

2021

**Edmeston School District
Communicable Disease –
Pandemic Plan**

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Communicable Disease - Pandemic Plan

This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. The Plan will be evaluated routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

Effective April 1, 2021, Labor Law §27-c amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Public employers shall prepare a plan for the continuation of operations if the governor declares a state disaster involving a communicable disease. Education Law §2801-a requires School Districts to develop plans consistent with the new Labor Law requirement. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.**

This Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with quantity sufficient PPE device needed for each work shift for quantity sufficient period of time. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation, or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:
 - Otsego County Public Health -
https://www.otsegocounty.com/departments/health_department/index.php
 - *Main Phone - 607.547.4230*
 - *Email - bondh@otsegocounty.com*
 - *Address - 140 County Highway 33W, Suite #3 Cooperstown, NY 13326*
 - *Coronavirus Hotline: 1-888-364-3065*
 - *Weekend/After-hours Consultation and Reporting: 607-547-1697*
- The County Department of Health will monitor County-wide cases of communicable disease and inform School Districts as to appropriate actions.
- The Superintendent will help coordinate our pandemic planning and response effort. This person will work with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The School Nurse and District Medical Director will be vital members of the Safety Team as will the staff member responsible for the maintenance of the district website and Facebook page. The Principal, Business Official, Director of Special Education, Facility Director, Food Service Director, and Head Bus Driver will be part of the planning effort. Other individuals may be part of the team as needed.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC School District Pandemic Influenza Planning Checklist* (see appendix) to assist in this determination and has considered issues related to planning and coordination; continuity of student learning; core operations; infection control policies and procedures; and communication.
- The School District will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, Facebook, and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown most staff would be able to work remotely. However, some positions may be required to be on-site or in district for us to continue to function. The following information is addressed in the table below:

- **Title** – a list of positions/titles considered essential which could NOT work remotely in the event of a state-ordered reduction of in-person workforce.
- **Description** – brief description of job function.
- **Justification** - brief description of critical responsibilities that could not be provided remotely.
- **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered to reduce overcrowding at the worksite.
- **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been created in consultation with Administration, Facilities Services, Transportation, Food Service, Technology, Instructional Programs, Athletics, Special Education, Network Administration

Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Facility director, Custodian(s)	Facilities maintenance	Ensure building security and proper operation of building systems	single staff per shift or work in separate areas of the building	Daily entry/exit logs and work logs
Cafeteria manager, food service staff	Food service	Prepare/package meals for required food service	If multiple staff needed per shift, then alternate days with cohorts	Daily entry/exit logs and work logs
Head Bus Driver, Mechanic Driver(s)	Transportation	Delivery of meals and/or instructional materials Maintenance of buses	Staggered shifts not needed - drivers should not interact	Daily entry/exit logs and work logs
Service technician	Network administration	Maintain network service, device repair as needed	single staff per shift or work in separate rooms	Daily entry/exit logs and work logs
Administration	District Function	Ensuring district programs and services are functioning	single staff or work in separate rooms	Daily entry/exit logs and work logs
Clerical	District Functions	Assist in supporting the functions of the district	single staff or work in separate rooms	Daily entry/exit logs and work logs

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.
 - Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
 - Survey staff to determine the availability of viable existing at-home Internet service.
 - Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
 - To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- **Additional Technology Devices Assessments:**
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- **Providing Multiple Ways for Students to Learn**
 - Support instructional programs as needed in preparation of hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Edmeston School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate workdays or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The School District will utilize these base strategies and expand upon them as necessary to address any state disaster.

Protection (Preparedness)

Edmeston CSD will collaborate with County and local partners to assure complementary efforts.

- The School District Superintendent has been designated the communicable disease safety coordinator (Coordinator for COVID-19), whose responsibilities include compliance with the school’s reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding a state disaster and plans implemented by the school.

School/Program	Safety Coordinator/Administrator	Contact #
Principal	Christine Nichols	(607) 965-8931
Director of Special Education	Kevin Kelly	(607) 965-8931
Business Manager	Sonja Rusweiler	(607) 965-8931
Superintendent of Schools	Dr. Gary Furman	(607) 965-8931

- Communication with parents, students, staff, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. The Principal has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication in conjunction with the communicable disease safety coordinator. The PIO will work with our website and Facebook coordinator to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- Overall Operations – Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by e-mail and district automated phone notification system. ECS will use School Messenger which can be access by Christine Nichols and Tracy Plows.
- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. Recognizing the need for job cross-training, we have trained individuals with the following job titles (Business Manager and Assistant District Treasurer). To maintain these essential functions off-site, business office staff will be provided computers, printers, and Wi-Fi hotspots as needed to work remotely. All payroll is done via direct deposit.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to assist in essential building functions.
- Administration (Superintendent, PK-12 Principal, Business Manager, Director of Special Education) will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Administration. Administration has been cross-trained. