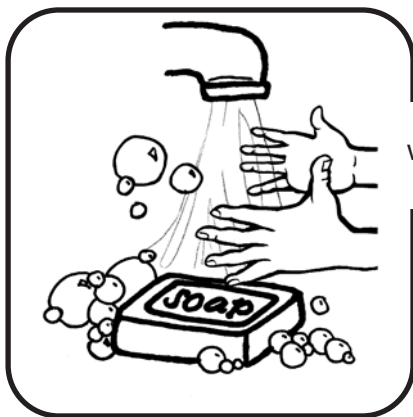


Put your used tissue  
in the waste basket.



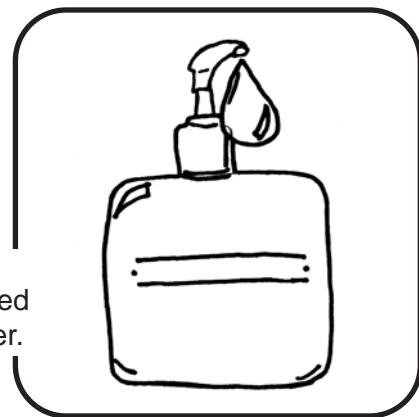
# Clean your Hands

after coughing or sneezing.



Wash hands  
with soap and  
warm water

or  
clean with  
alcohol-based  
hand cleaner.



Minnesota Department of Health  
717 SE Delaware Street  
Minneapolis, MN 55414  
612-676-5414 or 1-877-676-5414  
[www.health.state.mn.us](http://www.health.state.mn.us)



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