

PANDEMIC PLAN
ROLES AND RESPONSIBILITIES
South Lane School District 45J

South Lane School District Pandemic Plan

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The Pandemic Plan considered:

School and District Impact and Issues

- Potential for school closings
- Large numbers of staff absent, difficult to maintain school operations
- Loss of services from suppliers (e.g. food services and transportation)
- Student absenteeism elevated above normal trends
- Parents who choose to keep children at home
- Loss of ability to continue operations in support departments

Community Impacts

- Large percentages of the population may be unable to work for days to weeks during the pandemic
- Significant numbers of people and expertise would be unavailable
- Emergency and essential services such as fire, police, and medical would be diminished
- School operations could be affected
- Financial and social impacts of prolonged schools' closures
- Methods of continued instruction should schools' close

Basic Goals in Pandemic Planning

- Limit illness, the spread of illness, and emotional trauma
- Preserve continuity of essential functions
- Minimize social and educational disruption
- Minimize instructional loss

Access Control

- Follow visitor and volunteer policies that enables school administrators to control access to the buildings.
- Each school should have a plan to lock out certain entrances and exits and to monitor others, if necessary.
- Identify a main entrance and an indoor screening area where students and staff will be screened prior to moving to classrooms or other areas of the building for each school.

Federal, State, local, tribal, and territorial laws, regulations, and policies regarding student dismissal from schools, school closures, funding mechanisms, and educational requirements should be taken into account in pandemic planning.

Concept of Operations

Action Steps:

1. Identify a staff person to be responsible for surveillance and infection control. (*Registered Nurse in collaboration with District Administration.*)
2. Increase emphasis on good health habits to stop transmission, especially handwashing, respiratory etiquette, and avoiding touching the eyes, nose, and mouth.
 - a. Make soap dispensers or hand soap available in all employee and student restrooms.
 - b. Custodial staff will institute a schedule to ensure that soap dispensers are refilled regularly.
 - c. Provide education to employees, students and parents on hand hygiene, respiratory etiquette, avoiding touching the eyes, nose, and mouth.
 - d. Assure that employees, students and visitors can wash their hands when entering and leaving the facility.
3. Emphasize frequent cleaning and disinfection of high touch areas, i.e., door knobs, keys, telephones, etc.
 - a. Remind staff annually of opportunity to replace classroom/office cleaning bottle and microfiber towel.
4. Identify resources for influenza surveillance and control.
 - a. Track international, national, regional, and local trends, utilizing the local health department resources.
 - b. Identify public health department contacts (including 24/7 contact information – See Appendix).
 - c. Communicate with your local health department and discuss collaboration on pandemic preparedness.
 - d. Identify any local or state reporting requirements for pandemic.
5. Begin tracking and reporting trends by conducting surveillance.
6. Establish procedures for screening to be utilized with pandemic.
7. Identify administrative measures to accomplish “social distancing.”
8. Identify areas within the school facility that can be used for isolation and quarantine.
9. Provide routine training about transmission and prevention and control measures.
10. Conduct or participate in mock exercises related to surveillance and infection control in pandemic.

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Preparedness Phase Standard Operating Procedures

Communications
Distribute communication on hand washing and infection control to schools, facilities and on school and district websites.
Provide information to schools, parents, and staff about how to stop the spread of flu and cold, cough and sneeze etiquette, signs and symptoms of influenza.
Provide appropriate information to staff and parents on emergency readiness
Encourage parents to have alternative child-care plans.

Human Resources Department
Coordinate multiple flu shot clinics across the district and share dates and times with staff.
Review staff contracts and Board policy regarding staff reporting expectations.
Encourage staff to have alternative child-care plans.

School Nurses
Provide information to staff and parents on pandemic planning for families.
Provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of influenza.
Develop and maintain absenteeism tracking tools.
Nurses should check their district issued first aid kits for personal protective equipment.

Technology Department
Maintain system for reporting daily attendance by school and district wide.
Maintain tool for tracking annual average daily attendance for schools and district.

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Teaching and Learning and Information Technology

Develop and share alternative delivery options:

Online learning resources

Virtual assignments

Develop a plan for continuation of education.

