PANDEMIC PREPAREDNESS & RESPONSE PLANNING

FOR SCHOOLS

Public Health Preparedness
Tarrant County Public Health
1101 S. Main Street
Fort Worth, TX 76104
http://health.tarrantcounty.com
817-321-4700

Safeguarding our community's health

Tarrant County Public Health

The objective of this workbook on pandemic planning and response is to assist schools in preparing to manage a variety of pandemic events and other unforeseen disasters such as public health emergencies and bio-terrorism. Planning can help to reduce transmission or limit the spread of a pandemic disease, thereby decreasing hospitalizations and deaths, while helping to maintain essential services, and reduce the economic and social impact of a pandemic.

The impact of a pandemic on school operations would likely include unprecedented demands on pediatric health services, possible relocation of education services or perhaps the establishment of quarantine sites within school facilities. Widespread sickness among staff could result in significant reductions in the work force, and possibly mandatory limitations on public gatherings and travel. These are only a few of the reasons for schools to have proven preparedness plans that will improve the likelihood of continuing educational activities despite a local pandemic threat.

Because a pandemic reaches far beyond campus boundaries, cooperation and partnership with local authorities and community stakeholders is extremely important. Further, it is advisable that any existing emergency preparedness and business continuity plans are reviewed for relevance and as a means to save time before starting to develop a new plan that may already have many similarities.

Now is the time to begin constructing a plan in the instance that a pandemic occurs in your area. These activities are to encourage thoughts that will aid in developing a plan and ensuring that you, your staff, and students are prepared, and that your response is in harmony with those of your community.

This workbook contains three sections that may be used for the planning process, including a checklist and discussion guide, and a template for the actual plan itself.

Should you have any questions about the content of this workbook, please do not hesitate to contact Tarrant County Public Health at 817-321-4700 or visit our website at http://health.tarrantcounty.com.

Safeguarding our community's health

Pandemic Preparedness & Response 'PPR'

Part A. PPR Planning Guide

Part B. PIPR Checklist

Part C. PPR Plan Outline

- Appendices
  - A. Pandemic Team
  - B. Critical Contacts
  - C. Emergency Resources
  - D. Internal Contact Listing
  - E. Cross Training Chart
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PANDEMIC RESPONSE PLAN "PPR" CHECKLIST

Planning & Coordination

Steps	Notes & Comments
The Tarrant County Public Health Authority will be responsible for declaring a local public health emergency, but only after significant consultation with other local officials, including school superintendents. The TCPH Authority will provide leadership in decisions regarding: • case identification • isolation and quarantine • movement restriction • student healthcare services • emergency care • mutual aid	*Identify the authority that will activate the district's pandemic response plan when the local health emergency is declared. (Usually, this authority is the District Superintendent; however, in the event of a state-wide declaration, the TEA may activate the plans.)*
To address pandemic preparedness, involve all relevant stakeholders in the district: • district administrators • TCPH representatives, • school health professionals • mental health professionals • teachers • food services director • parent representatives	*This pandemic response plan should become part of the school's overall crisis management plan. As such, a committee should be formed to include all perspectives and interests. This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.*
Establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic plan. Ensure compatibility between the district's established ICS and your local emergency responders, as well as with Tarrant County Public Health.	*An Incident Command System (ICS) is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident.* *ICS training is provided online by the Federal Emergency Management Agency at* <u>*www.FEMA.gov*</u>
Delineate tasks, responsibilities, and resources for key personnel, including executing specific components of the operational plan.	*A diverse committee is recommended so that all populations are addressed in the plan. Assure the plan includes timelines, deliverables, and performance measures.*
Work with TCPH and the TEA to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan, as well.	*TCPH can provide information regarding the County's Pandemic Response Plans, as well the municipality's response plan.*
Test the communications and alignment between the school's ICS and the ICS of your community, TCPH and the TEA.	*Participate in drills and tests coordinated locally, including those with TEA and TCPH.*

