



EMERGENCY PREPAREDNESS PLAN: PANDEMIC INFLUENZA

(Information and plans subject to change based on changing conditions and guidance from state and local officials.)

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PURPOSE

The purpose of this plan is to decrease the spread of Pandemic Influenza through the following:

- Appropriate and timely communication
- Adequate education of parents, students, faculty and staff on prevention and/or decrease in the spread of the virus
- Cleaning and disinfecting of facilities
- Treatment
- Maintenance of essential school functions

BACKGROUND INFORMATION

An influenza pandemic is described by the World Health Organization (WHO) as occurring when a new influenza virus appears and is infecting the human population who has no formerly established immunity. This results in “several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and over-crowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

According to the Centers for Disease Control and Prevention (CDC),

Common Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

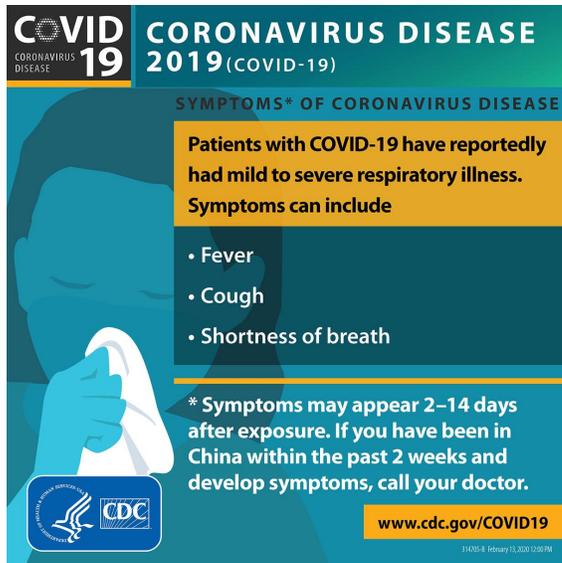
- Fever* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

**It's important to note that not everyone with the flu will have a fever.*

CORONAVIRUS

In Fall 2019, the Coronavirus emerged as a potential pandemic threat. The CDC has published these materials to inform the public:

Current understanding about how the virus that causes coronavirus disease 2019 (COVID-19) spreads is largely based on what is known about similar coronaviruses.



Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet)
- Via respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

When does spread happen?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this with this new coronavirus, but this is not thought to be the main way the virus spreads.

How efficiently does the virus spread?

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (like measles), while other viruses are less so. Another factor is whether the spread continues over multiple generations of people (if spread is sustained). The virus that causes COVID-19 seems to be spreading easily and sustainably in Hubei province and other parts of China. In the United States, spread from person-to-person has occurred only among a few close contacts and has not spread any further to date.

There is still more to be learned

COVID-19 is an emerging disease and there is more to learn about its transmissibility, severity, and other features and what will happen in the United States. New information will further inform the [risk assessment](#).



WE REMEMBER. WE PREPARE.

Seasonal Flu vs. Pandemic Flu

Influenza is one of the world's greatest infectious disease challenges. But did you know that seasonal flu and pandemic flu are not the same?

What is seasonal flu?



Influenza (flu) is a contagious respiratory illness caused by flu A and B viruses that infect the human respiratory tract. Annual flu epidemics occur among people worldwide.

How often do seasonal flu epidemics occur?



Epidemics of seasonal flu happen every year. Fall and winter is the time for flu in the United States.

How do seasonal flu viruses spread?



Flu viruses are thought to spread mainly from person to person through droplets made when someone with flu coughs, sneezes, or talks near a person (within 6 feet).

Is there a vaccine for seasonal flu?



Seasonal flu vaccines are made each year to vaccinate people against seasonal flu. Everyone 6 months and older should get a flu vaccine every year. For most people, only one dose of vaccine is needed.

Are there medications to treat seasonal flu?



Prescription medications called antiviral drugs can treat seasonal flu. During a severe flu season, there can be spot shortages of these drugs.

Who is at risk for complications from seasonal flu?



Young children, people 65 years and older, pregnant women, and people with certain long-term medical conditions are more likely to have serious flu complications.

What is pandemic flu?



A flu pandemic is a global outbreak of a new flu A virus in people that is very different from current and recently circulating seasonal flu A viruses.

How often do flu pandemics occur?

Flu pandemics happen rarely. Four flu pandemics have happened in the past 100 years, but experts agree another one is inevitable.



How do pandemic flu viruses spread?



Pandemic flu viruses would spread in the same way as seasonal flu, but a pandemic virus will likely infect more people because few people have immunity to the pandemic flu virus.

Is there a vaccine for pandemic flu?



Although the U.S. government maintains a limited stockpile of some pre-pandemic flu vaccines, vaccine may not be widely available in the early stages of a pandemic. Two doses of pandemic flu vaccine will likely be needed.

Are there medications to treat pandemic flu?



Flu antiviral medications may be used to treat pandemic flu if the virus is susceptible to these drugs. While a limited amount of flu antiviral drugs are stockpiled for use during a pandemic, supplies may not be enough to meet demand during a pandemic.

Who is at risk for complications from pandemic flu?



Because this is a new virus not previously circulating in humans, it's not possible to predict who would be most at risk of severe complications in a future pandemic. In some past pandemics, healthy young adults were at high risk for developing severe flu complications.



COMMUNICATING ABOUT PANDEMIC INFLUENZA

For SRCSC staff:

- Align policies and procedures with the Ripley County Health Department. By establishing communication lines with the health department, recommendations can be given and questions answered decreasing the possibility of concern or panic.
- Nurse Marie Menchhofer will be the primary liaison between the health department and the schools. All questions and concerns should be directed to Nurse Marie, who will consult with the health department and then, upon approval from the superintendent, will work with building administrators to share information with staff.
- Advise staff where a copy of the "preparedness plan" can be found with updated information.
- Links to appropriate websites should be utilized, such as cdc.gov (Centers for Disease Control and Prevention) and who.int (World Health Organization)
- Staff will get information through our normal communication channels.
- As more cases are reported, it is critical to comply with reasonable requests from government agencies with proper jurisdiction, and keep employee and student private health information confidential, as required by the Americans with Disabilities Act, the Family Medical Leave Act, and the Family Education Rights and Privacy Act.

For SRCSC Families:

- Our "preparedness plan" will be posted to the district website to provide assurance that a plan is in place should there be a pandemic outbreak.
- Anticipate the potential fear and anxiety of students and families as a result of rumors and misinformation and plan rapid and accurate communications accordingly.
- Provide timely information to school families about the potential impact of an outbreak of pandemic influenza. This includes the possibility of school closures, parent/guardian need to make alternate child care arrangements, school procedures if a closure occurs during the school day (lunch, transportation procedures, etc).
- Assure that there are local support references readily available to the community, such as social services, mental health services, and faith-based resources.

EDUCATION FOR PREVENTING OR DECREASING THE SPREAD OF PANDEMIC INFLUENZA

- Educate staff, students and families on how to stop the spread of the virus
 - Teach proper hand-washing techniques
 - Wash hands before and after eating, after using the restroom, after sneezing or coughing, after playing or working outside, after touching pets or animals, before touching someone else, or anytime hands appear to be soiled
 - Use soap and water
 - Scrub hands together for a minimum of 10-15 seconds
 - Rinse with warm water
 - Dry with a clean towel

*** Alcohol-based sanitizers may be used, but must be continually rubbed into skin on hands until dry, in order to be completely effective ***

- Cover coughs and sneezes
- Ensure that adequate supplies of tissues, hand sanitizing gels, soap and water and cleaning supplies are available for all staff and students
- Post notices throughout buildings describing proper hand hygiene, and covering coughs and sneezes
- Desktops, tables, door knobs, stair rails, water faucet handles, etc., should be cleaned with a disinfectant at least daily, and more often if possible
- Place hand sanitizing gel at every entrance into schools, in the office, outside restrooms, and in every classroom
- Communicate to faculty, staff, students and parents/guardians the importance of maintaining proper preventative health activities such as annual check-ups and immunizations to decrease risk of being infected with pandemic influenza
- Educate community that school will only be closed as a last resort, and is only effective in containing the virus if students and staff stay home during the closure
- Finally, stay home when experiencing illness

CONTINUING EDUCATION IN THE EVENT OF EXTENDED SCHOOL CLOSURE

The Continuation of Learning Plan will be put into place in the event that one or more schools are closed due to a pandemic flu or other emergency situation. In order to be ready for this type of emergency, the following strategies have been developed to ensure the highest quality of continued education of students.

