

## PANDEMIC PLAN

### Before a Pandemic

**Planning, Monitoring and Assessment:** This level is a planning, monitoring, prevention, and assessment phase where a specific threat or developing situation is actively monitored. Notification will be made to those who will need to take action as part of their everyday responsibilities.

The Superintendent will be in contact with Maine Department of Education and Maine Center for Disease Control regarding a pandemic outbreak. Information will be shared with the School Board and with staff as available.

#### **Prevention:**

##### **Facilities Director:**

Provide disinfectant and spray bottles for classrooms and offices in each school

Place custodial staff on emergency plan schedules/assign alternate duties

Secure additional staff, if necessary

Meet with custodial staff to identify any staff who might work during a school closure, and their responsibilities.

##### **Custodial Staff:**

Focus on sanitization before sweeping and vacuuming

Wipe down every night:

- Desktops
- Bathroom doors
- Hand railings
- Doorknobs

Fill hand sanitizer stations every night

Fill soap dispensers every night

Cape Elizabeth High School Custodians will disinfect locker rooms, Fitness Center and Weight Room.

Provide a key to soap dispensers and sanitizer stations and a supply of soap and sanitizer to the main office of each school for teachers to access, if needed throughout the day.

Hand sanitizers on all lunch tables.

#### **Transportation:**

Bus mechanic will disinfect the buses daily

**Teachers:**

Spray desktops with sanitizer at the end of each period for students who change classes or desks, and at the end of each day for students who sit in the same desk all day. Students should wipe dry with paper towels.

Ensure that students pile chairs in the corner of the room at the end of the day.

Send any sick students to the nurse's office.

Stay home if you are sick.

Encourage students to wash hands, stay home when sick, and cover mouths and noses if sneezing or coughing.

Arrange desks so that students are as far apart as possible or not face-to-face, for example, in rows facing in one direction.

Be understanding with custodians who have been instructed to focus on sanitizing, rather than on their other tasks such as sweeping and vacuuming.

Have students clean up the room and their areas before leaving for the day, picking up all items that are on the floor.

Meet with colleagues to discuss assignments and communication with students should school close. Prepare for any work/assignments that should be sent home. Inform students about assignments and communication (with the teacher) strategies.

(Grades 6-12) Compile student names and contact information in order to communicate with students regarding assignments and instruction.

Teachers in grades K-5 should meet to discuss possible assignments, learning activities, etc. that students could engage in should school be closed. Collections of books for each student should be gathered and ready to take home (if possible), should a school closing occur.

Request sanitation and disinfectant supplies from your main office, as needed.

**Technology:**

Chargers for all grades 6-12 devices should be made available in preparation for a possible school closing.

**Technology Lab teachers/Librarians/Learning Center instructors:**

Keyboards that are available to all students should be washed down with disinfectant wipes between use.

**Administrators:**

Review this plan with all staff.

Communicate with Facilities Director regarding sanitizing and disinfectant needs.

Develop plans for Steps 2 and 3 under Nutrition Services.

Prepare for the possibility of a large number of staff absences.

**Nurses:**

Instruct students on disease prevention by visiting classrooms.

Send sick students home.

Isolate sick students while they await parent/guardian pick-up.

Monitor attendance and report concerns to administrators.

Report to excessive absences to Maine CDC.

Prepare communications to be shared with parents and community.

Monitor students who return to school after absences due to illness related to the pandemic.

**During a Pandemic**

**Administrators:**

Consider cancelling all large group gatherings such as sporting and theater events.

**Communication:**

The Superintendent will be in contact with Maine Department of Education and Maine Center for Disease Control regarding a pandemic outbreak.

The Superintendent will make the determination regarding school closures in consultation with CDC & MDOE who will advise, based on the most current guidelines and information.

Information will be shared with the School Board and with staff as available.

Staff and students will be notified of school closures from the Superintendent's Office, following the same procedures as for weather closures.

All communications regarding closures and openings of school will come from the Superintendent's Office.

The Superintendent will communicate with parents and the community through the web site, social media, and PowerSchool.

**Technology**

During a school closing student in grades 5-12 will take home computers/iPads and chargers for the purpose of completing assignments and communicating with their teachers. iPad charges should be distributed to Grade 6 students for taking home.

Technology will be used for communication between the Superintendent and staff members and between staff (Grades 5-12) and their students.

## **Nutrition Services**

### **Nutrition Director:**

Meet with Nutrition Staff to review plans and to identify staff who would be available to work, should there be a school closure. Review various roles and needs.

Hand sanitizers on all lunch tables.

### **While School Remains Open:**

Step 1: Close salad bar/modify menu to prevent the spreading of germs.

Step 2: Students will come to the cafeteria to pick up their meals and then take them back to classrooms to eat.

Step 3: Students will remain in their classrooms and nutrition service workers will deliver lunches to the students.

### **Should School Close:**

Designated nutrition services staff will report to work.

#### **Plan 1:**

In the event of closing due to virus concerns we will be serving breakfast at 8:00 A.M. and lunch at 12:00 P.M. The meals will be served in the PC/MS Cafetorium. Parents/ guardians will be responsible for transportation to the school.

#### **Plan 2:**

Nutrition service staff will secure addresses and contact information of Free and Reduced identified students and call their parents/guardians to make arrangements for food drop-offs.

Nutrition service staff will prepare boxes of food for identified families and make those deliveries. Food will be re-delivered as needed depending on the length of the school closure.

### **Grade 6-12 Teachers:**

Teachers will remain in close contact with their students using Google Classroom, etc., and continuing instruction, and assigning and providing feedback on those assignments.

## **Following a Pandemic**

### **Staff:**

Staff will be notified of the return to work through email and the web site.

### **Administrators:**

Discuss and note lessons learned with staff.

Meet to debrief and discuss effectiveness of plans.

Make improvements to plans accordingly.