Steps	Notes & Comments
Contribute to the local response operational plan for surge capacity of healthcare and other services to meet the needs of the community. • Facilities • Personnel (staffing) In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.	• *Some school buildings may be designated as contingency hospitals, schools, sites for feeding vulnerable populations or for distribution of supplies* • *School Nurses and Counselors may be called upon to augment the ranks of healthcare and mental health professionals* • *Consider promoting the Medical Reserve Corps (a volunteer organization that is activated in response to a disaster or wide-spread local emergency)*
Points of Dispensing (POD) require written documentation, including a current Memorandum of Understanding, site layout, etc, along with training by Tarrant County Public Health.	*If a school facility in your district has been designated as a POD, you and pre-determined personnel will have specific duties to perform. TCPH recommends that you practice this activity.*
Incorporate into the pandemic response plan the requirements of students with special needs, as well as those in special facilities, and those who do not speak English as their first language.	*Particularly, assure the plan addresses the needs of low income students who rely on the school food service for daily meals and (perhaps) children who reside in juvenile justice facilities.*
Your plan should also address provision of psychosocial support services for the staff, students, and their families during and after a pandemic.	*Begin with your counselors; however, trained professionals from MHMR, the local faith community, and others may be sources to augment your staff for this purpose.*
Participate in the local health department surveillance system that would alert the local public health department to a substantial increase in absenteeism among students.	*Participate in the TCPH School Surveillance Program which encourages reporting of ILI on a daily and weekly basis in order to capture accurate information in a timely manner.*
Implement an exercise /drill to test your pandemic plan and revise it periodically.	*Once the plan has been developed, it is crucial to "walk through" it physically, to clarify miscommunications as well as to make corrections to steps that require such.*

Continuity of Student Learning & Core Operations

Steps	Notes & Comments
Develop scenarios describing the potential of a pandemic on student learning using various levels of illness among student and staff. Include: • Student & Staff absences • School dismissal	*Assure the planned response is appropriate to the threat posed by the pandemic. Consider issues such as class schedules, extra-curricular activities, and alternate teaching methods.*
Develop alternative procedures to assure continuity of instruction in the event of school dismissal for extended periods of time.	*Considerations may include web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local cable TV stations, etc.*
Develop a continuity of operations plan ("COOP") for essential central office functions such as • Payroll • Instructional reporting by teachers and students • Communications with students and parents	*These plans may be determined locally at the district level or may be indicated by the TEA.*

Infection Control Policies & Procedures

Steps	Notes & Comments
Inform and train campus nurses and staff to implement effective infection prevention policies and procedures.	*Your local public health department can assist you with this training, and may also provide printed materials*
Implement effective disease prevention and infection control policies & procedures that help limit the spread of disease on each campus, for example influenza. Promote good hygiene and promote other healthy habits now in order to help protect students from many infectious diseases such as. These steps may escalate as the pandemic develops into a local threat.	(See www.fyiahec.org) • *hand hygiene* • *cough/sneeze etiquette* • *proper nutrition* • *exercise* • *relaxation / stress management* • *proper rest* • *encourage annual vaccinations for all staff and for children* • www.cdc.gov//protect/preventing.htm

Provide sufficient and accessible infection control & prevention supplies	• *soap* • *alcohol-based/waterless hand hygiene products* • *tissues & proper waste receptacles*

Steps	Notes & Comments
Establish policies & procedures for staff and students: • extended absences unique to a pandemic • address payroll issues with regard to sick leave and accrued vacation time	*Consider liberal leave policies (include those who cannot work because they must stay home to care for sick family members).* *Pre-determine attendance requirements and communicate these to staff, students, and parents.*
Establish policies and address possible transportation issues for staff and students who are present but • suspected to be ill • who become ill at school	• *should not attend class* • *should not remain at school* • *isolation procedures* • *return to school only after their symptoms resolve and they are physically able*

