

## USD #343 PANDEMIC FLU CRISIS PLAN

The purpose of the Pandemic Flu Crisis Plan is to assist in managing the impact of an influenza pandemic on schools based on two main strategies:

1. Reducing the spread of the virus within school facilities; and
2. Sustaining educational functions.

### BUSINESS OPERATIONS

In the event schools are closed, the USD #343 District Office will stay open, if possible, with only essential personnel reporting for work. **School missed will be made up to the 1116 hours required immediately after the final day of the published school calendar.**

Essential personnel include the Superintendent, Director of Curriculum & Instruction, Maintenance Director, and Systems Engineer.

The Superintendent and the other essential personnel would decide at that time who would need to report to work. Example: Depending on the time of the month, the Superintendent may call in the Clerk of the Board and Accounts Payable just as other areas may need to call in their staff.

Everyone would continue to be paid as usual. Stopping payment would create undue hardship on classified employees. Hourly employees who are not twelve month employees would be asked to sign an agreement to work the extended school year without pay.

Protection of records is accomplished by off site storage of records and computer back ups.

The district School Nurse would handle protection of all working staff and visitors. She will provide all working employees with personal protective equipment as directed by the Jefferson County Health Agency.

The Systems Engineer will work with the phone company to place messages on all district phones stating that the district is shut down and all calls are being forwarded to the District Office.

## **BUILDING OPERATIONS**

In case on a pandemic, only “essential personnel” will be expected to work in their respective buildings.

Essential personnel shall be defined as the Building Principal and the Head Custodian for each building. The district Maintenance Director should report for maintenance.

All reporting personnel would be expected to utilize personal protective equipment as deemed necessary by county authorities.

All buildings should be checked for security daily by the principal and/or head custodian.

Incoming phone calls shall be routed to the District Office.

If the building was designated and used as Point of Dispensing site (POD) for the Jefferson County Health Agency, maintenance would provide assistance as needed to the designated site, as would the building principal and any available custodial staff. In these cases, it would be expected that Jefferson County authorities would be directing school personnel to appropriate duties. The district School Nurse will act as liaison between the school and county.

## **COMMUNICATIONS**

The following message will be published in all building newsletters and posted on the district website.

### **Pandemic Flu? Hopefully Not, But We're Getting Prepared**

Just how real is the threat of pandemic flu? With increasing reports of swine flu in other parts of the world and the United States, the question is whether or not the swine flu will turn into pandemic flu. The Perry-Lecompton School District is doing its part to be prepared should this dreadful possibility become a reality.

There are many elements to preparing a crisis plan for a widespread flu pandemic. One of our biggest concerns is how we will communicate our plans to the public should a pandemic occur. In this situation it is very possible that school will be cancelled for an extended period of time. Therefore, it is very important that we have hotlines, telephone trees, and a dedicated place on the district website to assist with the communication process. Local television and radio stations will also play an important role.

Working together with the stakeholders in this community, we hope that effective planning will help minimize the detrimental effects of pandemic flu. Please be on the lookout for future articles on this subject in district and school communications.

## **PANDEMIC FLU**

### **What Is A Pandemic Disease?**

It is an outbreak of an infectious disease that affects people over an extensive geographical area. The pandemic flu that has been most recently in the news has also been called the 2009 H1N1 flu virus or “swine flu”.

### **What Are The Facts?**

The U.S. government feels that they have some time to prepare, and they will attempt to contain any potential outbreaks. School districts have been asked to have plans in place to deal with this situation if it should occur. It is unsure if the pandemic will occur in the next year, but it could occur in the next five years. There is no way to completely stop a flu pandemic, but the government working together with schools and the public will hopefully keep the death rate low. One of their main efforts will be the development of a vaccine.

### **What Are The Symptoms?**

The symptoms are typical of the common flu but can vary from person to person. They can also vary because of different routes the infection takes to get to the humans.

The early signs are aching muscles and joints, sore throat, fever, chills, headache, coughing, sneezing, and lack of energy. As we learn more about the specific types of flu and its potential to become a pandemic, we will understand its characteristic symptoms and be able to alert people to these particular patterns. It cannot be repeated too often: until the flu goes pandemic, we will not know its full scientific details. That is the big problem that stops us from halting it now. That is why it is important that you keep up to date regarding current flu information.

### **What Do You Do If You Are Developing Any Of These Symptoms And The Flu Pandemic Has Already Started?**

1. Take your temperature; write it and the time and date down.
2. Call your doctor or health care provider asking for advice; give accurate information and follow their advice.
3. If you need something, ask a friend to help; make sure they are aware that you may be contagious.
4. Go to bed and stay warm. Drink plenty of fluids; non-alcoholic drinks, water, lemon and honey are all good choices.
5. Call your place of work or e-mail saying you are unable to come in because of the virus. This is important as it tells them why they have not seen you and so that they can plan to cope without you for a couple of weeks.
6. Whatever you do, you must avoid sneezing and coughing over other people.
7. Keep you hands clean; remember to clean after coughing or sneezing.
8. Stay in one room as much as possible.
9. Take any medication provided by your doctor or health service.

10. Keep a record of your temperature, date and time, and how your symptoms progress.

**Note:** If you have no one to check on you, please give very careful thought as to how you would summon help if your condition worsens severely. In a pandemic, the health care system is only going to be able to cope with severe cases; they should not be overwhelmed by those who can manage their own illness.

### **What Should You NOT Do If You Feel You Have These Symptoms, Especially If The Pandemic Has Been Officially Recognized?**

1. Do not go to work. Can you can work from home?
2. Do not cough and sneeze over people.
3. Do not go shopping. Organize home deliveries.
4. Meeting friends is not a good idea.
5. Don't exercise as you will increase your temperature and use up your body's reserves of energy.
6. Your doctor or health care worker should not visit your home, unless you are in severe need of assistance. They will already have too much to do.
7. Don't get too close to other people.
8. Don't share your medicine with other people; half may not be enough for either of you, and you must complete the medication. Not completing the course of medication or sharing may allow the virus to adapt to the vaccine, creating a whole new mutation and setting off a new round of the pandemic.
9. Alcohol will make it more difficult for you to get well.
10. Do not smoke; your lungs will have enough problems without smoking.

### **What Can You And Your Family Do To Find Out More?**

- Log onto [www.pandemicflu.gov](http://www.pandemicflu.gov) for the most recent advice regarding the virus and how to prepare for the possible pandemic. **Don't forget that a pandemic cannot occur without human—human transmission of the virus, and this has not happened as of yet.** Get a regular flu vaccine. Experts aren't sure if it will help, but they feel it cannot hurt.

## **If Our Schools Would Be Forced To Close For A Period Of Time Because Of A Pandemic, What Are Some Websites That Would Be Good Resources For Students Learning At Home?**

Safe Searching, Games, Activities – All Ages

<http://www.ala.org/gwstemplate.cfm?section=greatwebsites&template=/cfapps/gws/default.cfm>

