



LCSD PANDEMIC FLU & INFECTIOUS DISEASE PLAN

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing. As a school district, we play an important role in protecting the health of our students and staff from contagious diseases.

This pandemic flu/infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods. It includes 1) strategies to prevent and reduce the spread of infectious diseases at our schools, 2) procedures for canceling school due to an infectious disease outbreak, 3) considerations for reopening schools.

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STRATEGIES TO PREVENT AND REDUCE THE SPREAD OF INFECTIOUS DISEASES

How Germs Spread: Illnesses such as the flu (influenza) and viruses such as Norovirus (sudden and violent nausea, vomiting and diarrhea) and colds are caused by viruses that infect the nose, throat, and lungs and gastrointestinal tract. The flu and colds usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Norovirus is spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

Disease Prevention & Education: To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. LCSD will provide hand washing, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff. LCSD nurses will have illness/disease prevention information current and up to date on the LCSD website, "Nurses Corner". During times of suspected or identified infectious disease outbreaks, the school district may coordinate with Public Health agencies to address the outbreak at the school level and host vaccine clinics at our schools for students and/or staff.

Our basic educational message is:

- Cover Your Cough
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)

Cover Your Cough: Teach students coughing and sneezing etiquette using the instructional DVD, located at LCSD Nurses office. Have ample supply of tissues available in each classroom and school area.

- Cover your mouth and nose with a tissue when you cough or sneeze OR
- Cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

Wash Your Hands Often: Hand washing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water. These are provided in each classroom. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in hands, at the beginning of the lunch line before eating, after bathroom use, and after recess. Students should also use hand sanitizer upon entering and leaving the computer lab. The computer lab should be wiped down daily.

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.

Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified infectious disease

outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and possibly modified, clearly communicated and consistently enforced.

Hand Washing and Respiratory Etiquette Websites:

National Science Foundation (NSF) Scrub Club
<http://www.scrubclub.org/home.aspx>

<http://www.cdc.gov/germstopper/>

It's a SNAP (School Network for Absenteeism Prevention)
<http://www.itsasnap.org/index.asp>

Cover That Cough Game
<http://www.aahealth.org/coughgame.asp>

CDC Ounce of Prevention Program
<http://www.cdc.gov/ounceofprevention/>

Stopping the Germ at Home, Work and School

Illness/Disease Monitoring & Tracking: During times of a potential infectious disease outbreak, Health Assistants will implement a surveillance system to detect unusual rates of diseases in schools. They will monitor illnesses daily, track illness trends and report to the District Nurse. The district nurse will follow up on trends and determine if there is a pattern. Once a pattern is identified, the health department will be notified if indicated.



LCSD Illness/Absence Phone In Log

School Name _____

Date	Student name											Teacher	Staff Initial	
		Fatigue	Diarrhea	Fever	Cough	Sore throat	Vomiting/Nausea	Headache	Sinus congestion	Body aches	Rash			Other (explain)

Please fax completed forms to Nurses office daily at 541-574-2224
 Call if you notice an abnormally high number of absences due to illness 541-574-5831

Staff should be trained to be alert to children who are ill. Examples of symptoms include: fever, frequent cough and/or sneezing, sore throat, vomiting/diarrhea. These students need to be sent to the office for evaluation. Be careful not to assume that your “frequent flyer” is faking, they might really be ill.

During periods of suspected or identified infectious disease outbreaks, Health Assistants should protect themselves by wearing appropriate PPE when helping sick students; this includes gown, gloves, eye protection and facial mask. Students who have a cough with a fever or are sneezing with a fever will be isolated and asked to wear a mask until parents pick them up. Having the sick person isolated (separated from others) can help to slow

or stop the spread of disease. The use of a mask is common in health care facilities and helps to contain their secretions until they are sent home. It does not mean they are infected with a specific virus. (Large quantities of medical masks are kept at each main 'shelter school' with their emergency supplies and can be divided up and distributed to schools if needed.) If the student is unable or unwilling to wear a mask, the individuals helping the sick person will need to wear a mask in addition to any other appropriate PPE (gown, gloves and eye protection).

Disinfection & Cleaning Procedures: Keep commonly touched surfaces such as stairway railings, door handles, computer keyboards, bathroom faucets and surfaces, drinking fountains, telephones, and elevator buttons clean by wiping them down with a hospital grade detergent-based cleaner, EPA registered disinfectant, or a 10-1 water/bleach solution. During an infectious disease outbreak, consideration will be given to increasing the frequency of cleaning these commonly touched surfaces and areas based on the nature of the disease. In addition, we will consult with Public Health to see if there is a need to change HVAC filters. In addition, we have "foggers" (located at Facilities & Maintenance), that can be effective especially for disinfecting computer labs. These foggers cover an 850 square foot area.

When an employee or student with a suspected infectious disease is identified and has left the building, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Clean the surface to remove dirt and soil with a cleaning agent and disinfect following manufacturers' recommendations. The person cleaning and disinfecting (usually a Sodexo custodian) should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, the school district will consult public health both locally and state wide to determine if there is a proper way to discard waste.

Buses: School buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or confirmed infectious disease outbreak, consideration will be given to increasing the frequency of cleaning schedules, possibly at the end of each route (morning and afternoon) based on the nature and spread of the disease and guidance from our Public Health Department. Bus drivers may also consider wearing masks while on route, for their personal protection.

Food Service Protocols: LCSD contracts with *Sodexo Food & Nutrition Services* which follows Hazard Analysis and Critical Control Point (HACCP) principles in each step of the food preparation process, from receiving to service. In addition, Sodexo does independent health and safety audits throughout the school year and also participates in 2 local health and safety audits each year. Sodexo staff members participate in safety training at the beginning of each school year, monthly safety trainings, and weekly safety messages. Sodexo doesn't allow staff to come to work if they have a fever, diarrhea or vomiting.

During periods of suspected or confirmed infectious disease outbreak, Sodexo will consider the need to make modifications to its services based on the severity and nature of the outbreak. This could include discontinuing the use of self-serve salad bars, serving sack lunches instead of cafeteria style lunches, having more stringent sick employee policies, etc.

Social Distancing: During suspected or identified infectious disease outbreaks, several social distancing measures can be taken to reduce the spread of an infectious disease. Discourage hand shaking. Discourage the sharing of drinks or eating out of the same chip bag, etc. Avoid touching your eyes, nose or mouth. Avoid face-to-face meetings; if unavoidable, maintain a distance of 3 feet between individuals. Cancel or postpone non-essential

meetings, gatherings, assemblies, field trips, workshops or trainings. Consider setting up staggered shifts or flexible hours to reduce crowding in district office facilities.

Where to Get Information: If an infectious disease outbreak or pandemic occurs, having accurate and reliable information will be critical. Here are several websites to consult.

Oregon Public Health (Oregon Health Authority)

www.public.health.oregon.gov

Lincoln County Public Health

www.lincolncountyhealth.com

U.S. Department of Health & Human Services (HHS)

www.hhs.gov

www.pandemicflu.gov

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov>

World Health Organization (WHO)

<http://www.who.int/topics/influenza/en/>

National Association of School Nurses

<http://www.nasn.org>

U.S. Department of Education

<http://www.ed.gov>

Federal Emergency Management Agency (FEMA)

www.fema.gov

CANCELLING SCHOOL DUE TO AN INFECTIOUS DISEASE OUTBREAK

Lincoln County School District will collaborate with the *Lincoln County Public Health Division* to monitor disease outbreaks in our schools and to determine if and when school should be cancelled. The health department will also help us decide the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc., based on the nature of the specific disease.

Legal Authorities for Cancellation of School: The LCSD Superintendent has the authority to cancel classes when he/she deems it necessary for the health and safety of students and staff. In the Superintendent's absence, the Assistant Superintendent, the Director of Support Services, and any others so directed by the Superintendent also carry that authority. The *Oregon Department of Education* does not have this authority.

In the event of a local infectious disease outbreak, the *Oregon Public Health Division* can also determine if school closure is necessary. Public Health, both at the state and local level, is granted by statute the authority to close schools/cancel classes in an emergency or to protect the public's health (ORS 431.264 and 433.441). LCSD and

OPHD have the legal authority to close schools/cancel classes. While both entities will attempt to work together to come to that decision, either agency can decide independent of the other. They do not have to reach consensus.

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, afterschool activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

Communicating with Stakeholders during an Infectious Disease Outbreak: We will attempt to provide accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our schools. We will coordinate with *Lincoln County Public Health* to disseminate critical information from the health department, to develop and deliver common health messages and educational materials in English and Spanish, and to demonstrate the school district is taking reasonable action to preserve the safety and health of our staff and students.

Information will be disseminated via our normal emergency communication methods: staff email, web site postings, 24-hour information line, parent letters, school newsletters, television and radio broadcasts, and mass phone call system as needed. Refer to our Emergency Communications Handbook for these protocols.

Continuity of Operations Plan: Certain essential district-level functions will need to continue even during a school closure situation. *Essential Services* may include:

- Payroll, Accounts Payable
- Communications & Technology (website, press releases, learning at home resources, etc.)
- Facilities Coordination (with Red Cross, Health Department, Sodexo, etc.)
- Emergency Operations Center (planning for reopening of schools.)

Identify *Essential Personnel* who will be needed to carry out essential services and determine if those services can be accomplished at home (by computer, through emails, conference calls, using Skype, etc.) or by staggering work schedules and locations and using social distancing measures. Essential personnel who report to work during a school closure should take precautions and wear personal protective equipment (masks, gloves, gown and eye protection, etc.) to protect themselves from infectious disease. If indicated the district nurses will train and provide essential personnel with N-95 respirators. If a vaccine becomes available and is in limited supply, essential personnel may be on the school district's priority list for receiving the vaccine.

Schools as Alternative Care Sites: If schools are closed due to an infectious disease outbreak, they may be needed by *Lincoln County Public Health* as public health sites for vaccine distribution, quarantine, etc. A written agreement is in place regarding such uses (see Appendix C).

Free & Reduced Meals: If schools are closed, the school district will decide if we will provide meals for students who are on the 'free and reduced meals' designation. Discussions with *Lincoln County Public Health* and with *Sodexo Food & Nutrition Services* may be necessary. It may be possible to set up a schedule to distribute sack lunches at the already established summer food distribution sites or at other locations as deemed necessary. Social distancing measures for preventing the spread of disease will need to be considered.

Learning at Home: To help students stay educationally engaged while classes are cancelled *Lincoln County School District* has compiled a variety of **Learning at Home** resources for students. While not mandatory, we encourage students to use these resources and to document their learning. The *Learning at Home* resources identified in Appendix B can be accessed on our website (www.lincoln.k12.or.us) during times of emergency school closures.

In anticipation of a school closure, teachers can prepare students for home learning opportunities by: 1) helping them develop a daily journaling discipline; 2) introducing them to the *Learning At Home* resources on our website; and 3) instructing students to take all academic materials home with them.

REOPENING SCHOOLS

Our primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include determining if schools need disinfection measures before reopening, staffing levels, and grief/mental health issues. The Superintendent's Office will also need to develop a plan for students/staff to make up lost school days.

As the district resumes normal operation it will remain in contact with the Health Department regarding disease surveillance. An infectious disease outbreak often comes in waves and the response and recovery process may be repeated several times.

Disinfection: There are two primary considerations regarding disinfection: public perception of the safety of the school and actual germs in the school. Disinfection needs will depend primarily on the severity, type and duration of the pandemic as well as if the school was used by the health department or *Red Cross* as a hospital, feeding center or vaccination site. Although viruses can live up to 48 hours outside the human body on nonporous surfaces such as plastic, metal or wood (depending on the virus), extensive cleaning of schools by wiping down floors and walls prior to reopening is typically not necessary unless specifically directed by the health department. However, public perception about the safety of schools may impact decisions regarding the extent of disinfection.

Personnel: If there have been multiple staff deaths due to the infectious disease outbreak, we will need to formulate a plan to continue instructional programs with a reduction in workforce and potentially reconfigure staffing levels and positions at our schools. School officials will also need to coordinate with *Mid Columbia Bus Company* and *Sodexo Food & Custodial Services* regarding their staffing abilities.

Mental health issues: Depending on the severity of the outbreak, we can use or modify our Crisis Response Team protocols and/or collaborate with our local mental health partners to assist students and staff with loss and grief issues. This process may be much more involved and lengthy than our usual Crisis Response protocols.

Making up school days: The Superintendent's Office will collaborate with the *Oregon Department of Education* and our local unions to work out a plan for making up lost school days.