Communications Planning

Steps	Notes & Comments
Develop and distribute a written protocol for staff to use when answering parent's and students' questions about the pandemic.	*This effort will reduce rumors and help alleviate misinformation*
Develop and maintain key contacts among stakeholders in the community, including • leaders in adjacent school districts • local public health department • community leaders	*These contacts can provide up-to-date information that may be time-sensitive during a pandemic, and will be more willing to share information with those with whom they are already familiar.*
Communications plans will have an internal component (info for employees) and an external component (info for students, parents, and the community).	*Regularly review, test, and update all aspects of your communications plans to meet communication needs of employees, students, parents, and your community.*
Use multiple types of media to assure that your message is received by the widest range of audience (who may have access to only one of several means during a	• *Hotline(s)* • *Telephone trees* • *Dedicated websites* • *Local radio stations*

pandemic). Many of these are already outlined in your existing Bad Weather or Crisis Management Plans.	• *Local TV stations* • *Other*
Advise staff and students where to find up-to-date and reliable pandemic information in order to minimize the spread of rumors, misinformation, and possible panic.	*To simplify this effort, develop and maintain up-to-date communications contacts of key public health and education stakeholders, as well as local officials.*

Steps	Notes & Comments
At appropriate times, disseminate information about your district's Pandemic Response Plan relative to • continuity of educational instruction • community containment measures • other	*Your Pandemic Response Plan will state the "triggers" for each level of response, but the timing for sharing this information should be pre-determined.*
As a community-wide effort, your district may be called upon to assist with dissemination of information about pandemic influenza fundamentals: • signs and symptoms of influenza • modes of transmission • personal/family protection & response strategies • guidance for the at-home care of ill children & family members • other	*At its onset, options for controlling the pandemic will be few; therefore, it will be necessary for reputable, reliable sources to help provide guidance and information across the entire community.* *Schools should consider providing "how to" information to employees, students and families, and the community at large.* *Early education may help alleviate fear and rumors. Materials can be found at the TCPH website* *http://health.tarrantcounty.com*
Appropriate communications plans should consider • Audience's reading level • Language and cultural differences • Authority or source of information	*Make sure your messages are expressed clearly and accurately. During a pandemic event, it will be necessary to provide ONLY information from reliable sources, such as your local public health department.*

SCHOOL
LOGO HERE

Pandemic Preparedness Plan
for

 insert name of school

This Pandemic Preparedness & Response Plan
has been approved by:

_____

School Official/Superintendent   Date

_____

Pandemic Coordinator   Date

Note: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex and the other signature is by the Superintendent/principle/head master. Alternatively, each person assigned tasks within the annex may sign

Tarrant County Public Health

Date   Change/Addition   Page

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Approved by _____ Date _____

Tarrant County Public Health

PANDEMIC PREPAREDNESS & RESPONSE PLAN

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Tarrant County Public Health

PURPOSE

_____ (*School name*) is aware of the effect a Pandemic Event will have on students, employees, and regular operations of our district, and on our entire community. This Pandemic Preparedness and Response Plan (PPR) will assist our school in managing the impact of a Pandemic Event in order to reduce the spread of virus among school facilities while sustaining educational functions and maintaining essential activities of administration at the District level. In essence, we will respond to a Pandemic Event by limiting its affects on our students and employees and minimizing functional interruption. This plan outlines the operational concepts, communications, responsibilities, and procedures that will provide guidance and coordinate response of staff and students/families during an outbreak of pandemic or other communicable disease outbreak.

OPERATIONS

1. After notification of an event, the Pandemic Coordinator will begin alerting essential personnel (critical call list members) that the PANDEMIC Plan has been activated. Based on the event size and demographic location the plan may be fully or partially enacted.

2. Education interruptions due to staff and/or student shortage will be addressed as follows:
    *   Cross training
    *   Canceling extra curricular activities
    *   Distance learning via local cable TV
    *   Web-based learning
    *   Home bound education
    *   Modified hours
    *   School dismissal - last resort
    *   Other

3. The following personnel expenses will be addressed for high absenteeism:
    *   Overtime cost
    *   Vacation/sick leave
    *   Temporary agency costs
    *   Excessive medical benefits cost
    *   Potential workers compensation claims
    *   Other

4. On a school-by-school basis, we will dismiss students (and possibly discontinue school operations) when the following criteria are met:
    *   Staff absenteeism reaches _____ %
    *   Student absenteeism reaches _____ %
    *   Transportation is interrupted
    *   Supply chain interruption
    *   Other

5. If critical employees are absent, the following steps will be taken to maintain the work load of absent employees. ***See Appendix E***

   Step 1 – Report absent employees to PANDEMIC Coordinator (or designee)

   Step 2 – Access our cross training list for capable replacement employees

   Step 3 – School Principal will notify cross-trained employees of new duties

6. Because school transportation is crucial to operations, the following issues will be addressed:
   - Driver/operator absenteeism
   - Sanitizing buses
   - Transportation of ill students
   - Public transportation options
   - Other

7. Financial impact is an important consideration in our school's PPR Plan. We will estimate costs generated by the tangible and intangible impact of a Pandemic Event.

   Tangible Impacts include - reduced number of students attending, government closing of public gatherings, supplier interruptions, lack of transportation, other

   Intangible Impacts include - lost education, temporary help, benefits, increased education load after event, other

Tangible Impacts		Intangible Impacts	
0-24 hours	$_____	0-24 hours	$_____
2-7 days	$_____	2-7 days	$_____
8-14 days	$_____	8-14 days	$_____
15+ days	$_____	15+ days	$_____
Other	$_____	Other	$_____

8. The PANDEMIC Coordinator will be authorized to terminate the PPR Plan. Based on functioning capabilities (after consultation with local authorities) the school may reopen as usual or operations may be modified due to internal staffing and attendance issues.

9. We will evaluate staff and student access to mental health services. The following services should be available, but personal preparation will be emphasized throughout our planning process, both among employees and in the student population:
   - Social services
   - Regional support
   - Community support
   - Faith based resources
   - Other

COMMUNICATIONS

1. Medical information will be obtained from several sources. These sources may include Tarrant County Public Health or the local public health authority, hospital, or school physician. **See Appendix C**

2. Government, business, and other school information will be obtained by contacting agencies like the TEA Region XI Office, Local Public Health Department, or neighboring school districts. **See Appendix C**

3. A line of authority and assigned responsibilities will be developed by an employee trained in the Incident Command System (ICS). The district will communicate with the following agencies using the ICS system: **See Appendix C**

   - Local City Emergency Management Office
   - Tarrant County Emergency Management Office
   - Education Region XI and TEA
   - Neighboring ISD
   - Other

4. We will regularly communicate with Tarrant County Public Health about the services available and potential illness within our District. **See Appendix C**

5. We will communicate with our health and property insurer about the affects of the event.

   Health Insurance Carrier: *(insert contact information and policy#)*
   Property Insurance Carrier: *(insert contact information and policy#)*

6. To improve our response efforts, the following businesses, agencies, and schools will be contacted to share essential practices. **See Appendix B**

   - Neighboring schools, both public and private
   - Local Public Health Department, if applicable
   - Tarrant County Public Health
   - City / community services
   - Trade groups and major employers
   - Suppliers
   - Education Region XI and TEA
   - Other

7. Staff and students can find our operation status by checking the school website _____ *or by listening to a trusted news source…* (This may be the stations you use during severs weather events.) **See Appendix C**

8. The PANDEMIC Plan will be communicated to employees by the following:
- E-mail
- Employee information boards – time-clock postings
- Training/in-services/new employee orientation
- Telephone
- Mail-outs/ employee manual
- Other

9. We will ensure that language, cultural, and reading level appropriateness are considered when disseminating school health-related messages.

INFECTION CONTROL PRACTICES

1. Programs and materials covering fundamental preparedness, personal and family protection, and response strategies will be provided to employees, students, and their families.
- Symptoms of contagion
- Modes of transmission
- Hand hygiene
- Coughing/sneezing etiquette,
- Pandemic Preparedness and Response Plan
- Other

2. Policies will be developed for preventing disease transmission and minimizing potential exposure to other staff and students.
- Respiratory hygiene
- Room layout – shared areas
- Infection control measures – hygiene products, disposal bins, hand-shaking
- Immediate mandatory sick leave
- Return-to-work policies
- Room isolation
- Working sick (non-infectious illness only)
- Other

3. Policy will be established for restricting affected school campus sites.
- Buildings on-site
- Separate sites within campus
- Other

4. Once our PPR Plan is activated, the following procedures will follow:

- When necessary protective masks will be made available for students entering our schools as well as receptacles for discarding them after use.

- Waterless, alcohol-based hand cleaner will be placed strategically throughout buildings.

- A standard set of steps will be established for screening students and staff for the pandemic.

5. Guidelines will be developed to lower the face-to-face contact during a pandemic by implementing the following procedures:
   - Web-based conference
   - Teleconferencing
   - Email
   - Other

6. The following infection control measures will be taken in all facilities within our system:
   - Gloves
   - Hand-washing supplies
     - Soap
     - Alcohol-based hand sanitizer
     - Clean paper towels at all sinks
     - Trash receptacles
   - Facial tissue
   - Surgical Masks for employees/students, if recommended
   - Anti-bacterial wipes
   - 3M-N95 particulate respirators, if recommended
     - Fit testing equipment and/or training
     - Wall posters
   - Other

7. We will identify critical supplies needed to support surge demand and take steps to have those supplies on hand, and include these among budgeted items.

EMPLOYEES

1. To help eliminate communication issues we will inform our employees about our PANDEMIC Plan. Our district will strive to anticipate employee, parent/guardian, and student fear, anxiety and rumors so that everyone receives accurate information. We value our employees and will make available medical consultation and advice by allowing time off to see a family physician. Local Public Health contact information will be made available for questions. ***See Appendix C***

2. For example, annual flu vaccinations will be encouraged for all employees.

3. Based on critical employee needs, certain employees will be cross trained in different jobs/educational subject duties. As training is completed a list will be developed to indicate the jobs/subjects that individuals are capable of teaching or performing. ***See Appendix E***

4. Employees may be allowed to work from other locations or home to ensure basic program functions are completed. This will be based on availability of home computers or other technology assets. ***See Appendix F***
- Payroll
- Continued communication with staff and students
- Student instruction; lesson plans
- Other

5. Compensation and exceptions for absenteeism will be handled by the following criteria.
- Personal illness
- Family illness
- Community containment
- Local voluntary isolation or enforced quarantines
- Student dismissal or school closure
- Business closure – i.e., local childcare services
- Public transportation closure
- Other

6. All employees will provide updated **Emergency Contact Information** to Human Resources.

7. Special needs for employees will be addressed and reasonable solutions will be incorporated into our preparedness plan.

8. In the event of family illness or school closure, consideration will be given to those who are caregivers for family members. Staff members should feel comfortable when leaving their family for work as well as when leaving work for family.

9. A return-to-work time frame will be established for employees recovered from an infectious illness. Tarrant County Public Health or government agency guidance may influence school policy.

STUDENTS

1. Student attendance is integral to our school operations. In the event of a PANDEMIC we will continue to meet student needs and provide information to the best of our ability. Our district will communicate with students by:
- School website *www.website.com* and email
- Radio and Television bulletins
- Newspaper
- Flyers and Postings
- Phone
- Mail
- Other

5. Staff, parents, and guardians will be asked to notify our facility if any of the following are experiencing symptoms pertaining to the pandemic:
    - Immediate family
    - Extended family
    - Close Friends
    - Other

6. Students with special needs will be accommodated when reasonably possible.

7. If/when directed, meal accommodations may be made available for students.
    - Delivery
    - Family Pick-up
    - Consult TEA for meal program information

EXERCISE

1. The District PANDEMIC Coordinator will organize a drill or exercise to test our PPR Plan.

2. The PPR Plan exercise should include performing and verifying the following:
    - Essential employee call list
    - Emergency contact numbers
    - Infection control procedures
    - District communications and continuity of planning with :
        o Vendors
        o Students
        o Suppliers
        o Adjacent ISD

3. Periodically the PPR Plan exercise will be repeated. The PANDEMIC Committee will review the exercise's effectiveness, and improvements or changes will be made to the plan, according to those results.

APPENDIX A

<u>Pandemic Team</u>

Name	Phone	Address	Email

APPENDIX B

Emergency Contact Numbers

Neighbors:

This section may include churches, stores, and other businesses that are adjacent to your property. If an isolation order is issued during a pandemic, it may become necessary to control traffic flow. Be sure to include the local police and sheriff's department phone numbers!

Suppliers:

These are the people with whom you deal with regularly, including office supply, food supply, delivery, etc. It would be wise to include the local information as well as the national number, if applicable.

Contractors:

These are the people whom you may have coming into your facility as workers, such as an outside maintenance or grounds-keeping service, food catering services, laundry service, water delivery, etc. Again, use the local numbers but if there are national numbers, be sure to include them, as well, in case their local employees are not available or able to receive your messages.

Transportation:

This section should include all bus and taxi service numbers that are normally used by staff and clientele. In a pandemic, these vehicles may be re-assigned to perform other duties, so it may be necessary to verify that their services are still available to assist your staff and clientele on an on-going basis. Also, if an isolation order should come, then these services may be terminated without much advance notice.

APPENDIX C

Trusted Resource List

This list should (at the minimum) include the following information:

817- 321-4700   **Tarrant County Public Health**
                    1101 S. Main Street
                    Fort Worth, TX 76104

211   Local 211 Community Information telephone hotline

Phone & Email of a practicing physician who may office nearby

Phone contact at Local 24-hour news Radio Station

Phone contact at Local TV News Channel

Phone contact at Local newspaper

APPENDIX D

<u>Critical Call List</u>

This is the list of everyone in authority at your location and in your corporate organization, if applicable. You may also wish to include anyone who may regularly arrive on the premises without notice (daily visitors such as grandparents, relatives, "helping hands", etc.)

Information should include name and phone numbers, but also may extend to family members' contact information in the event there is no cell phone number provided.

APPENDIX E

Cross Training Chart

Position	Duties	Training Completed by
		Names of staff who have been trained to fulfill this role

APPENDIX F

Remote Work Location

This list includes the POSITION and PLACE where those duties will be performed, along with all communications means (telephone, cell phone, email, fax, etc.)

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities **http://www.ed.gov/admins/lead/safety/emergencyplan/ crisisplanning.pdf**).

Further information on pandemic influenza can be found at **www.pandemicflu.gov**.

1. Planning and Coordination:

Completed	In Progress	Not Started	
☐	☐	☐	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
☐	☐	☐	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
☐	☐	☐	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
☐	☐	☐	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
☐	☐	☐	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
☐	☐	☐	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
☐	☐	☐	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
☐	☐	☐	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
☐	☐	☐	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
☐	☐	☐	Participate in exercises of the community's pandemic plan.
☐	☐	☐	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
☐	☐	☐	Implement an exercise/drill to test your pandemic plan and revise it periodically.
☐	☐	☐	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
☐	☐	☐	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
☐	☐	☐	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
☐	☐	☐	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
☐	☐	☐	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
☐	☐	☐	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
☐	☐	☐	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
☐	☐	☐	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
☐	☐	☐	Establish policies for transporting ill students.
☐	☐	☐	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
☐	☐	☐	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
☐	☐	☐	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
☐	☐	☐	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
☐	☐	☐	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
☐	☐	☐	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
☐	☐	☐	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
☐	☐	☐	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
☐	☐	☐	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
☐	☐	☐	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

Safeguarding our community's health