

LOSD Pandemic Plan

Before a Pandemic Occurs: Plan

1. **Follow the existing [Emergency Operations Plan \(EOP\)](#).**
 - a. Meet with the emergency operations coordinator and planning team to update the EOP, as needed.
 - b. Review all aspects of the schools, such as personnel, systems, services, and other resources.
 - i. Remember to include vendors, bus company, facilities, food service, project managers, community school programs, itinerant staff, volunteers, etc.
 - c. Communicate with key community partners (public health department, city administration, emergency response agency, fire, police, etc.)
2. **Prepare for prevention strategies (Nonpharmaceutical Interventions or NPI's).**
 - a. **Personal NPI's** (everyday preventive actions that help stop the spread of respiratory illness).
 - i. Promote daily practice of Personal NPI's.
 1. Stay home when sick. Avoid close contact with others who are sick.
 2. Cover coughs and sneezes with a tissue, then throw the tissue in the trash. When tissue is not available, cough or sneeze into sleeve or elbow.
 3. Avoid touching eyes, nose, and mouth with unwashed hands.
 4. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer (at least 60% alcohol) when soap is not available.
 5. During a pandemic, may also consider: Stay home if exposed to a family or household member who is sick. Follow CDC guidelines on recommendations for using face coverings.
 - b. **Community NPI's** (strategies that organizations/communities put in place to help slow the spread of respiratory illness during an outbreak by social distancing - limiting face-to-face contact). Consider the following:
 - i. Increase space between students in the classroom, at least 6 feet when possible.
 - ii. Provide instruction for students in small groups.
 - iii. Adjust attendance and sick-leave policies.
 - iv. Accommodate students with special needs and those with severe health conditions, including those who are immunosuppressed.
 - v. Cancel large school events.
 1. Including assemblies, field trips, sports events, performances, travel abroad, extracurricular activities, etc.
 - vi. Limit access to school campuses by non-essential visitors.
 - vii. Dismiss school (students not at school, but staff may still be working) or close school dependent on the severity of pandemic and recommendations from local public health department.
 1. Investigate ways to continue education of students, such as web-based instruction, emails, and U.S. mail. May consider using emergency

closure days or adding additional days to the school calendar to make up for missed days.

2. Identify strategies to continue essential student services.

a. Such as access to meals, health and social services.

viii. Identify action steps for re-opening schools made in consultation with the local public health department.

c. **Environmental NPI's** (surface cleaning measures for frequently touched surfaces and objects)

i. Routinely clean all frequently touched surfaces (such as desks, countertops, doorknobs, toys) in the schools.

ii. Clean and disinfect with EPA-registered products that indicate they are effective for the specific respiratory illness.

iii. Refer to CDC guidance regarding how to clean and disinfect schools.

3. Communicate about possible pandemic and NPI's.

a. Use emergency communication plan for distributing timely and accurate information.

b. Identify and address potential language, cultural, and disability barriers associated with communicating pandemic information to staff and students.

c. Encourage staff and parents/guardians of students to update their emergency contacts in case of illness or school dismissal/closure.

d. Anticipate potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

e. If a student or staff member has a confirmed case of the virus, consider how to best inform the school community of potential exposure in a way that does not breach confidentiality. Consult with the local health department.

f. Address social stigma, discrimination, bullying and harassment regarding a person or a group of people who share certain characteristics and a specific disease. Refer to CDC guidance on social stigma related to the specific respiratory illness.

g. Develop training and educational materials about the pandemic plan for staff.

4. Provide illness prevention supplies for schools.

a. Soap, hand sanitizer (supervise use with small children).

b. Personal Protective Equipment for health room and first aid kits (goggles or face shield, face mask, gloves, gown).

c. Tissues and waste cans.

d. Thermometers (preferably non-contact).

5. Develop a method for tracking staff and student absences due to respiratory illness.

6. Identify space that can be used to separate sick people who cannot leave immediately.

a. Develop a plan for cleaning the space daily or more often as needed.

7. Develop risk assessment and management procedures regarding potential respiratory illness exposure at school.

a. Follow CDC guidelines and work closely with the local public health department for assessing risk of exposure.

i. Possible assessment and management procedures may include following assessment and management flowcharts, monitoring travel, and conducting daily health screenings.

- b. Review Oregon Health Authority and Oregon Department of Education Communicable Disease Guidelines.

During a Pandemic: Take Action

- 1. Stay informed about the local pandemic situation.**
 - a. Get up-to-date information from the CDC and local public health department.
- 2. Implement NPI actions to help protect the staff and students.**
- 3. Track staff and student absenteeism related to the pandemic.**
 - a. Follow local health department instructions on when to report trends in absenteeism related to respiratory illness.
- 4. Implement risk assessment and management procedures.**
 - a. Follow CDC and local health department instructions.
- 5. Communicate with key community partners regularly.**
- 6. Provide illness prevention supplies to schools.**
- 7. Distribute health information to staff and students.**
 - a. Include flyers on CDC respiratory illness fundamentals and what to do if you or a family member are ill, handwashing, preventing the spread of respiratory illness, building overall health resilience, and when a child should be kept home from school.
 - b. Actively encourage staff and students to stay home when sick.
- 8. Accommodate staff and students who are at high risk for virus complications.**
 - a. May include alternative work or classroom arrangements. Refer to ODE guidance.
 - b. Staff and parents/guardians of students should also consult with their healthcare providers.
- 9. Take administrative action if schools are not dismissed or closed.**
 - a. Implement any adjustments to attendance and sick-leave policy.
 - b. Initiate social distancing – limiting face-to-face contact between people at school.
 - c. Postpone or cancel large school events and extracurricular activities.
 - d. Separate those who become sick at school from those who are well.
- 10. Temporarily dismiss or close schools, if needed.**
 - a. Put into action strategies for continuing education and essential student services.
 - b. Discourage staff and students from gathering or socializing in other places when schools are dismissed or canceled.
 - c. Provide communication updates about when and how school will reopen.

Resources: Centers for Disease Control (CDC) [Get Your School Ready for Pandemic Flu](#), Oregon Department of Education (ODE) [Basic Components of Pandemic Planning](#).