

# OGDENSBURG PUBLIC SCHOOL



## PANDEMIC INFLUENZA PLAN

Revised 3/2020

## **SUMMARY**

Pandemic influenza is a global outbreak of disease that occurs when a new virus appears in humans, causes serious illness, and then spreads easily from person to person worldwide. This planning document has been designed to ensure that the Ogdensburg Public School is prepared to implement an effective response system before an influenza type pandemic arrives and to make appropriate accommodations if the influenza is identified. The Ogdensburg Public School District takes proactive measures to protect the safety of all our students and staff members. The intent of the plan is to minimize the negative effects of such outbreaks and maintain the instructional/learning process of the school as well as all other operational and non-instructional functions.

### **EMERGENCY CONTACTS:**

New Jersey Department of Health	1-800-367-6543
Sussex County Department of Health and Human Services	973- 579-0559
Chief School Administrator Mr. David Astor	973-827-7126,ext 101
Supervisor of Special Services: Mrs. Leanne Poalazzi	973-827-7126,ext 126
School Nurse: Mrs. Michele Block, RN	973-827-7126,ext 103

# Ogdensburg Public School

## Pandemic Influenza Plan

### **I. Planning and Coordination:**

#### **A. Who is responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan?**

1. If there is a statewide alert regarding a health concern, notification for declaring a public health emergency will be authorized by the governor of New Jersey officially activating the district's pandemic influenza response plan through the Chief School Administrator(CSA):
2. If there is a local alert regarding a health concern, notification for declaring a public health emergency will be authorized by the proper Sussex County Health officials and/or Ogdensburg School official who would then officially activate the district's pandemic influenza response plan through the Chief School Administrator.
3. If there is a concern regarding a health issue within the building, the school nurse will inform the CSA, who in turn, contacts the proper health officials at the county level.

#### **B. Who is responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid?**

1. If there is a local alert regarding a health concern, the proper Sussex County Health and Human Services officials and/or Ogdensburg School officials are responsible for executing the community operational plan, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
2. These local health officials notify school administration and school nurse of concerns and desired actions. The district's pandemic influenza response plan would be put into effect by the Chief School Administrator at this time.
3. Any staff member or student identified in the school as being ill will be isolated in the school health office. The Sussex County Health and Human Services offices will be notified by school administration of any such instance. Only individuals needed for the care of an individual in the room may enter. A protective mask must be worn by anyone entering the room including those suspected to be ill.

**C. Who is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan?**

1. The school nurse and lead by the CSA will work cooperatively with lead emergency response agencies, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives.
2. The CSA is responsible for articulating strategic priorities based on the information shared by the school nurse with regard to the current health situation and will oversee the operation of the district plan.
3. The chain of command in the absence of the CSA will be: Vice Principal, Supervisor of Special Services, School Business Administrator.

**D. What is the line of authority and common terminology and procedures to be followed in response to an incident?**

1. The Chief School Administrator is the school authority who will put the pandemic plan in motion based on the directive or information from either local and/or state health departments or the school nurse.
2. The CSA and school nurse will work closely with local and/or state health departments and other community partners to manage the execution of the district's pandemic flu plan.
3. The CSA will share pertinent information with the board of education and staff to appropriately execute the pandemic plan.
4. If the community needs to be contacted, the main office will utilize telephone chains and/or written notification to alert parents and community regarding health concerns.
5. Common terminology and procedures to be followed will be shared by the CSA at staff meetings to ensure understanding.

**E. Who is responsible for planning and executing specific components of the operational plan?**

1. The school nurse will inform the school administration if there is a substantial increase in absenteeism among students or health concerns.
2. The school nurse is the individual responsible for making initial contact to the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the Chief School Administrator.

4. The CSA and school nurse will manage the execution of the district's pandemic plan as per information received from the proper health officials.
5. The CSA will immediately inform all staff so that they may appropriately execute the pandemic plan.
6. The CSA will contact the County Superintendent and the local town officials.
7. If the community needs to be contacted, the main office will utilize mailings, local television, radio, or newspaper messages, phone calls through the electronic notification system, social media and the school website to inform parents and the community regarding health concerns and what actions need to be taken.

**F. Is the pandemic plan coordinated with the community's pandemic plan?**

1. The CSA and school nurse work closely with the Sussex County Health and Human Services – Division of Health offices to coordinate the school's pandemic plan with the community plan.

**G. How will the linkages between the district, local/state health departments, and state education department be tested?**

1. The CSA will be in contact with the local/state health departments and state education department to check for updated contacts and any other needed informational updates and/or changes.

**H. The County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff)**

1. The district will contribute to the County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., the school designated as emergency shelter, the school feeding vulnerable populations, the community utilizing LEA's healthcare and mental health staff) if required by appropriate local and County emergency management officials, if designated as such.
2. This service will be coordinated through the CSA, school nurse, and maintenance personnel.

**I. Incorporating the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language**

1. Students that do not speak English as their first language will have messages interpreted to them by the school World Language instructor or any individual that may speak that particular language or with the use of an online translator.
2. The district will be open periodically so that those in the F & R program can pick up breakfast and lunches. The supplies will be given to parents several days at a time.

**J. District participation in exercises of the community's pandemic plan**

1. District personnel including CSA, school principal and school nurse as well as Pandemic Committee members will participate in any exercises of the community's pandemic plan.

**K. Working to address the provision of psychosocial support services for the staff, students and their families during and after a pandemic**

1. The district will work with the Sussex County Department of Health and Human Services to address the provision of psychosocial support services for the staff, students and their families during and after a pandemic.
2. This intervention will be accomplished by offering services of the school social worker and/or school psychologist.

**L. Working in concert with the local health department in alerting the local health department of a substantial increase in absenteeism among students**

1. The school nurse will inform school administration if there is a substantial increase in absenteeism among students or health concerns.
2. The school nurse is the individual responsible for making initial contact to the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the Chief School Administrator.

### **M. Testing and revising the plan**

1. The CSA will work with the Pandemic Plan committee and local health officials to review the pandemic plan and will revise it periodically as needed.
2. Revisions may be triggered by recommendations of state/local officials or by code changes.

### **N. Share with other LEA's as well as private schools within the community to improve community response efforts**

1. The CSA will be in contact with CSA's from sending district schools to share information regarding plan development and execution and to better organize community response efforts.
2. The CSA will contact the County Superintendent and explain the situation.

## **II. Continuity of Student Learning and Core Operations:**

### **A. Potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff**

#### **Student Absences:**

1. If individual students or small numbers of students become ill due to a pandemic outbreak, school will conduct business as usual (with the permission of the County Health Office) with a greater awareness on hygiene as not to expand the illness, while keeping an eye on potential cases. This will be dependent upon how virulent the strain of influenza is.
2. If a substantial number of students become ill due to a pandemic, school will be closed for an undisclosed amount of time.
3. All extracurricular activities would be postponed or canceled as a result of a pandemic outbreak.

#### **Staff Absences:**

1. Individual staff members would be covered by substitutes in the school, short or long term.
2. If a substantial number of staff members become ill and an adequate number of substitute teachers cannot be obtained, the school will be closed.
3. School may be closed if no school nurse or nurse substitute is available.

**B. Procedures to assure continuity of instruction (e.g., web-based distance instruction, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures**

If a substantial number of students and/or staff become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school website, phone calls made by the teachers, email, virtual classrooms or conventional mail. If this is not possible, plans may be considered to extend the school year once school reopens including attending on Saturdays or scheduled holidays. Individual plans will be made for those who do not have internet access. Teachers will modify lessons and materials for students with accommodations according to their IEP/504 plans. Teachers will be monitoring their emails during school hours to answer questions.

**C. Operations plan for essential central office functions including payroll, ongoing communication with students and parents and meeting the needs of the free and reduced population.**

**Payroll:**

1. Central office functions such as payroll can be handled through conventional mailing or direct deposits if teachers are absent for extended periods of time due to a pandemic.
2. If school is closed due to a pandemic, the Business Administrator will enter the building with any other necessary protective equipment to stay free from infection to process payroll functions.
3. The Secretary to the Business Administrator, followed by the Chief School Administrator and Principal will complete this task if the Business Administrator is incapacitated following the health protective measures noted above.
4. If the building cannot be occupied, payroll information utilizing input sheets can be completed at an alternate site and submitted either by telephone or fax.
5. Ongoing communication with students and parents can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, phone calls through the electronic notification system, social media and the school website.
6. The district will be open periodically so that those in the F & R program can pick up breakfast and lunches. The supplies will be given to parents several days at a time.



### **III. Infection Control Policies and Procedures:**

#### **A. Procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette) will be utilized**

1. The Health instructors and classroom teachers will continue to promote respiratory hygiene/cough etiquette and hand hygiene such as:
  - Washing hands frequently with soap and water or a peroxide-based hand cleaner
  - Cover mouth and nose with a tissue when you cough or sneeze
    - \*(students may need to bring own supply of tissues to limit the spread of illness)
  - Place used tissues in a proper waste receptacle
  - Cough or sneeze into your upper sleeve if you do not have a tissue
  - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner
  - Staff and students will be encouraged to stay home if they are sick
2. Posters reinforcing handwashing and hygiene will also be displayed prominently.
3. The school nurse will continue to reinforce the importance of good hygiene.
4. Students who become ill should not stay in the classroom.
5. Food handling will be by staff only. No salad bar will be available.
6. No assemblies will be held.

#### **B. Infection prevention supplies (e.g., soap, peroxide-based/waterless hand hygiene products, tissues and receptacles for their disposal)**

1. Custodial staff will make sure that all restrooms and classrooms will have a sufficient supply of hand soap/sanitizers and tissues with proper receptacles for their disposal.
2. Desks will be cleaned with appropriate solutions and applicators in areas where illnesses are noted on a regular basis.
3. Custodial staff will make sure that all garbage bags are changed on a daily basis in classrooms, restrooms, and offices.