South Ripley Community School Corporation will adhere to any state or county requirements for closing of school. If school is closed, eLearning Days will be implemented, waiving the two consecutive day plan that is currently used for inclement weather. Teachers should take this into consideration when planning assignments. Parents are encourage to make alternative childcare plans during this time. Further, parents are asked to ensure that students complete work or contact the teachers or school with questions. This is imperative during a closure of this type.

The following tasks will be completed as outlined below. These are subject to change based upon circumstances.

Superintendent

- Communicate with local law enforcement and Ripley County Health department
- Communicate with the Ripley County Emergency Management Office
- Oversee Continuation of Learning Plan
- While school is open, receive attendance rates from individual schools
- Create and post important pandemic communications on district website
- Communicate with local media as needed
- Represent SRCSC at local emergency management meetings
- Keep important information prominently shared with school families and the South Ripley community

Building Administrators

- While school is open, communicate to Superintendent's office any decline in student or staff attendance
- Remind families and students of importance for checking Google Classroom for assignments

- Continue reinforcing messaging with school families and staff about flu symptoms, prevention, etc.
- Coordinate the copying and distribution of paper materials, as needed, in case of school closing
- Establish a plan for when teachers are ill and unable to update Google Classroom, or provide paper materials prior to school closure
- Maintain up-to-date contacts for all staff, with lead teachers/department heads highlighted
- Monitor student absences as they pertain to attendance policy (not penalizing families for keeping siblings home when a family member is diagnosed with pandemic virus, as directed by the Ripley County Health Department)
- Continue to work as scheduled unless otherwise directed

School Resource Officer

- In cooperation with administrators, assist in implementation of the Continuous Learning Plan
- Attend local emergency management meetings pertaining to SRCSC
- Advise Superintendent in developing contingency plans for SRCSC
- Continue to work as scheduled unless otherwise directed

Corporation Nurse

- Serve as district contact with Ripley County Department of Health
- While schools are open, communicate with staff about flu symptoms, prevention and protocol if they suspect someone in their classroom could be ill
- Seek and provide necessary resources to support student and staff questions
- Keep Superintendent well informed on all information from health department

Building Nurse

- While schools are open, communicate with staff about flu symptoms, prevention and protocol if they suspect someone in their classroom could be ill
- Seek and provide necessary resources to support student and staff questions
- Serve as building contact with Ripley County Department of Health
- Ensure that cots, door knobs and clinic surfaces are sanitized throughout the day.
- Encourage students and staff to practice safe hand-washing and use of hand sanitizer
- During closure, nurses should report to work unless told otherwise

Administration Office Staff

- Continue to work as scheduled unless otherwise directed
- Communicate and support building staff as needed

Technology Department

- Work with Superintendent and Principals to deliver clear messaging to families on online tools such as Google Classroom, Skyward, etc.
- Support staff as needed in adjusting to potential for eLearning
- Ensure that school families have information needed to access online classroom platforms (Google Classroom, Skyward, etc.)
- Continue to work as scheduled unless otherwise directed

Data Coordinator

- Maintain current information, in a prominent fashion, on SRCSC website, social media and with other relevant communications channels
- Ensure that school families have information needed to access online classroom platforms (Google Classroom, Skyward, etc.)
- Continue to work as scheduled unless otherwise directed

Teachers

- Maintain current information in Google Classroom regarding lessons, assignments
- Maintain current rosters or access to online information at home through Skyward, including student contact information
- Should there be a closure, determine which curricular materials should be sent home with students, where appropriate
- Be prepared to post up to 10 days (one day at a time) worth of lessons throughout the closure, including activities and assignments that can be done at home, to Google Classroom
- Provide school administrators with links to lessons. Should they be needed, front office staff could make copies for students
- Continue to provide feedback to students on work submitted
- Communicate with students and contacts if material is not submitted in appropriate timeframe
- During closure, teachers are not required to report to work, but may do so as they deem necessary

Counselors

- Will work with teachers on supporting student learning during closure
- Will work with special education teachers on providing support for special needs students
- Will coordinate with building principal to perform tasks as needed
- During closure, counselors are not required to report to work, but may do so as they deem necessary

TBG Supervisor and TBG Utility

- Communicate and support district safety initiatives
- Communicate with maintenance staff as needed
- Communicate with transportation department staff as needed
- Ensure that maintenance, custodial staffs and bus drivers are cleaning and disinfecting
- Maintain buildings and grounds in preparation for return of staff and students
- Continue with the advancement of projects as needed
- Continue to work as scheduled unless otherwise directed
- Provide tasks to bus drivers who choose to report to work

Maintenance Supervisors

- Work as scheduled per facility
- Maintain preventative maintenance schedule
- Focus on advancing projects as directed by the TBG Supervisor
- Provide appropriate cleaning supplies and personal protective equipment (PPE) (gloves, etc) to teachers and staff who wish to conduct additional cleaning in their classrooms

Building Custodians

- Work as scheduled per facility
- The TBG Supervisor will coordinate with each school's Maintenance Supervisor to provide direction on a cleaning schedule, with emphasis on high contact areas including main entrances, school offices and clinics
- Additional attention will be given to wiping down door knobs, desk tops, keyboards and water fountains
- TBG Supervisor will communicate with Superintendent on progress
- Maintain district facilities and grounds in preparation for return of staff and students

Bus Drivers/Transportation Department

- When schools are open, continue routine cleaning procedures for all buses with emphasis on cleaning between routes
- Bus drivers may report to work to perform tasks at the direction of the TBG Supervisor in order to continue to be paid
- Upon communication with TBG, may choose to use leave days if available
- No opportunity for makeup will be provided at the end of the school year

Support Staff: Office, Instructional Assistants

- During school closure, building secretaries should continue to work as scheduled unless told otherwise
- During school closure, Instructional Assistants may report to work to perform tasks at the direction of the Building Principal in order to continue to be paid
- Upon communication with Building Principal, may choose to use leave days if available
- No opportunity for makeup will be provided at the end of the school year

Cafeteria Managers

- Reinforce sanitation practices with Food Service staff, and ensure proper cleaning is being done
- Review proper hand-washing procedures with staff
- Cafeteria managers will be observant of employees and anyone with symptoms will be sent to the school nurse or home
- During school closure, Cafeteria Managers continue to work as scheduled unless told otherwise
- Provide tasks to food services staff who choose to report to work

Food Services Staff

- Clean and sanitize all appropriate surfaces and objects in the kitchen that students or staff have contact with (tray lines, lunch cards, tables, chairs, condiment stations, silverware containers, etc)
- Practice proper sanitation when preparing, cooking and serving food (use of gloves, etc)
- Practice proper hand-washing.
- During school closure, Food Service staff may report to work to perform tasks at the direction of the Cafeteria Manager in order to continue to be paid
- Upon communication with Cafeteria Manager, may choose to use leave days if available
- No opportunity for makeup will be provided at the end of the school year

Athletic Director

- During school closure will ensure:
 - No practices and/or events will be held, on-site or off-site
 - Coaches will not hold team meetings or gatherings
 - Players/Parents are not holding "unofficial" practices
- Stay in contact with area athletic directors to modify schedules
- AD will continue to work as scheduled unless told otherwise

Parents/Students

- Ensure that Skyward contact information is correct
- Check Google Classroom regularly for assignments and supplemental materials
- Make sure students take home curricular materials during closure
- If internet access is not available at home, parents/guardians should contact the teacher. Every effort will be made to provide appropriate student support

CLEANING AND DISINFECTING FACILITIES

Studies show that the influenza virus can live on a surface and is able to infect a person anywhere from two to eight hours. The following will aid in the decrease of influenza virus' left on surfaces:

- Disinfect shared work areas, counters, railings, door knobs and stairwells more frequently during influenza pandemics
- Teachers should wipe down toys or shared games with sanitizing wipes
- HVAC filters should be cleaned and changed regularly
- If possible, increase fresh air ventilation
- The most important factor: Increase frequency of disinfecting surfaces, noting that soap and water are sufficient for this purpose

According to the CDC,

"Influenza virus is destroyed by heat (167-212°F). In addition, several chemical germicides, including chlorine, hydrogen peroxide, detergents (soap), iodophors (iodine-based antiseptics), and alcohols are effective against human influenza viruses if used in proper concentration for a sufficient length of time. For example, wipes or gels with alcohol in them can be used to clean hands. The gels should be rubbed into hands until they are dry."