

**CUMBERLAND SCHOOL DISTRICT
CUMBERLAND SCHOOL DISTRICT
PANDEMIC INFLUENZA
723.6**

Pandemic Long-Term School Classroom Emergency

The Department of Public Instruction, the State of Wisconsin, the United States Department of Health and Human Services and the Center for Disease Control and Prevention require plans in place to meet the needs of communities and reduce exposure during pandemics.

Assumptions

1. Susceptibility to the pandemic influenza virus will be universal.
2. The clinical disease attack rate will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
3. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
4. Certain public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.
5. Persons who become ill may shed virus and can transmit infection for up to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children usually shed the greatest amount of virus and therefore are likely to pose the greatest risk for transmission.
6. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting 2-3 months. A pandemic may last up to 2-3 years.
7. On average, infected persons will transmit infection to approximately two other people.
8. Based on projections calculated by the CDC's Flu-Aid software:
 - ◆ 1.9 million in Wisconsin will become ill
 - ◆ 1 million in Wisconsin will require outpatient care
 - ◆ 22,000 in Wisconsin will be hospitalized
 - ◆ 8,000 in Wisconsin will die
9. Closure of 30 days or more would not be able to be made up by longer days or summer session.

10. Lay-offs of some staff and suspension of bus routes would occur.
11. School facilities might be needed for storage, clinics or other operational purposes.
12. All school extra-curricular activities would be suspended until feasible to continue.

Operational Decisions

1. Employees will be instructed in the symptoms of influenza, and any employee, student, teacher or staff suspected of having influenza should not attend school.
2. Wash hands several times a day using soap and warm water for 15-20 seconds (this is generally around the time it takes to sing the ABC's). Dry hands with paper towels or automatic hand dryers if possible. In school, allow regular breaks for the students and teachers to wash hands. Young children should be instructed and assisted to ensure proper hand washing. Restrooms should be checked regularly to ensure that soap and paper towels are always available.
3. The flu can be spread from coughs or sneezes. Make sure tissues are available in all classrooms. Students and staff should cover their mouths when coughing and use a tissue when sneezing or blowing their noses. Tissues should be thrown away immediately following proper hand washing (alcohol hand gels may be used in the classrooms to minimize disruption).
4. Schools may be required by their local health departments to report flu absences when they reach a locally determined number. Reporting outbreaks assists in disease surveillance and understanding the impact on the community.
5. Minimally, the local Public Health Department will provide weekly updates to school administration on the status of influenza in the community during pre-pandemic or pandemic alert periods.
6. Schools should be extra-vigilant that students with Influenza-Like Illness (ILI) be excluded from sports activities, choir or any other extra curricular activities that may involve close contact, since transmission of the flu may be easier in these situations. All students and staff should avoid sharing glasses, water bottles, drinks, spoons/forks, etc. It is assumed that if a school is closed due to a pandemic influenza incident, that all extra curricular activities will be suspended.
7. School buses, because of the enclosed space, may allow for easy spread of the flu. Tissues should be available on the buses, and students should be encouraged to cover nose and mouth while coughing or sneezing. Disinfect commonly handled interior surfaces (i.e. door handles, hand rails, etc.) between loads of students, if possible.
8. In the school, clean commonly used surfaces such as door handles, handrails, eating surfaces, desks, etc., frequently with disinfectant. (Bleach solutions or commercial disinfectants are appropriate.)
9. Closure of individual schools in the event of an outbreak has not been proven to be an effective way of containing influenza but has proven to be effective in delaying transmission

and spread. Under Wisconsin State Statute 252.03, a Local Health Officer may do what is reasonable and necessary for the prevention and suppression of disease including closure of schools and public gatherings. Regardless, the decision to close schools must be made carefully and should be made by the appropriate school officials in coordination with Public Health Officials and Emergency Management Officials. The decision to close schools should be based on the following considerations:

- a. Student and staff absenteeism rates at the affected school district
 - b. Student and staff absenteeism rates in surrounding school districts
 - c. Rates of influenza occurring in community and surrounding counties
 - d. Virulence of influenza strain
 - e. Availability of vaccines and antivirals
 - f. Recommendations made by Division of Public Instruction and Division of Public Health
10. If the decision has been made to temporarily close schools, the following should occur:
- a. Information letter to be sent out regarding the decision to temporarily close schools. The letter should include reason for closure, anticipated closure period, practices for minimizing the spread of influenza at home and resource for receiving updates (e.g. school website or telephone number)
 - b. Mass vaccination site dates, times and locations (pending vaccine availability)
 - c. Parents and students should be given direction for continuation of education, if any
 - d. Posting of closure of school shall be placed on the school door entrance
11. Time permitting, send school materials home with each family.
12. Offer one-on-one instructional tutoring via phone, e-mail or on-line classes from teacher to student.
13. Lay off food staff (unless needed by emergency management or Red Cross), partial clerical, partial aides and partial teaching and administration staff.
14. Eliminate all public uses of facility, unless approved by Barron County Emergency Management.
15. Hold school board meetings via conference calls or e-mail with public having access on school district's web page (pending law changes).
16. The school district would assist with communications as needed and determined by Barron County Emergency Management.

Legal Reference: Wisconsin Statutes Section 166.20, 252.02, 252.03, 252.05, 252.19, 252.21

Adopted: August 29, 2006

Revised: September 23, 2008

**CUMBERLAND SCHOOL DISTRICT
PANDEMIC INFLUENZA PROCEDURES**

723.6 RULE

ALERT

	Mild Pandemic	Moderate Pandemic	Severe Pandemic
	Category 1	Category 2-3	Category 4-5
ALERT	<p><u>District Administrator</u></p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p> <p>Direct schools to review procedures for enhancing surveillance of student/faculty/ staff absenteeism.</p> <p>Review/update current plan.</p>	<p><u>District Administrator</u></p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p> <p>Seek guidance from DPI, Barron County Emergency Management and Barron County Public Health.</p> <p>Prepare for standby status.</p>	<p><u>District Administrator</u></p> <p>Participate in communications with local and county officials.</p> <p>Encourage parents, teachers and staff to make/finalize plans for lengthy release of students.</p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p>
	<p><u>Building Principals</u></p> <p>Communicate with school nurse and office staff regarding procedure to enhance surveillance of student/faculty/staff absenteeism.</p> <p>Facilitate communication to families and staff.</p>	<p><u>Building Principals</u></p> <p>Prepare for standby status.</p> <p>Communicate with school nurse and office staff on surveillance rates and staff absenteeism.</p>	<p><u>Building Principals</u></p> <p>Prepare for standby status</p>
	<p><u>School Nurse</u></p> <p>Secure supplies (tissues, cleaners, masks, temp. dots, etc.)</p> <p>Initiate communications (pre-planned letters)</p> <p>Educate staff, families and community partners.</p> <p>Post information on pandemic influenza.</p> <p>Communicate with housekeeping staff and prepare to increase cleaning protocols.</p>	<p><u>School Nurse</u></p> <p>Prepare for standby status</p> <p>Secure supplies</p> <p>Educate</p> <p>Monitor surveillance rates</p>	<p><u>School Nurse</u></p> <p>Continue to educate staff, students and parents.</p> <p>Make sure supplies have been secured.</p> <p>Monitor surveillance rates.</p>

	Communicate with owners of bus company to enhance cleaning procedures on busses.		
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STANDBY

	Mild Pandemic	Moderate Pandemic	Severe Pandemic
	Category 1	Category 2-3	Category 4-5
STANDBY	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status.</p> <p>Continue communications.</p> <p>Notify school nurse to begin enhanced surveillance.</p>	<p><u><i>District Administrator</i></u></p> <p>Review school calendar.</p> <p>Identify after-school and extra-curricular activities that may merit cancellation, pending guidance from Barron County and DPI.</p> <p>Consider dismissing students for up to 4 weeks, pending guidance from Barron County.</p>	<p><u><i>District Administrator</i></u></p> <p>Have resources and communication in place to dismiss students and employees for up to 12 weeks.</p>
	<p><u><i>Building Principals</i></u></p> <p>Implement enhanced surveillance.</p> <p>Facilitate communications thru school nurse to families and staff.</p>	<p><u><i>Building Principals</i></u></p> <p>Disseminate information regarding possible dismissal.</p>	<p><u><i>Building Principals</i></u></p> <p>Disseminate information regarding likely dismissal.</p>
	<p><u><i>School Nurse</i></u></p> <p>Review/train staff to enhance surveillance of student/staff absences (temps., cause of absenteeism, nursing assessments on ill and returning staff/students, etc.)</p> <p>Train custodial staff on measures to enhance disinfection.</p> <p>Notify faculty, staff, students, parents of pandemic status.</p> <p>Continue education to staff, students, parents.</p>	<p><u><i>School Nurse</i></u></p>	<p><u><i>School Nurse</i></u></p>

ACTIVATE

	Mild Pandemic	Moderate Pandemic	Severe Pandemic
	Category 1	Category 2-3	Category 4-5
ACTIVATE	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status.</p> <p>Continue communication.</p> <p>Implement social distancing within schools as determined in consult with Barron County and DPI.</p> <p>Implement enhanced surveillance.</p> <p>Implement enhanced disinfection.</p>	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status.</p> <p>Cancel after-school and extra-curricular events pending guidance from Barron County and DPI.</p> <p>Implement student dismissal and/or school closure per guidance from Barron County and DPI. Trigger point of >25% absenteeism would merit evaluation and decision.</p> <p>Anticipate and identify strategies to lessen impact of emotional, educational and financial losses.</p> <p>Continue to seek guidance from county and state officials.</p>	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status.</p> <p>Dismiss students and/or close schools per guidance of Barron County and DPI.</p> <p>Implement continuity of operations plan.</p> <p>Disseminate communications regarding school closure.</p>
	<p><u><i>Building Principals</i></u></p> <p>Continue communications.</p> <p>Continue enhanced surveillance.</p> <p>Implement enhanced disinfection.</p>	<p><u><i>Building Principals</i></u></p> <p>Continue communications.</p>	<p><u><i>Building Principals</i></u></p> <p>Communicate to staff, students and parents information concerning school closure.</p>
	<p><u><i>School Nurse</i></u></p> <p>Monitor enhanced surveillance (temps, cause of absenteeism, etc.)</p> <p>Monitor enhanced</p>	<p><u><i>School Nurse</i></u></p> <p>Separate students who are ill while awaiting parental pick-up.</p>	<p><u><i>School Nurse</i></u></p>

	disinfection.		
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RECOVERY

	Mild Pandemic	Moderate Pandemic	Severe Pandemic
	Category 1	Category 2-3	Category 4-5
RECOVERY	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p> <p>Assess impact of pandemic.</p> <p>Debrief on lessons learned.</p> <p>Continue communications.</p>	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p> <p>Implement disinfection procedures for all school buildings.</p> <p>Phase in reopening, with staff returning prior to students.</p> <p>Anticipate and identify strategies to lessen impact of emotional, educational and financial losses.</p>	<p><u><i>District Administrator</i></u></p> <p>Notify principals, school nurse and school board of pandemic status and implications.</p> <p>Prepare to work with community as a whole to maximize resources in unprecedented circumstances.</p>
	<p><u><i>Building Principals</i></u></p> <p>Participate in debriefing.</p>	<p><u><i>Building Principals</i></u></p> <p>Determine nature and extent of emotional support needed for staff and students.</p> <p>Make recommendations and seek resources.</p> <p>Work with teachers to determine curriculum losses and make recommendations to fill gaps.</p>	<p><u><i>Building Principals</i></u></p> <p>Determine nature and extent of emotional support needed for staff and students.</p> <p>Make recommendations and seek resources.</p> <p>Work with teachers to determine curriculum losses and make recommendations to fill gaps.</p>
	<p><u><i>School Nurse</i></u></p>	<p><u><i>School Nurse</i></u></p>	<p><u><i>School Nurse</i></u></p>

LEGAL REF:

CROSS REF: 723.6 Pandemic Influenza

Adopted: September 23, 2008