

Operational Services

Administrative Procedure - School Action Steps for Pandemic

Building a strong relationship with the local health department and emergency medical agencies is critical for developing a meaningful school action plan to address pandemic influenza (flu) or other virus/disease . The key planning activities in this checklist should build upon the District’s existing contingency plans.

The following is a list of important step-by-step actions school officials should take before a pandemic outbreak. This list needs to be repeated when an outbreak has several cycles or waves.

Prior to Outbreak/Preparedness and Planning Phase

Actor	Action
Superintendent or designee	Identify Pandemic Planning Team to operate as a Superintendent Committee that includes one or two School Board members, administrators, and staff members.
Superintendent and School Board	Identify, modify, and monitor relevant policies that a pandemic may possibly affect, including but not limited to: 1:20, <i>District Organization, Operations, and Cooperative Agreements</i> 2:20, <i>Powers and Duties of the School Board; Indemnification</i> 2:200, <i>Types of School Board Meetings</i> 3:70, <i>Succession Plan</i> 4:130, <i>Free and Reduced-Price Food Services</i> 4:140 <i>Fee Waivers</i> 4:180, <i>Pandemic Preparedness</i> 5:35, <i>Compliance with the Fair Labor Standards Act</i> 5:40, <i>Communicable and Chronic Infectious Disease</i> 5:180, <i>Temporary Illness or Incapacity</i> 5:185, <i>Family and Medical Leave</i> 5:200, <i>Terms and Conditions of Employment and Dismissal</i> 5:270, <i>Employment At-Will, Compensation, and Assignment</i> 5:300, <i>Schedule and Employment Year</i> 5:330, <i>Sick Days, Vacation, Holidays and Leaves</i> 6:20, <i>School Year Calendar and Day</i> 6:120, <i>Education of Children with Disabilities</i> 6:150, <i>Home and Hospital Instruction</i> 7:70, <i>Truancy</i> 7:280, <i>Communicable and Chronic Infectious Disease</i> 8:100, <i>Relations with Other Organizations and Agencies</i>
Superintendent or designee and Pandemic Planning Team	Begin use of the following publications: For flu season: School District (K-12) Pandemic Influenza Planning Checklist at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_checklist.pdf For COVID-19: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs at: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html

Review and ensure a succession of authority plan exists in case Board members, administrators, and/or others are unable to fulfill duties during the pandemic.

Succession plans for Board members unable to fulfill duties during the pandemic may create a vacancy on the Board. Discuss the issues of succession plans for elected officials with the Board Attorney. See Board policies 2:70 *Vacancies on the School Board - Filling Vacancies*, and 3:70, *Succession of Authority*. Work with local health and emergency preparedness officials. They may want to use the schools to disseminate information to families.

Train employees about FLSA, overtime, and recordkeeping requirements necessary to work during a pandemic while the School District is closed.

Open communications with employee unions regarding “wages, hours and terms and conditions of employment” during a pandemic.

Address policies for employee absenteeism, identifying critical job functions, plans for alternate coverage, and return-to-work policies as well as disease symptom recognition.

Ensure resources for nurses and staff to receive training and personal protective equipment to identify flu or other pandemic disease symptoms. For flu reporting,

See 4:180-AP2, *Pandemic Surveillance and Reporting*. Remember that a person who is infected does not show symptoms right away, but children becoming ill may show different behavior than usual, such as eating less or being irritable. Knowing the differences between seasonal and pandemic flu is also critical to pandemic preparedness.

A fact sheet is available at: www.cdc.gov/flu/pandemic-resources/basics/about.html.

Train staff to protect themselves from occupational exposure through workplace *social distancing* based upon the Occupational Safety and Health Administration’s (OSHA),

Guidance on Preparing Workplaces for an Influenza Pandemic, which may be found at: <https://www.osha.gov/pandemic-influenza>

Ensure that **Standard Surveillance** disease recognition procedures are in place and implemented. See 4:180-AP2, *Pandemic Surveillance and Reporting*.

For flu, encourage the use of simple non-medical ways to reduce the spread of flu by *cough and sneeze etiquette* and cleansing of hands and work areas. For COVID-19, see the Interim Guidance for Administrators of US K-12 Schools and Child Care Programs, When there is no community transmission (preparedness phase) section at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Decide to what extent the District will encourage or require students and staff to stay home when they are mildly ill. Some parents/guardians may need to be more cautious in keeping their students out of school.

	<p>Identify students who have a greater risk of infection and are most vulnerable to serious illness. Review their health needs and encourage those families to talk with their health care providers.</p> <p>Assess nutritional assistance needs for students who receive free and reduced-price food programs. For more information about providing continuity of meal distribution for students eligible for reimbursable meals, see Q & A #5 at: www.isbe.net/Documents/usda_qa072309.pdf</p> <p>Through consultation with the Regional Office of Education and local authorities, develop strategies for remote learning through collaborative agreements (television or other local cable stations, teleconferencing, electronic instructional resources, etc.). 105 ILCS 5/10-30, added by P.A. 101-643 and see 6:20-AP, Remote and/or Blended Remote Learning Day Plan(s).</p> <p>Educate staff, students, and parents/guardians about the differences between the various types of flu, best hygienic practices to prevent any sort of flu, and what could occur in a pandemic. See Sample Parent Letter #1, Preparation and Planning at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_preparation.pdf.</p> <p>Also see, Preparing for the Flu at: www.cdc.gov/h1n1flu/schools/toolkit/pdf/schoolflutoolkit.pdf and www.dph.illinois.gov/topics-services/diseases-and-conditions/influenza#publications-publications-influenza.</p> <p>Review Sections IV and V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm.</p>

Outbreak of Flu or Other Virus/Disease

Actor	Action
<p>Superintendent or designee</p>	<p>Depending upon the type of virus/disease: For COVID-19, review the Interim Guidance for Administrators of US K-12 Schools and Child Care Programs at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html.</p> <p>Consider issuing Sample Parent Letter # 2, First Bird Case at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_bird.pdf.</p> <p>Begin Heightened Surveillance responses. See 4:180-AP2, <i>Pandemic Surveillance and Reporting</i>.</p> <p>Issue Sample Parent/Guardian Letter #3, Illinois/Regional Cases, informing parents/guardians that some students are sick but schools remain open, include tip sheets and information resource list. A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_il_cases.pdf.</p>

Pandemic Planning Team	When a confirmed case has entered a school, regardless of community transmission, work with local health department regarding a press release announcing that schools will remain open and advising parents/guardians of their need to prepare. A sample, titled Schools Open , is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_open.pdf .
Building Principal	Post flu or other virus/disease prevention signs on campuses. See Section V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm . For COVID-19, see Promoting Behaviors that Reduce Spread subhead in the CDC's Considerations for Schools at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html , including a handwashing etiquette example at: www.cdc.gov/handwashing/when-how-handwashing.html .

Expansion of the Outbreak

Actor	Action
Local Health Department	Issue epidemic statement to general public.
Superintendent or designee	For flu, begin Intensive Surveillance responses. See 4:180-AP2, <i>Pandemic Surveillance and Reporting</i> .

Continued Expansion of the Outbreak

Actor	Action
Local Health Department	Evaluate the need for school closure with local school officials.
Superintendent or designee	In consultation with local health department, emergency management agencies, and Regional Office of Education, close school(s). Issue press release. A sample, titled Schools Closed , is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_closed.pdf . Issue Sample Parent Letter #4, School Closure . A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_closures.pdf . Provide the Board with recommendations for temporary modifications of relevant policies due to pandemic conditions
School Board and/or Superintendent	Cancel any non-academic events.

Following the Outbreak

Actor	Action
Local Health Department	Evaluate the advisability of opening school(s) with school officials.
Superintendent or designee	Issue press release that schools are open.

	Issue Sample Parent Letter #5, Schools Reopen . A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_reopening.pdf . Note: If this sample is used for COVID-19, amend it with those specifics.
Pandemic Planning Team	Continue communicating with local health department.
Superintendent or designee	Return to Heightened Surveillance response. See 4:180-AP2, <i>Pandemic Surveillance and Reporting</i> . Begin checklist again if an outbreak recurs.

Local Health Department:

DuPage County Health Department

Name

Address

(630) 682-7400

Telephone

Regional Office of Education:

DuPage ROE

Name

Address

(630) 407-5800

Telephone

Emergency Management Agencies:

Name

Address

Telephone

Name

Address

Telephone

Important Resources

ISBE and IDPH released a publication titled School Guidance During an Influenza Pandemic, December 2006 at: www.idph.state.il.us/pandemic_flu/schoolguide.htm. The resource is meant to guide and supplement, not replace school districts' existing plans.

Further information on pandemic influenza can be found by calling 1-800-CDC-INFO or at the following websites:

- www.cdc.gov/flu/pandemic-resources/index.htm
- www.cdc.gov/flu
- www.redcross.org
- www.cchealth.org
- Further information on COVID-19 is subject to continual change. Follow the HHS/CDC and IDPH websites or call 1-800-CDC-INFO

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