Custodial Services

Ensure custodial staff has appropriate plan for proper cleaning and disinfecting teaching, learning, shared spaces and play areas.

Ensure schools and departments have adequate supplies (soaps, bottles, microfiber cloths, hand sanitizers, and paper towels).

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Central Office
Provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of influenza.
Ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas.
Ensure schools and departments have adequate supplies (soaps, hand sanitizers, and paper towels).
Establish and test emergency communication protocol, including an internal communication staff tree.
Provide appropriate information to staff and parents on pandemic planning for families.
Develop plans for operating with staff workforce reduction.
Develop plans to secure buildings, information technology, and finance.
Encourage employees to use Direct Deposit.
Encourage parents to have alternative child care plans.
Develop plans for educational continuity if schools close.
Find out if vendors in the supply chain have a pandemic or emergency plan for continuity or recovery of supply deliveries.
Plan for a full school closure or a partial school closure (i.e., some but not all schools are closed, or students are dismissed but staff works with local agencies to assist families).
Maintain Human Resources employee emergency contact lists and reciprocal contact procedures; Human Resources should conduct a study of critical infrastructure staff with young children (because they are more likely to remain home during a widespread illness event) to determine if redundancy plans are necessary; develop a Fitness for Duty checklist to determine if an employee is ready to return to work and under what conditions.
Superintendent should establish a command structure in the event that he or she is unable to continue work during the pandemic event or is unable to return to work during the recovery phase; develop central office teleconferencing protocol in the event that schools are closed.
Determine need to refine pandemic plan.
Apply all plans and procedures to after-school programs.

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Begin when there are confirmed human outbreaks of a pandemic anywhere in the world:

1. Reinforce education regarding influenza infection control. Emphasize triad of good health habits: hand hygiene, respiratory etiquette, and not touching the eyes, nose and mouth.
2. Increase environmental cleaning of “high touch” surfaces, e.g., door knobs, keys, telephones.
3. Educate employees and visitors not to come to the facility if they have influenza-like symptoms.
4. Assess adequacy of infection-control supplies and review distribution plan.
5. Initiate possible screening for influenza-like illness at front desk and nurses’ offices.
6. Conduct active surveillance to look for influenza cases (i.e., review temperature logs, triage/sick call, hospitalizations, staff absences, unexplained deaths, etc.). Interview influenza-like illness cases for pandemic risk factors.
7. Review possible measures to increase “social distancing.”
8. Review/revise the list of designated influenza isolation and quarantine rooms.
9. Begin reviewing workforce reduction plan.
10. Begin reviewing distance learning plan.
11. Begin reviewing substitute teacher pool list.

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Response Phase Standard Operating Procedure for pandemic flu outbreak anywhere in the world

This Phase calls for activation of the Crisis Management Team. Also, activate daily direct link to local health department and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.

Central Office
Maintain daily link to local health department and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.
Prepare for conference call from the State School Superintendent and/or staff.
Human Resources reports to District Administration when any school, service, or support absences escalate.
Examine partial closure (student dismissal) and full closure plans.
Provide ongoing communication to key staff on their roles and responsibilities.
Alert all principals that the Event Level may escalate rapidly to the next Level or Levels.
Monitor student and staff attendance daily as needed.
Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health department, the Oregon Division of Public Health and/or the United States Department of Health and Human Services.
Develop continuous direct link to local health department; make plans with the local health department to establish daily communications if a widespread outbreak occurs overseas.
Activate procedures to isolate students and staff that present influenza-like symptoms; encourage parents to keep their children at home if they have influenza-like symptoms and to let the school know about their child's symptoms; encourage staff to remain at home if they have influenza-like symptoms and to report these symptoms to the school.
Remind staff, students, and parents of good hygiene practices.
Ensure that all out-of-country field trips have been cancelled or called back to the district.
Review all out-of-state (in-country) field trips and be prepared to cancel all out-of-state field trips.
Apply all procedures to after-school programs.
Meet with Crisis Management Team (Leadership Team) to discuss updated pandemic information and possible timeline for activation of the Team (or teams.).
Limit or congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

School Front Office
Monitor student and staff attendance daily.
Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health department, the Lane County Division of Public Health and/or the United States Department of Health and Human Services.

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Do not allow students or staff into school who are presenting influenza-like symptoms; monitor students and staff closely for influenza-like symptoms.

Restrict school visitors to parents, vendors and essential volunteers; be alert to visitors with influenza-like symptoms.

Teachers

Do not allow students or staff into school who are presenting influenza-like symptoms; monitor students and staff closely for influenza-like symptoms.

Restrict school visitors to parents and vendors; be alert to parents or vendors with influenza-like symptoms.

Discourage congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; Consider staggering class changes to avoid large groups of students in the hallway; Consider staggering dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

Separate student desks as much as possible.

Regularly wipe down high touch areas including desks, door knobs, counter tops, etc. with school supplied microfiber cloth and spray.

School Based Administration

Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health department, the Lane County Division of Public Health and/or the United States Department of Health and Human Services.

Isolate and send home staff or students with influenza-like symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored student checkout system should be activated.

Communications

Keep staff and parents current with updates through communication channels; make certain that health-related information and pandemic updates have been verified for accuracy by the local health department.

Keep relevant groups informed (as appropriate) through e-mails, newsletters, fact sheets, social media, text alerts, on-demand phone system, and websites.

Provide media updates; provide updates from public health department, from the Superintendent, and, if necessary, from local law enforcement and public utilities and services; encourage parents to keep ill children at home and encourage ill staff to remain at home.

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School Nurses

Maintain infection control precautionary measures.

Continue surveillance of staff, students, school visitors, and other personnel to help the local health department to monitor influenza-like symptoms; it would be helpful to local health departments if these reports at this level could be provided on a daily basis.

Continue surveillance of staff, students, school visitors, and other personnel to help the local health department to monitor influenza-like symptoms; it would be helpful to local health departments if these reports at this level could be provided on a daily basis.

Activate procedures to isolate students and staff that present influenza-like symptoms; encourage parents to keep their children at home if they have symptoms and to let the school know about their child's symptoms; encourage staff to remain at home if they have influenza-like symptoms and to report these symptoms to the school.

Continue surveillance of staff, students, school visitors, and other personnel to help the local health department to monitor influenza-like symptoms; it would be helpful to local health departments if these reports at this level could be provided on a daily basis.

Registered Nurse, not medical assistants, will serve as direct link to local health department or Incident Command staff. Assistants should channel questions to the Registered Nurse or designee.

If a person warrants medical evaluation, health services staff should alert the appropriate medical resources (i.e., public health) that a suspect case needs evaluation so that the referral center can make arrangements for a health assessment.

Transportation

Sanitize schools and buses daily, or as per local health department guidelines; implement sanitizing verification process.

Monitor students getting off buses and out of vehicles for signs of influenza-like symptoms; do not accept students or staff with influenza-like symptoms, or quickly isolate students and staff with influenza-like symptoms.

Custodial Services

Ensure that sanitation procedures are in conjunction with public health advisories.

Expand school cleaning routines by custodial staff.

Disinfect all work areas, counters, restrooms, door knobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).

The school health office and holding areas for ill children and staff should be cleaned several times each day.

Maintenance/Facilities

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During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

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*Begin after a suspected pandemic case is diagnosed in
Lane County:*

1. Immediately isolate (or cohort) staff or students with influenza-like illness.
 - a. Reinforce staff education on infection control procedures when caring for flu patients.
 - b. Ensure adequate infection-control supplies and personal protective equipment is available.
2. Perform triage to rapidly identify students with influenza-like symptoms and implement procedures for separating the sick from the well.
3. Conduct contact investigations of the initial cases that have been identified, and quarantine contacts according to public health guidelines.

Note: contact investigations and quarantine may be inappropriate and abandoned as a strategy if there are multiple pandemic cases in multiple classrooms.
4. Implement measures to increase social distancing (including school closure, if necessary).
5. Continue staff, parent and student training on infection control.
6. Monitor adherence to infection control guidelines.
7. Contact Human Resources and coordinate social distancing, workforce limitations issues, health insurance issues and any other pertinent issues.
8. Implement distance learning plan (if appropriate).