<http://www.beritesbest.com/>

<http://home.core.com/web/start/family>

<http://www.looksmart.com/eus1/eus317837/eus317922/r%3f1&iabw&>

<http://www.netsmartzkids.org/games/index.htm>

<http://www.wiredkids.org/safesites/index.html>

All Ages

<http://www.edhelper.com/>

<http://www.kidsreads.com/>

<http://www.learningplanet.com/>

<http://www.nasa.gov/audience/forchildren/home/index.html>

<http://www.mothers-home.com/activities/sherri2.htm>

<http://www.rif.org/parents/>

<http://www.storiestogrowby.com/>

Primary Age

<http://life.familyeducation.com/baby/toddler/34411.html>

<http://www.noggin.com/index.php>

<http://pbskids.org/rogers/>

<http://www.primarygames.com/>

<http://www.sesameworkshop.org/sesamestreet/>

Preschool-Upper Elementary

<http://www.crayola.com/index.cfm>

<http://disney.go.com/playhouse/today/index.html>

<http://www.funschool.com/>

<http://www.funwithspot.com/>

<http://www.playkidsgames.com/>

Elementary

<http://www.abctech.com>

<http://disney.go.com/kids/today/index.html>

<http://fun.familyeducation.com/education/extracurricular-activities/33400.html>

<http://www.kidsgames.org/>

<http://www.mathplayground.com/>

<http://www.nationalgeographic.com/kids/>

<http://pbskids.org/>

<http://www.rif.org/readingplanet/>

<http://www.starfall.com/>

### Elementary-Middle School

<http://blackdog.net>

<http://www.Itta.ca/>

<http://kids.ot.com/>

<http://www.poetry4kids.com/index.php>

<http://www.funbrain.com/>

<http://www.whitehouse.gov/kids/>

### Upper Elementary-Middle School

<http://www.cyberkids.com/>

[http://www.mce.k12tn.net/units/units\\_with\\_books.htm](http://www.mce.k12tn.net/units/units_with_books.htm)

<http://www.midcoast.com.au/~ttc/worksheet1.html>

<http://zone.msn.com/en/root/word.htm>

<http://www.sikids.com/>

### Upper Elementary-High School

<http://www.c3.lanl.gov/mega-math/>

<http://www.ceismc.gatech.edu/busyt>

<http://www.coolmath.com/>

[http://www.marcopolo-education.com/teacher/lesson\\_plan\\_content\\_index.aspx?ResourceType=2](http://www.marcopolo-education.com/teacher/lesson_plan_content_index.aspx?ResourceType=2)

<http://www.madsci.org/>

<http://www.memory.loc.gov/ammem/cwphtml/cwphome.html>

<http://school.discovery.com/brainboosters/>

<http://www.visualfractions.com/>

## **SCHOOL ACTION STEPS FOR PANDEMIC FLU**

The following is a chronological list of important step-by-step actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated. Please note that health officials may determine alternative measures are needed, depending on the circumstances of the situation.

### **Prior To Outbreak/Preparedness & Planning Phase**

- Create a pandemic flu plan (Use the CDC School Pandemic Flu Planning Checklist and Flow Chart.)
- Work with local health officials and emergency preparedness officials. They may want to use the schools as a way to disseminate information to families.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu.
- Train nurses and staff in flu-symptom recognition. (See surveillance information attached.)
- Remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Insure that standard surveillance/disease recognition procedures are in place and implemented.
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by "cough and sneeze etiquette," clean hands, and clean work areas.
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.)
- Review the health needs of students. Some students may have a greater risk of infections. Encourage those families to talk to their health care provider. In the event of high disease rates, some parents may need to be more cautious in keeping their children out of school.
- Develop alternative learning strategies such as collaborative agreements in teleconferencing, lessons on CDs.
- Educate staff, students, and parents about the differences between seasonal flu, bird flu and pandemic flu, best hygienic practices to prevent any sort of flu, what could occur in a pandemic.

**Outbreak Of Flu Disease** - Less than 10% of students/staff affected.

- Begin heightened surveillance reporting
- Send out Parent Letter - Initial Outbreak, informing parents that some students are sick but schools remain open, include tip sheets and information resource list.
- Work with Health Department to develop a press release announcing that school remains open but parents need to prepare for possible changes in situation.
- Post "flu prevention" signs on campus

**Expansion Of The Outbreak** - 10% or more of students/staff ill but less than 30%

- Begin Intensive Surveillance Reporting
- Send Parent Letter about Expanded Outbreak; include prevention tip sheets, etc.

**Continued Expansion Of The Outbreak** - More than 30% of students/staff ill.

- County Health Officer issues Declaration and press release closing school(s)
- Close school
- Send out Parent Letter- School Closure, announcing closure
- Cancel any non-academic events

**Following The Outbreak**

- County Health Officer issues declaration and press release that schools can reopen.
- Issue Parent Letter - reopen schools
- Continue communicating with local health department
- Return to heightened surveillance reporting

**DEFINITION OF SURVEILLANCE LEVEL**

**Standard Surveillance**

*No flu activity reported in the community*

- Monitor daily attendance for increased reports of absence due to flu-like illness
- Do not report absences to the Health Department unless greater than 10%

**Heightened Surveillance**

*Flu activity reported in the community (less than 10% school absenteeism due to flu-like illness)*

- Monitor daily attendance for flu-like illness/absences
- Begin morning "flu check" first hour of school - screen those who report positive for symptoms
- Log absences due to flu-like illness
- Send **weekly** absence report (via fax) to Health Department 785-863-2447

### **Intensive Surveillance**

*High number of flu illnesses reported in the community (10% or greater school absenteeism due to flu-like illness)*

- Monitor daily attendance and log absences on log sheet
- Continue morning “flu check”
- Send **daily** absence report (via fax - 785-863-2652) to Health Department
- Begin preparation for potential school closure

Questions? Call Jefferson County Health Department **785-863-2447**

Ask your employer about how business will continue during a pandemic.

### **TIPS FOR PARENTS ON PREPARING FOR AND COPING WITH PANDEMIC FLU**

#### **Plan for an extended stay at home during a flu pandemic**

- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

#### **Items to have on hand for an extended stay at home**

Ready to eat canned meats, fruits	Health and emergency supplies
vegetable, soups	Prescribed medical supplies such as
Protein or fruit bars	glucose and blood pressure monitoring
Dry cereal or granola	Soap and water or alcohol-based hand wash
Peanut butter and jelly	Medicines for fever, such as acetaminophen
Dried fruit, nuts, trail mix	(Tylenol) or ibuprofen (Motrin)
Crackers	Thermometer
Canned juices	Vitamins
Bottled water	Fluids with electrolytes, such as Pedialyte
Canned or jarred baby food	Flashlight with extra batteries
Baby formula	Manual can opener
Pet food	Garbage bags
	Tissues, toilet paper, disposable diapers

## **IF SOMEONE IN YOUR HOME DEVELOPS FLU SYMPTOMS**

### **(FEVER, COUGH, MUSCLE ACHES)**

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol) to reduce the fever and for comfort.
- Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Sponging with tepid (lukewarm) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- Keep tissues and a trash bag for their disposal within reach of the patient. Do not handle soiled tissues.
- All members of the household should wash their hands frequently.
- Keep other family members and visitors away from the person who is ill.
- Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider or the Jefferson County Health Department, 785-863-2447 or visit their website, [www.jfcountyks.com](http://www.jfcountyks.com) or the federal government's pandemic flu website: <http://www.pandemicflu.gov>

**Fax this form daily during periods of Intensive Surveillance to 785-863-2652  
Questions? Call 785-863-2447**

**DAILY PANDEMIC FLU CENSUS**

Once pandemic flu has been confirmed as present in Jefferson County, use this form to send reports to Jefferson County Health Department about the number of students absent with flu-like illness (Matches definition: fever of 101.5 degrees F or higher and one of the following, cough, sore throat, headache, muscle aches.)

Name of School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Elementary: \_\_\_\_\_ Middle: \_\_\_\_\_ High School: \_\_\_\_\_

City: \_\_\_\_\_ School District: \_\_\_\_\_

Reporting Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

**Students**

Number of students absent with flu-like illness today: \_\_\_\_\_

Total enrollment of building: \_\_\_\_\_

**Staff Faculty**

Number of staff/faculty absent with flu-like illness today: \_\_\_\_\_

Total number of staff/faculty employed in building: \_\_\_\_\_

Assistance needed, comments:

**Fax this form weekly during periods of Heightened Surveillance to 785-863-2652  
Questions? Call 785-863-2447**

**WEEKLY PANDEMIC FLU CENSUS**

Once pandemic flu has been confirmed as present in Jefferson County, use this form to send reports to Jefferson County Health Department about the number of students absent with flu-like illness (Matches definition: fever of 101.5 degrees F or higher and one of the following, cough, sore throat, headache, muscle aches.)

Name of School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Elementary: \_\_\_\_\_ Middle: \_\_\_\_\_ High School: \_\_\_\_\_

City: \_\_\_\_\_ School District: \_\_\_\_\_

Reporting Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

**Students**

Number of students absent with flu-like illness today: \_\_\_\_\_

Total enrollment of building: \_\_\_\_\_

**Staff Faculty**

Number of staff/faculty absent with flu-like illness today: \_\_\_\_\_

Total number of staff/faculty employed in building: \_\_\_\_\_

Assistance needed, comments: