**Pandemic Planning**

**Prevention**

* Provide information to employees, students, members about viral illness infection control methods that will reduce transmission. Use Emergency Manager’s Office as a resource for information
* Encourage anyone who is ill to stay home
* Increase access to respiratory hygiene products such as facial tissues, hand washing, disinfecting wipes for high touch surfaces and hand sanitizers in public places and increase education about their use.
* Encourage all CDC recommended vaccinations including influenza for all
* Assess the critical supplies and equipment necessary for your continuity of operations for school district and begin stockpiling those supplies
* Employers and school ask people to stay home if they have signs or symptoms of influenza like illness (fever greater than 100.4 orally, cough, malaise, body aches)
* Plan for areas of business/school/community organization that could be closed if staffing resources were severely depleted
* Work with county Emergency Operations Center (EOC) to evaluate the need to access additional resources to care for increased numbers of ill in the community
* Strongly recommend that all be vaccinated with the currently available influenza vaccine
* Close non-critical areas of school organization as staffing availabilities decline
* Ensure that psychological support services can be made available to employees, students, members during the height of the outbreak

**How do we educate kids if citizens are not allowed out of their homes for weeks and neither students nor teachers can come to school?**

If there is an event that results in a long-term cancellation of school (more than 10 school days), the following procedures will be followed:

* Classroom instructors will be asked to provide “packets” of instructional materials to students. These instructional materials may be hard copies or electronic copies. Instructional goals and assignments will be posted on the district website. The “packets” will contain enough materials to cover ten days of instruction for each subject area.
* Elementary and middle level students with Internet access will be in contacted by classroom teachers via email and students without Internet access will be contacted by phone.
* Students in the HS will utilize technology based tools to facilitate distance education for teaching and learning as effectively as possibly while limiting physical contact. Programs such as Web CT, PodCasting, and other online coursework may be used for dissemination of instructional materials, class discussion, and assessments.
* Individual Special Education Teachers will develop packets of instructional materials that will address the specific academic areas for special needs students. The packets will be at the student’s current level of performance and will be designed at a minimum to maintain the current skill level and possibly advance to higher levels. The packets will contain the teacher’s and therapist(s), if applicable, home phone and email addresses to maintain a system of communication between the home and service provider.
* Regarding related Services such as Speech Therapy, Occupational Therapy, Physical Therapy, and Psychological Therapy, when feasible, the therapist will meet with the parent and instruct the parent in daily exercises or routines that will help maintain the students skill level.
* Psychological counseling will be maintained, when feasible, through telephone counseling between the student, parent and psychologist. The district will be fiscally responsible for any phone charges and therapy charges incurred during the time that school has been canceled. Compensatory therapy services will be provided if deemed necessary by the student’s IEP committee upon resumption of school services.

**How do we relocate if school buildings are being used as hospitals and/or medical facilities?** In the event school needs to relocate, we would attempt to hold classes in alternative sites.

**When should sick employees should be encouraged to stay home?** Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

**How do we approach payroll and leave issues?** The business office will make every effort to pay employees on the regular schedule. Employees who do not have direct deposit may have a more difficult time getting their check than those who do have it. In the event that school is canceled due to a pandemic, salaried employees will receive their regular pay. Hourly people will be paid based on a log they will submit to their direct supervisor that details the amount and type of work done. No leave will be charged to employees who are not at work if the schools are declared closed by federal, state, or local authority.

**How do we transition back into a building?** The maintenance staff will thoroughly clean and sanitize buildings and vehicles before reentry.