

INFECTIOUS DISEASE AND PANDEMIC FLU

Infectious Disease/Pandemic Flu Plan *Emergency Preparations, Response, and Recovery*

What is the flu?

Flu, also called influenza is a contagious disease of the lungs and airways. Usually influenza viruses are spread in droplets of cough and sneezes.

Flu symptoms:

Fever	Cough	Sore Throat
Body Aches/Pains	Vomiting and/or Diarrhea	

How does seasonal flu differ from Pandemic Flu?

<i>Seasonal Flu</i>	<i>Pandemic Flu</i>
<ul style="list-style-type: none">• Occurs every year, usually in the winter.• For most people, it is an unpleasant but not life-threatening infection.• Affects up to about 10% of the population.• Annual vaccination is available for those at risk of serious illness.	<ul style="list-style-type: none">• Occurs rarely (three times in the 20th century).• It could be a more serious infection for everyone.• May affect around 25% of the population.• Vaccine probably would not be available in the early stages of the pandemic.

According to the State Department of Health, an epidemic is an outbreak of a disease that occurs in one of several limited areas, like a city, state, or country. Once the disease spreads beyond the borders of several countries and affects many countries across the globe, it is called a pandemic. In the 20th century, several pandemics of influenza occurred – the biggest one in 1918. During that pandemic, at least 500,000 Americans died and it has been estimated that there were as many of 10 million deaths worldwide.

In the case of an infectious disease/pandemic flu event, the District will follow its Infectious Disease and Pandemic Flu Policy and initiate the District's planning, response and recovery procedures as follows:

The District shall require the parent/s or guardian/s complete/update a medical history form upon enrollment and as needed. The nurse may use such reports to advise the parent of the need for further medical attention and to plan for potential health problems in school.

The Board shall authorize the school principal and his/her designee to exclude a student who has been diagnosed by a physician or is suspected of having an infectious/communicable disease in accordance with the regulations outlined in Board Policy #8450. The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the Division of Public Health. Such information concerning a student's present and past health condition shall be treated as confidential. The principal shall cooperate with the local health officials to the investigation of the source of the disease.

The fact that a student has been tested for a sexually transmitted disease, the test result, any information relating to the diagnosis or treatment of a sexually transmitted disease, and any information regarding drug or alcohol treatment for a student must be kept strictly confidential. If the District has a release, the information may be disclosed pursuant to the restrictions in the release.

A school principal or designee has the authority to send an ill child home with parent notification, or employee, or volunteer without the concurrence of the local health officer. But if the disease is reportable, the local health officer

must be notified. The local health officer is the primary resource in the identification and control of infectious disease in the community and the school.

Representatives from the District and Rhinelander community formed a planning committee and assembled to review and develop mitigation and prevention plans, review and develop response plans, and review and develop recovery plans.

Planning Committee Representation:

District Supervisor of Plant Operations
Parent Representative
School Social Worker - Elementary
District Teacher and Counselor
District Nurse
School Board Member
District Director of Business Services / Personnel
District Curriculum & Instruction Director
District Food Service Supervisor
Oneida County Health Officer, OCHD
Rhineland High School Principal
Superintendent of Schools
James Williams Middle School Principal
District Assistant Superintendent-Pupil Services
Ministry Health Medical Advisor
District Elementary Principals
District Intermediate School Principal
District Elementary and Secondary Charter School Administrators

Mitigation and Prevention

The planning committee developed and reviewed the Infectious Disease and Pandemic Flu Policy #8420.01 and determined that the policy will apply to an infectious disease and pandemic flu event.

To mitigate the effects of a pandemic the following actions will be taken:

Communications:

Different forms of communication will be used to keep staff, students, parents, and primary care providers informed of announcements and plans from the Oneida County Health Department (OCHD) and plans for the District's response if the pandemic should affect the (SDR).

The District has in place the following communication procedures:

Public Notification/Student/Guardian Notification

- *District WEB page - (www.rhineland.k12.wi.us), include link to Oneida County Health Dept.)*
- *Local Radio and TV Announcements for school closures on RHS television system - Notify the superintendent's office.*
- *Student Messenger Service for direct phone calls to parents - (Alert Now)*
- *School Newsletters*
- *Community Talk - (District publication sent to all residents periodically)*
- *Press Conferences - (in conjunction with OCHD, Emergency Management, Hospital)*
- *Oneida County Emergency Operations Center*
- *School PA system*
- *Letter home to student/guardian*

Staff Notification:

- District WEB page
- District E-Mail
- Staff Messenger Service for direct phone calls to staff - (Alert Now)
- District and Individual School Phone Trees - (TV for classroom announcements)

The District will take proactive procedures to educate staff and students regarding respiratory etiquette and “stop the spread of germs.”

October/Yearly	Posters illustrating the proper procedures for “covering your cough” posted at all District buildings.
Continuous	Increase the proper technique for washing hands for staff and students.
Fall/Yearly	Educational resources, i.e., “Stop the Spread of Germs” and “Sneeze Video” distributed to each school. One flyer will be placed throughout the schools as reminders of respiratory etiquette and proper hand washing techniques.
Ongoing- Seasonal/Yearly	Information from outside agencies will be sent to school nurse and shared with parents via principals, i.e., “Pandemic Influenza” and “Getting Ready for the Pandemic Flu Checklist” are provided to parents via school mailings and District’s website. Prevention Strategies. The Health Department has language translation flyers available in different languages. Flyers will be distributed to the District schools, as needed. Offer and encourage annual flu vaccine.
Ongoing	Schools will allow students to bring hand gel to be available for those <u>rooms</u> that do not have hand-washing facilities. Provide on-going reminders via newsletters, website, PA announcements, and teacher reminders.
Ongoing	Articles will be placed in the school newsletters, District website, and Community Talk publication, regarding signs and symptoms of flu and healthy habits techniques. Healthy habits include frequent and proper hand washing, covering your cough with a tissue or into your arm, and staying home when you are sick.
Ongoing	During new staff orientation programs, faculty meetings, e-mail messages, PA announcements, and beginning in-service activities, healthy habits procedures will be discussed with staff. Healthy habits include frequent and proper hand washing, covering your cough with a tissue or into your arm, and staying home when you are sick.
Ongoing	School Nurse and OCHD will be available to educate students and staff about Pandemic Flu. OCHD is willing to assist with speaking at schools.
Ongoing	Schools can use the existing posters and flyers for students. Building administrators should allow a few minutes at staff meetings to remind staff of healthy procedures and inform staff of any new updates on the Pandemic Flu and this plan.
Ongoing	Custodial Staff will be responsible for ensuring that bathrooms and sickroom areas are properly maintained and supplied with soap and towels for hand washing and disinfecting of heavily used objects, i.e., door handles/knobs, and sick room cots.

Preparedness

It is anticipated that the OCHD (OCHD) will make the determination when to close schools and businesses in conjunction with the Wisconsin Division of Public Health and local District administration. The District will support their decision-making process by providing the same reporting of absences as stated in the Infectious Disease and Pandemic Flu Plan. When unusually high numbers of students and/or staff report illnesses and are absent from a classroom or school with similar symptoms, the secretaries will initiate communications with the school nurse or principal who will begin communications with OCHD. Pandemic flu updates from the OCHD will be distributed to the superintendent and District nurse. Communication for school closure will be to the Superintendent, school, and OCHD officer. In the event of a public health emergency, the OCHD will implement the Board-approved mass clinic plan.

Preparedness occurs from now through the time of a confirmed outbreak.

<i>Responsible Staff</i>	<i>Area</i>	<i>Description of Responsibility</i>
<p><i>Nurse, Principals, Secretaries, Health Teachers, Health and Safety Committee or Designee.</i></p>	<p><i>Distribution of Information</i></p>	<p><i>SDR will continue to post flyers and posters as reminders of healthy habits. Articles will continue in the "Community Talk" publication, email messages, and Webpage, and the schools will be encouraged to post reminders in the school newsletter.</i></p> <p><i>The District will provide education on prevention strategies including hand washing, cough etiquette, staying home when sick, and will provide education to staff/students and families on infectious disease/pandemic flu and the school preparedness plan.</i></p>
<p><i>Pupil Service Administrator, Principals, Nurse, Secretary Working with Sick Students, Custodians, Supervisor of Plant Operations, and Cafeteria Staff</i></p>	<p><i>Health Room, Classrooms, Offices, Cafeteria, Weight Rooms, Cardio Rooms</i></p>	<p><i>Schools will have soap and water/alcohol-based lotions/gels available for hand washing.</i></p> <p><i>Due to limited space in most health rooms, principals need to identify other locations to house ill students. Students suspected of having the flu should be kept separate from other students using the health room for medication distribution, etc.</i></p> <p><i>Schools will continue to stock an adequate supply of non-latex gloves and cleaning supplies, and consider stocking surgical masks, gowns, and glasses.</i></p>
<p><i>Superintendent or Designee will Coordinate with the Emergency Operation Center (EOC) at the Oneida County Sheriff's Dept. for Press Conferences and Decision-making. The District will Implement its Administrative Organizational Chart.</i></p>	<p><i>Administrative Absence</i></p>	<p><i>The District's Administration Center and all District school buildings will follow the organizational chart to fill administrative positions due to illness. For example, in an emergency, when the principal is gone, who is the designee?</i></p>
<p><i>OCHD Health Nurse, School Nurse, Secretaries, Superintendent or Designee.</i></p>	<p><i>Consistent Communication Surveillance Data Collection</i></p>	<p><i>Information will be sent out to staff to review symptoms of flu and what to look for in order to identify ill students and staff.</i></p> <p><i>Attendance secretaries will enter student symptoms onto the daily surveillance/attendance form in order to track absences due to illness. Surveillance data will be faxed to OCHD director.</i></p>
<p><i>Superintendent or Designee</i></p>	<p><i>Potential Staff Absences</i></p>	<p><i>Supervisors will determine when to alter normal daily operations due to individual health condition(s) and will determine when an individual may not be present at school once the flu/infectious disease has been identified. Information will be shared with Human Resources to be considered along with the absences called in due to illness</i></p>

	<p><i>Continuity of Learning</i></p> <p><i>Continuity of Operations</i></p>	<p><i>Encourage staff to report symptoms via self assessment</i></p> <p><i>Superintendent will provide information to families about the District's plan for students to continue learning during an infectious disease outbreak/pandemic/school closure.</i></p> <p><i>Contact/communicate with vendors.</i></p>
<i>Superintendent or Designee</i>	<i>Staff Illness</i>	<i>Schools need to be sure staff emergency contact lists are up-to-date.</i>
<i>SDR Crisis Intervention Team (CIT)</i>	<i>Periodic Review</i>	<i>CIT will review and identify resources available to adequately respond to the identified crisis.</i>
<i>Infectious Disease/Pandemic Flu Planning Committee</i>	<i>Periodic Review</i>	<i>The committee will meet and update/revise this plan on a yearly basis or more often if necessary.</i>

Response

Response is the time period during an outbreak (national and local).

<i>Responsible Staff</i>	<i>Area</i>	<i>Description of Responsibility</i>
<i>Nurse, Secretaries, Principals, Paraprofessionals, and Volunteers</i>	<i>Care of Students/Staff with Symptoms of Infectious Disease/Flu-Like Symptoms</i>	<p><i>School officials should help prevent the spread of infection by promptly excluding students/attendees and staff who have symptoms of influenza like illness (ILI).</i></p> <p><i>Send ill students and staff home as necessary. If the student/staff member has an illness use any TWO of the following criteria for exclusion:</i></p> <ol style="list-style-type: none"> <i>1. Fever 100 degrees or greater</i> <i>2. Headache or myalgia (aches and pain, muscle aches, chest discomfort.)</i> <i>3. Respiratory signs or symptoms (cough or sore throat/congestion).</i> <p><i>Parents or an emergency contact will be called immediately. Student will be required to follow current health guidelines, which may include wearing a surgical mask and /or isolation, etc., until picked up or per health agency directive.</i></p> <p><i>Area or cot that student occupied will be cleaned after each use.</i></p>
<i>Nurse, Secretaries, or Designee</i>	<p><i>Surveillance and Reporting of Illness</i></p> <p><i>Flu-like symptoms:</i></p> <ul style="list-style-type: none"> <i>• Cough</i> <i>• Sore Throat</i> <i>• Fever</i> <i>• Body aches/pains</i> <i>• Vomiting and/or diarrhea</i> 	<p><i>Absences need to be tracked in their respective school. Use of Power School and/or paper form will be used to track absences.</i></p> <p><i>Track when: 1) Parents call in to report their child absent; 2) When staff calls in to report their absence; and 3) When student goes home due to illness. When absences are called in, the secretaries will note the reported</i></p>

		<p><i>illness/symptoms on the surveillance tool. The surveillance tool will be given to the District nurse and OCHD.</i></p> <p><i>Parents will be provided information on how to accurately report their student's absence.</i></p> <p><i>Collect and analyze information daily to determine the magnitude of student or staff absenteeism. Report any unusual increase in illnesses to school nurse and OCHD.</i></p>
<i>Superintendent or Designee Working with School Nurse</i>	<i>Communications to Staff</i>	<i>Updates will be given to staff on the extent of infection at a school site and potential changes that may take place. Provide education to staff/students/parents on infectious disease/ pandemic flu.</i>
<i>Superintendent, School Nurse, or Designee</i>	<i>Communications to Parents/ Students/Coaches/Volunteers</i>	<p><i>Will provide information on prevention procedures, and provide information as to the school status – open or closed and, if closed, when reopening. Communicate school schedule changes, busing changes or school closures as necessary.</i></p> <p><i>Activities/Athletics: will follow the WIAA rules and SDR Board policies.</i></p> <p><i>Check with Health Department for translations on information.</i></p>
<p><i>Central Office Administration, Principals, School Nurse, and OCHD</i></p> <p><i>Superintendent, Principal or Designees must Know Their Chain of Command in the Absence of Their Administrator</i></p> <p><i>Superintendent/Food Service Supervisor of Plant Operations</i></p>	<p><i>Briefings and Debriefings</i></p> <p><i>Continuity of Operations:</i></p> <p><i>Continuity of Learning:</i></p> <p><i>Communication to Community and Food Service Vendors.</i></p>	<p><i>Conduct timely briefings/debriefings to identify next steps, lessons learned, and make necessary changes to the response plan.</i></p> <p><i>Modify work roles and responsibilities, cross train staff members, i.e. food service to assist as health room assistants.</i></p> <p><i>Add support staff or volunteers as necessary.</i></p> <p><i>Provide students with options to continue learning if home due to illness or school closure.</i></p> <p><i>Seek Waiver for emergency meals under Summer Food Service Program (SFSP) regulation: Implement emergency food distribution as needed. Provide alternate use of perishable foods and plan for food distribution. Possible donations to the food bank.</i></p> <p><i>Identify vendors and points of contact to communicate what they need to do to transport supplies and resources to the SDR buildings.</i></p> <p><i>Send out messages as appropriate.</i></p>

Recovery

Activation of this stage to be determined by health officials

<i>Responsible Staff</i>	<i>Area</i>	<i>Description of Responsibility</i>
<i>Superintendent, Principal, or Designee</i>	<i>Crisis Intervention Team</i>	<i>The administrator responsible will implement the Crisis Intervention Team's plan</i>
<i>Superintendent or Designee</i>	<i>General Information</i>	<i>Provide information on extent of pandemic flu in the community and activities that may assist students; signs and symptoms to look out for and safe room function and location at each school.</i> <i>Announce counseling support services available to faculty and staff.</i>
<i>Superintendent, Principal, and Nurse Working with Crisis Intervention Team</i>	<i>Families and Staff Information</i>	<i>Make educational materials available to families and staff on topics such as how to support your student with their recovery from illness, common symptoms of loss and grief, and constructive ways to cope with stress.</i> <i>Urge staff to use <u>Employee Assistance Program</u> for assistance with coping with loss and stress.</i>
<i>Building Administrator</i>	<i>Staff Well-Being</i>	<i>Monitor the effects of cumulative stress on caregivers such as office staff, school nurse(s), teachers, aides, school counselors, and other crisis team members.</i> <i>Work with Human Resources and the Crisis Intervention Team to provide support.</i>
<i>School Nurse Working with Crisis Intervention Team</i>	<i>Long-Term Assistance</i>	<i>Identify students, families, and staff who may need long-term physical and mental health support or intervention, and develop school and community resources to provide these services.</i>
<i>Human Resources</i>	<i>Staff Assistance</i>	<i>Modify work roles and responsibilities or add volunteer or support staff as needed.</i>
<i>Crisis Intervention Team</i>	<i>Student Follow-up</i>	<i>Follow-up with student referrals made to community agencies.</i>
<i>Pandemic Flu Planning Committee</i>	<i>Incident de-briefing</i>	<i>Conduct debriefing meeting(s) to document "lessons learned" and incorporate them into plan revisions and trainings.</i>
	<i>Supervisor of Plant Operations/Custodial Staff</i>	<i>Perform disinfecting procedures, prepare for waves of the pandemic</i>
	<i>Continuity of Learning</i>	<i>Refer to the Continuity of Learning Plan Guidelines</i> <i>Evaluate the effectiveness of our preparedness plan.</i>