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Response Phase Standard Operating Procedure of Outbreak in Lane County Oregon

Based on a decision by the Superintendent in consultation with the **South Lane School Board** and local or state public health authorities, the superintendent **keeps schools open**

OR

Based on a decision by the Superintendent in consultation with the **South Lane School Board** and local or state public health authorities, the superintendent orders a **partial** closure of schools.

OR

Based on a decision by the Superintendent in consultation with the **South Lane School Board** and local or state public health authorities, the superintendent closes **all** school building units and other department building units of the school district; the closure applies to all after-school programs, also (it is possible that the first order is to close only those schools with high absences – be prepared for partial school closures).

School Nurses

If a person warrants medical evaluation, health services staff should alert the appropriate medical resources (i.e., public health) that a suspect case needs evaluation so that the referral center can make arrangements for a health assessment.

Central Office

Confirm any closure with the Oregon Department of Education.

Inform the public and school district employees using appropriate communication channels; coordinate news release with public health and the Oregon Department of Education.

Maintain communications with the local health department through superintendent and/or designated staff.

Determine Essential Personnel.

Activate Educational Continuity Plan.

Consider cancellation of all extra-curricular activities.

Mental Health

When possible, collaborate with local agencies to assist families.

Teachers

Refer to Educational Continuity Plan.

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Front Office

Communicate with Central Office about staffing needs.

Custodial Services

Communicate with Central Office about staffing needs.

Food Service

All perishable food items should be disposed of unless the cafeteria remains open.

Communicate with Central Office about staffing needs.

Maintenance/Facilities

Assist campus safety personnel in securing all buildings.

During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Communicate with Central Office about staffing needs.

Communications Department

Inform the public and school district employees using appropriate communication channels; coordinate news release with public health and the Oregon Department of Education.

Communicate with Central Office about staffing needs.

Campus Safety/Security

Secure all buildings.

Check all buildings and establish periodic patrols during the school closure period.

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Check all alarm and surveillance systems.

Communicate with Central Office about staffing needs.

Transportation

Secure all school buses and service vehicles.

Communicate with Central Office about staffing needs.

Information Technology

Secure information technology system and integrity.

Communicate with Central Office about staffing needs.

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Previous pandemics have been associated with subsequent “waves” of influenza-like illnesses after an initial wave resolve. After an initial pandemic outbreak, subsequent outbreaks are likely. The recovery period will involve both recovering from the pandemic emergency, evaluating the response to it and preparing for subsequent waves of pandemic flu.

1. Maintain surveillance for influenza-like symptoms (to detect subsequent waves of pandemic influenza).
2. Maintain communication with local public health officials.
3. Evaluate the effectiveness of surveillance and infection-control measures during the pandemic flu and summarize observations.
4. Evaluate the adequacy of infection control supplies and the need for restocking.
5. Restock infection control supplies.
6. Revise plan if necessary.

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Recovery Phase Standard Operating Procedures

Based on communication with public health and local board of education authorization to start the process of recovery, the school district will begin the initial stages of preparations for the re-opening of schools.

Central Office
Human Resources will begin the process of compiling communication to indicate which staff members are ready to return to work, OR establish a process whereby employees can self report readiness.
Human Resources will develop a status report for each staff category by school and department: teachers, administrators, custodians, bus drivers, etc.
Survey supply vendors to determine when supply chain and delivery system will be partially or fully operational; provide vendors with supply needs.
Finance department determines process for fast-tracking purchase orders for essential supplies.
Establish a timeline and staffing threshold for opening schools and other buildings for staff, based on reports from Human Resources, building and bus inspections, and the local health department; determine which schools can open and if temporary consolidation of schools is appropriate. Include other agencies in the discussion about re-opening schools, public health, mental health, Fire Marshal, law enforcement, public transportation, etc.
Begin discussions on restructuring and resuming extra-curricular activities and after-school programs.
Opening of schools should be monitored closely by District Leadership.
Daily reports of staff and student attendance should be closely monitored.
A mental health status report, based on guidelines provided by the counselors and the District Leadership Team, should be reviewed each day. This report should include the mental status of students and staff in order to determine if additional mental health services are needed.
Develop an instructional reconstruction checklist (base on the length of school closure; if short-term, the checklist should be focused on make-up work and reorganizing the instructional calendar, benchmarks, testing, etc.; if the closure was long-term, the checklist may require restructuring of the current and following school year instructional and operational calendar and events) to guide staff, students, and parents when school reopens. The checklist should include anticipated instructional materials and supplies, as well as possible waivers from the Oregon Department of Education.
Do not enroll new students without immunization records or approval from the local health department, based on immunization and other health guidelines provided by the local health department, the Oregon Division of Public Health and/or the United States Department of Health and Human Services.
When schools re-open, many students may need homebound instruction.

Teachers
When schools re-open activate social distancing strategies (to minimize possible infection spread): <ul style="list-style-type: none">● Gatherings of groups larger than normal class size should be cancelled and avoided (e.g. assemblies, recess).● Student distance spacing strategies to decrease contact with students who may be infected but not exhibiting symptoms.● Separate student desks as much as possible.

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- Prohibit congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

Mental Health

When possible, the Crisis Management Team staff will meet to activate the mental health plan for students and staff, in conjunction with local mental health services staff, including Post-Traumatic Stress Syndrome counseling.

Post information on school district website for parents regarding helping children cope with tragedies (i.e., Teaching Children How to Respond to Tragedies from the National Association of School Psychologists).

Maintenance/Facilities

Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy.

Inspect all school cafeterias with the assistance of the local health department.

Expand school cleaning routines by maintenance staff.

- Disinfect all work areas, counters, restrooms, door knobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).
- HVAC conditioning system filters should be cleaned and changed.
- The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Transportation

Inspect all buses.

Information Technology

Determine information technology status and operational needs; this will also be related to financial technology.

Front Office Personnel

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Provide daily reports of staff and student attendance to Command Center.

School Nurses

Do not enroll new students without immunization records or approval from the local health department, based on immunization and other health guidelines provided by the local health department, the Lane County Division of Public Health and/or the United States Department of Health and Human Services.

Food Service Personnel

Inspect all school cafeterias with the assistance of the local health department.

Custodial Services

Expand school cleaning routines by maintenance staff.

- Disinfect all work areas, counters, restrooms, door knobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).
- Air conditioning system filters should be cleaned and changed.
- The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Inspect all school cafeterias with the assistance of the local health department in conjunction with Food Service personnel.

School Based Administration

When schools re-open activate social distancing strategies (to minimize possible infection spread):

- Gatherings of groups larger than normal class size should be cancelled and avoided (e.g. assemblies, recess).
- Student distance spacing strategies to decrease contact with students who may be infected but not exhibiting symptoms.
- Separate student desks as much as possible
- Prohibit congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

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Communications

Share timeline for opening with news media and place recording on school district main phone line; also add to school district website. *Some schools may remain closed until facility and/or staffing requirements are met.

Post information on school district website for parents regarding helping children cope with tragedies (i.e., Teaching Children How to Respond to Tragedies from the National Association of School Psychologists).

A mental health status report, based on guidelines provided by the counselors and District Leadership Team, should be reviewed each day. This report should include the mental status of students and staff in order to determine if additional mental health services are needed.

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According to experts, in the most severe pandemic, the duration of these public health measures could be weeks to months, which would have educational implications for students. Planning now for a prolonged period of student dismissal will allow South Lane School District to be prepared as much as possible to provide opportunities for continued instruction and other assistance to students and staff.

If students are dismissed from school but schools remain open, school- and education-related assets, including school buildings, school kitchens, school buses, and staff, may continue to remain operational and potentially be of value to the community in many other ways. In addition, faculty and staff may be able to continue to provide lessons and other services to students by television, radio, mail, Internet, telephone, or other media.

Continued instruction is not only important for maintaining learning but also serves as a strategy to engage students in a constructive activity during the time that they are being asked to remain at home.

Finally, be prepared to activate the school district's crisis management plan for pandemic influenza that links the district's incident command system with the local and/or State health department/emergency management system's incident command system(s).

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