

COMMUNICABLE DISEASES PANDEMIC CHECKLIST

PREPAREDNESS (PRELIMINARY ACTIONS)

- Prepare for short term, long term and multiple closings (2, 4, 6, 8 or 12 weeks or more)
- Distribute student/parent/staff notification letters outlining the need for precautions (Samples available at the DPI website)
- A summer newsletter will outline pandemic preparation procedures for parents and students.
- Custodians will undergo training for sanitizing procedures and all staff will be offered in-service training on maintaining effective health and hygiene conditions in classrooms
- Maintain updated phone, email and mail contact lists as part of your overall crisis response team
- Develop a surveillance system to alert administration to the start of a problem, e.g., all school secretaries utilize ILLNESS TRACKING regarding students' absences beginning May 5, 2009. Beginning September 1, the District will adopt the Clark County Health Services illness reporting protocols
- Sick Leave will be extended during any time when school operations are under pandemic alerts by local health authorities, however, the emergency sick leave pool use will be suspended because of the generalized necessity for sick leave
- Employees who feel ill are encouraged to remain at home to avoid contaminating others.
- Payrolls will continue during the time school is interrupted because of a pandemic
- Requests for staff to work remotely during a shut-down because of a pandemic will be authorized by building and district administrators
- Sick leave, personal leave, emergency leave, and vacation leave will be utilized during the period prior to schools being closed by order of health authorities and after school is reinstated
- All benefits will continue during a health service-ordered school closing.
- School will remain in session until closed by order of Health Services authorities
- Parental excuses for absences under Statute 118.15 (3) (c) for students who are not ill will be honored up to the ten-day limit.
- Any student absent for three full days of school must provide a note from a health care provider upon returning to school. Without a note, the decision may be made by principals to foreclose the student from school for the recommended quarantine period specified for his/her illness. Likewise all staff must provide a note from health care providers upon returning to work at school after an absence of three full days.
- State and local health authorities have the legal authority to:
 - Forbid or close public gatherings
 - Order isolation and quarantine
 - Order infection control measures
 - Order compulsory vaccination during a public health emergency

- Close schools and day care centers
- School principals and school nurses have the authority to exclude students suspected of having a communicable disease
- State Statute 252.02 (3) states “The [health department] department may close schools and forbid public gatherings in schools, churches, and other places to control outbreaks and epidemics.” Also, State Statute 252.03 (2) provides “Local health officers may do what is reasonable and necessary for the prevention and suppression of disease; may forbid public gatherings when deemed necessary to control outbreaks or epidemics and shall advise the department of measures taken.” (<http://www.legis.state.wi.us/statutes/Stat0252.pdf>)
- The DPI Statement on State Aids During Extended School Closures (2008) stipulates that days schools are closed under a health department order count toward the 180-day requirement. If the district closes schools before a health department orders schools closed, or if the district decides to stay closed after the health department closing is lifted: a) The district must either make up the days or submit a waiver from the 180-day requirement to the DPI. The DPI would consider each waiver carefully and decide on a case-by-case basis whether full state aid payment is appropriate.

INFECTION CONTROL / PREVENTION STRATEGIES

- Students with any of the following symptoms will be excluded from school attendance based on health care provider recommendations, including:
 - ✓ Vomits two or more times or has diarrhea in the last 24 hours
 - ✓ Oral temperature equal or higher than 101 degrees (before taking medication such as Tylenol or Advil)
 - ✓ Coughs almost constantly or complains of difficulty breathing or rapid breathing with no pre-existing condition
 - ✓ Sores on skin or mouth that are crusty, yellow, or draining
 - ✓ Symptoms of contagious illness such as chicken pox, mumps, pertussis. May return as directed after evaluation by healthcare provider.
 - ✓ Constant runny nose with green or yellow discharge
 - ✓ Unexplained skin rash unless evaluated by healthcare provider with permission to return to school
 - ✓ Skin rash with a fever
 - ✓ Red eyes(s) with crusting or green or yellow discharge drainage
 - ✓ Diagnosed contagious illness (e.g., strep throat or pertussis) until antibiotics are taken for 24 hours or as otherwise directed by healthcare provider
 - ✓ Chicken pox – all lesions must be crusted over – no draining lesions
- Prepare areas for isolation or quarantine in each building
- Students who exhibit symptoms of coughing/sneezing and who are waiting to be transported home will be provided masks to contain their cough
- Provide sufficient and accessible prevention supplies at age-appropriate sites (soap, anti-bacterial and anti-viral lotions, 60% alcohol based waterless hand hygiene products, masks, Clorox wipes, etc.)

- Daily sanitation of the building is necessary, including wiping of surfaces, door handles, lavatories, etc.
- Band mouthpieces and other interchangeable student equipment (toys, keyboards, athletic equipment) will need special precautions to ensure sanitation
- Sanitary hand gel dispensers will be utilized where available. Students will be encouraged to sanitize on their own during the day
- Bus contractors will be encouraged to make sure that bus seats, doors/rails/ handles are sanitized daily, but especially after any infected rider has been a passenger
- Posters/flyers encouraging hygiene will be displayed prominently as reminders in each school building
- PA announcements and presentations will encourage healthy habits and sound practices for hygiene

CLOSING SCHOOLS DUE TO ILLNESS

- Anticipate restrictions on public gatherings including before and after school activities and events - If our District schools are closed, all school events will be cancelled until reinstatement orders lift the ban
- Students and parents will be informed that school closings are intended to reduce the risks of exposure through interpersonal contact and all students are expected to be at home. Local authorities will be empowered to issue citations to those who violate any quarantine.
- The Director of Food Services will notify vendors of suspensions in food /materials deliveries during the time of the shutdown
- Develop a list of other suppliers whose deliveries and/or pickups would need to be canceled (vending machine suppliers, CESA van, UPS, etc.)
- Students will empty and clean lockers/desks before leaving for a school closing
- Students may take home textbooks, library books, and other learning materials that are authorized for their use during the school shutdown by their respective teachers
- Students may be provided long-term instructional assignments in each class, if possible
- Teachers will retain a copy of their records as they leave, but grade books and other school records will remain in their classrooms during the shutdown
- The Director of Buildings/Grounds will place the pool and other building mechanicals on “inactive” status to the degree practicable

CONTINUITY OF LEARNING & CORE SCHOOL OPERATIONS (IF CLOSED)

- Core business operations of the District will continue, including all administrators, payroll, communication services, custodial sanitizing of the buildings /maintenance activities, etc.
- To the extent possible student learning may continue during an extended shutdown utilizing the public access TV channel, on-line computer access, telephone networks, etc. Principals and the IT Coordinator will establish the means and the generalized learning schedule.
- Learning website would ideally be identified to assist parents in instructing students at home and for providing access to other viable educational resources

- If any building is commandeered by Health Services as a triage center during a pandemic, principals will authorize the use of specific facilities and coordinate the readiness of the building for Health Services uses
- The Director of Building and Grounds will oversee the sanitation and maintenance of all facilities in preparation for Health Services use during a shutdown
- Custodians will be trained in measures to protect themselves from infection while conducting sanitizing operations in the schools
- Counselors/Psychologist may be available for emergency services to individual students by arrangement off-site
- All Special Education services will be suspended during the period of the shutdown
- If personnel are unable to perform duties because of illness or death, the District will seek shared personnel from other Districts or undertake emergency hiring procedures to secure qualified replacements

COMMUNICATIONS

- Counselors may continue some services through off site/remote technology, including letters of reference and email advice concerning career plans and post-secondary schooling
- Board meetings may be convened by teleconferencing or through email. Securing essential signatures to maintain core services may be obtained through one-on-one visits.
- All messages home should be translated to Spanish
- Media (newspapers, PAC channel, school website, etc.) will inform students/parents of schedules for core learning during a school closure

REOPENING AFTER A PANDEMIC

- Communicating the specific dates for reinstating school will utilize all area media to contact transportation contractors, nutrition vendors, and regional service providers (CESA #10, etc.)
- Temporary business closures, lack of deliveries and eventual shortages of materials/supplies may postpone plans to reopen (In an extreme situation this could include lack of water, sewer, electric and internet services, lack of scheduled fuel deliveries, etc.)

STUDENT TRAVEL, PUBLIC ASSEMBLIES

Commencement

- If a school closing interrupts plans for Commencement, the ceremony will be postponed and re-scheduled when the health service certified it's safe for large gatherings.

Field Trips

- Suspend field trips to nursing homes, businesses, etc. where health risks are prevalent.
- Suspend all field trips to “risky” health areas (any area where a school has been closed because of influenza).
- Suspend all athletic trips/field trips to any locale that has closed a school.

School Activities/Large-Group Gatherings

- The District will continue its schedule of activities which may involve bringing together large numbers of people, e.g., year-end picnics, award ceremonies, etc. until closed by the Health Service.
- If a shutdown of schools occurs before the end of the term, a decision will be made about cancelling summer school depending on the date of reinstatement. In such an event, Eighth grade summer school programming will be made available to those students in August to comply with District policies addressing promotion to grade 9.

REFERENCES AND ADDITIONAL RESOURCES

CDC Site: <http://www.cdc.gov/swineflu/index.htm>

CDC school materials and posters:

- Stop the Spread of Germs website at www.cdc.gov/germstopper
- Ounce of Prevention website at <http://www.cdc.gov/ounceofprevention/>
- Cover Your Cough website at <http://www.cdc.gov/flu/protect/covercough.htm>

SAMPLE NOTIFICATION LETTERS AND POSTERS – MICHIGAN TOOL KIT

- http://mdch.train.org/panflu/education/Pandemic%20Workbook_PDF2.pdf

WEB SITES AND SOURCES

- Flu Pandemic Measures - Wisconsin DPI www.PandemicFlu.gov
- Wisconsin Department of Public Instruction Web Site www.dpi.wi.gov
- Flu Pandemic Measures - Wisconsin DPI <http://dpi.wi.gov/sspw/pandemicflu.html>
- Michigan tool kit <http://mdch.train.org/panflu/education/>
- SeattlePS_PandemicInfulenzaMgmtPlan.doc (April 2006)

[HTTP://74.125.93.132/SEARCH?Q=CACHE:XEN6KGSKIUYJ:REMS.ED.GOV/VIEWS/DOCUMENTS/SEATTLEPS_PANDEMICINFLUENZAMGMTPLAN.DOC+SEATTLE+WASHINGTON+PANDEMIC+FLU+PLAN&CD=9&HL=EN&CT=CLNK&GL=US](http://74.125.93.132/SEARCH?Q=CACHE:XEN6KGSKIUYJ:REMS.ED.GOV/VIEWS/DOCUMENTS/SEATTLEPS_PANDEMICINFLUENZAMGMTPLAN.DOC+SEATTLE+WASHINGTON+PANDEMIC+FLU+PLAN&CD=9&HL=EN&CT=CLNK&GL=US)

NOTE: Our District Is Indebted To The Wisconsin Dept. Of Public Instruction, The Wisconsin Association Of School Boards And Consultant, Dr. Holly Hart At Her Website, Hollyhartconsulting.Com, As We Prepare Our Crisis Plan In Response To A Pandemic.

LEGAL REFERENCES: Wisconsin Statute. 252.02 (3) & 252.03 (2)
Wisconsin Statute 118.15 (3) (c)

CROSS REFERENCE: Communicable Diseases Policy #453.3