**C. Procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave)**

1. Students who are determined to be ill due to a pandemic will make up assignments and/or return to school upon being declared no longer contagious by a physician. This will be done without being punitive with regard to making up days. Consideration will be given to retention/promotion based upon the students' ability to master grade level content.
2. Staff sick leave absences due to a pandemic situation will be discussed between the teacher's union and the board of education and will be non-punitive.

**D. Sick leave policies for staff and students suspected to be ill or who become ill at school**

1. Students suspected of being ill or who become ill at school will be sent to the health office for evaluation by the school nurse. Students will be isolated in the health office and if determined to be pandemic related, will be sent home and may only return upon being declared no longer contagious by a physician.
2. Staff suspected to be ill or who become ill at school will be sent to the health office for evaluation by the school nurse. The district Board of Education and administration will work cooperatively with the local education association in establishing sick leave policies for staff who become ill.

**E. Transporting ill students**

1. Students falling ill while at school will be transported home or to the hospital by their parents.
2. In severe cases, an ambulance may be called to transport students.
3. Telephone calls to parents will be made by the school nurse.

**F. The LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings**

**The school will continue to focus on:**

1. Keeping sick students, faculty, and staff away from school while they are infectious.
2. Promoting respiratory hygiene/cough etiquette and hand hygiene as for any respiratory infection.
3. School custodians will ensure that materials for respiratory hygiene/cough etiquette (i.e., tissues and receptacles for their disposal) and hand hygiene are available.
4. Educational messages and infection control guidance for pandemic influenza will be made available for distribution when possible.

## **IV. Communications Planning:**

### **A. Meeting communication needs including regular review, testing, and updating of communication plans**

1. Ongoing evaluation of communication with students and parents will be made. This communication can be accomplished through a variety of avenues such as mailings, local television or newspaper messages, phone calls, and school website. Communication systems will be evaluated for effectiveness throughout the year as these avenues are used for other communication purposes.

### **B. Communication with staff, students, and families, including lead spokespersons and links to other communication networks**

1. The CSA will be the person responsible for communicating messages within the building.
2. Parents of affected students will be contacted by the school nurse.
3. If a pandemic situation should arise with several students affected requiring immediate parent notification, parents will be contacted immediately.
4. The CSA or school nurse is the person responsible for communicating with the proper Sussex County Health and Human Services officials and/or Ogdensburg School officials.
5. The Chief School Administrator or his designee is the person responsible for communicating with any other community officials regarding procedures to be followed.

The communication of necessary health messages can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, social media, phone calls, via the emergency notification system and school website and these avenues will be evaluated periodically for their effectiveness.

### **C. Language, culture, and/or ethnic groups and the dissemination of public health messages within the community**

1. The Supervisor of Special Education is the person responsible for making sure that the appropriate language(s) for the district's student body/population will be identified to ensure proper communication of public health messages.
2. The world languages instructor or others proficient in required languages will assist the Supervisor of Special Education with translating messages for identified families.

**D. Platforms for communicating pandemic status and actions to school district staff, students, and families**

The communication of necessary health messages can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, phone calls, via the emergency notification system and school website and these avenues will be evaluated periodically for their effectiveness.

1. The CSA and the webmaster are the persons responsible for ensuring that the appropriate messages are posted on the school's website.
2. The CSA is the person responsible for ensuring that the appropriate messages are communicated through school mailings.
3. The Chief School Administrator is the person responsible for ensuring that the appropriate messages are communicated through local radio and television.

**E. Where to find up-to-date and reliable pandemic information from federal, state and local public health sources**

1. Educational messages and infection control guidance for pandemic influenza will be made available for distribution through mailings, weekly newsletters, the district website, via the emergency notification system and possibly community meetings.

**F. Dissemination of information about the LEA's pandemic influenza preparedness and response plan with regard to continuity of instruction, community containment measures, etc.**

1. The CSA is the person responsible for the district's pandemic influenza preparedness and response plan with regard to appropriately disseminating information to the school community regarding continuity of instruction measures.
2. This information will be made available through mailings, weekly newsletters, the district website, via the emergency notification system and possibly community meetings.

**G. Dissemination of information from public health sources covering routine infection control, pandemic influenza fundamentals, as well as personal and family protection and response strategies**

1. The CSA and school nurse are the district personnel responsible for the dissemination of information from public health sources covering routine infection control such as hand hygiene, cough/sneeze etiquette, pandemic influenza fundamentals such as signs and symptoms of influenza, and modes of transmission as well as personal and family protection and response strategies such as guidance for the at-home care of ill students and family members.
2. This communication will be made available through mailings, weekly newsletters, the district website, via the emergency notification system and possibly community meetings.

**H. Potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly**

1. The CSA, VP, BA, school psychologist, school social worker and the school nurse are the district personnel who are prepared to mitigate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.
2. This can be done by holding meetings with appropriate community stakeholders and public health officials.