

TIMBER LAKE SCHOOL DISTRICT 20-3

PANDEMIC DISEASE PREPAREDNESS PLAN

2019-2020

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# Introduction

School emergency operation planning ensures that essential functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing emergency operation plans anticipate disruptions such as fires, earthquakes, and floods; these events are restricted to certain geographic areas, and the time frames are fairly well defined and limited. Pandemic diseases, however, demand a different set of operations since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

A pandemic is a global disease outbreak. It is an outbreak of an infectious disease that spreads worldwide or at least across a large region. A disease or condition is not pandemic merely because it is widespread or kills a large number of people. A pandemic requires three conditions:

1. the emergence of a disease new to humans;
2. an agent that infects humans causing serious illness; and
3. an agent that spreads easily and is sustained.

If a pandemic disease strikes, government health officials will issue information and warnings. Officials will work with the media to disseminate advice on how to avoid becoming ill.

## Assumptions

A pandemic disease will spread rapidly and easily from person to person affecting student and employee absenteeism.

## Purpose

Timber Lake School District is aware of the effect a Pandemic Event will have on students, employees, and regular operations. This plan will assist our district in responding to and minimizing educational interruption during a Pandemic Event.

## Communications

Communications during a Pandemic Event involves both internal communications and external communications.

- Notification to employees/students/parents of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

### Procedures

1. Medical information will be obtained from several sources. These sources may include the area health department, area hospitals, and/or local physicians.
2. Government, business, and other school information will be obtained by contacting other local officials, such as the Dewey County officials.
3. The district will communicate with federal, state, and local agencies.

### Incident Command Staff

Incident Commander: Superintendent	Organizes and directs all aspects of the incident response
Public Information Officer/Liaison Officer: Superintendent	Creates and releases all information to the media and the public/establishes and maintains relationships with outside organizations
Operations Chief: Campus Principals	Initiates and manages ongoing operations throughout a pandemic
Logistics Section Chief: Superintendent	Meets the goods, services, and staffing needs of the operation during the pandemic

Planning Section Chief: Superintendent	Collects information and resources potentially relevant to the pandemic and school operations
Finance Section Chief: Business Manager	Monitors all expenditures and ensures fiscal resource availability during the pandemic

4. TLSD will communicate with the area health department and the South Dakota Department of Health about the services available and potential illness within our district.
5. To improve the basic Pandemic Event response efforts, TLSD will contact neighboring school districts, and local suppliers to share essential practices.
6. The Pandemic plan will be communicated to employees/parents/community members by one or more of the following methods:
- e-mail
  - website
  - School Messenger
  - Faculty/staff meetings
  - Telephone
7. TLSD will ensure that language, culture, and reading level appropriateness are considered when disseminating school health-related messages.

# Operations

1. The following infection control measures will be taken within TLSD as appropriate:
- Gloves
  - Hand-washing supplies
    - Soap
    - Alcohol-based hand sanitizer
    - Clean paper towels at all sinks
  - Facial tissue
  - Disinfection Supplies
  - Wall posters
2. TLSD will identify critical supplies needed to support surge demand and take steps to have those supplies on hand.
3. Guidelines will be developed to lower the face-to-face contact during a Pandemic Event by implementing the following procedures:
- Web-based communication
  - Teleconferencing
  - Email
4. After notification of a Pandemic Event, the PD Commander will begin alerting critical call list members that the PD Plan has been activated. Based upon the event size and demographic location, the plan may be fully or partially enacted.
5. Education interruptions due to staff and/or student shortage will be handled as follows:
- Cross training
  - Canceling extra-curricular activities
  - Flex Learning
  - Modified hours
  - School discontinuation – last resort
6. If critical employees are absent, the following steps will be taken to maintain the work load of absent employees.
- Step 1 – Report absent employees to PD Commander or designee
  - Step 2 – Access the list for capable substitutes

7. TLSD may discontinue school operations if one or more of the following criteria are met:

- An affected person has been identified within district
- Staff absenteeism reaches a significant amount
- Student absenteeism reaches a significant amount
- Transportation is interrupted
- Supply interruption

**Person in Charge** – Superintendent

8. Because school transportation is crucial to operations, the following issues will be addressed in case of a Pandemic Event:

- Sanitizing buses
- Transportation of ill students
- Doubling-up on routes as needed if drivers are ill

**Person in Charge** – Superintendent

9. The PD Plan termination will be determined by the PD Commander. Based on functioning capabilities, TLSD may reopen as usual or operations may be modified based on internal staffing and attendance issues.

## **Employees**

1. To help eliminate communication issues, TLSD will inform its employees about the PD Plan. TLSD will strive to anticipate employee, parent/guardian, and student fear, anxiety and rumors so that everyone receives accurate information.

2. Annual flu vaccinations will be encouraged for all employees. **Person in charge:** County Nurse

3. Programs and materials covering Pandemic Event fundamentals, personal and family protection, and response strategies will be provided to employees.

**Person in charge:** School Nurse

- Symptoms of contagion
- Modes of transmissions
- Hand hygiene
- Coughing/sneezing etiquette
- Pandemic Disease Preparedness Plan

4. Based on critical employee needs, certain employees may be cross-trained in different jobs/educational subject duties. As training is completed, a list will be developed to indicate the jobs/subjects that individuals are capable of teaching or performing. **Person in charge:** Principals and Counselors

5. Employees may be allowed to work from other locations or home to ensure basic program functions are completed. This will be based on availability of home computers or other technology assets. **Persons in Charge:** Superintendent and Technology Director

6. Compensation and exceptions for absenteeism will be handled by the following criteria. **Persons in Charge:** Superintendent and Business Manager

- Personal illness
- Family illness
- Community containment
- Government quarantines
- School closure
- Business closure – i.e. childcare

7. All employees will provide updated Emergency Contact Information to the Superintendent.

8. Special needs for employees will be addressed and reasonable solutions will be incorporated into TLSD's preparedness plan.

9. In the event of family illness or school closure, consideration will be given to those who are caregivers for family members. Staff members should feel comfortable when leaving their family for work as well as when leaving work for family.
10. A length of time will be established for employees to wait before returning to work after contracting an infections illness. Public health or government agency mandate will supersede school policy.

# Students

1. Student attendance is a very important part of keeping TLSL operating. In the event of a Pandemic Event, TLSL will strive to continue to meet student needs and provide information to the best of its ability. TLSL will communicate with students by one or more of the following:
- Radio and television notifications
  - Newspaper
  - Flyers and postings
  - School Messenger
  - Website
  - E-mail
  - Mail

**Person in Charge:** Superintendent

2. Waterless hand cleaner will be placed strategically throughout buildings.
3. If warranted, a standard set of steps will be established for checking children each day as they arrive at school. No one will be allowed to enter school if he/she exhibits symptoms typical of the current disease outbreak.

**Person in charge:** School Staff and Local Health Resources

4. Staff, parents, and guardians will be asked to notify TLSL if a student or immediate family member is experiencing symptoms typical of the current disease outbreak.
5. Students with special needs will be accommodated when reasonably possible. At no time will the school put staff or other students at risk.
6. Attendance Policies will be adjusted as needed
- Person in charge:** Principals

# Exercise

Periodically, a mock disaster review will be completed. The PD Commander and related PD administrators will review the mock disaster's effectiveness, and changes will be made according to those results.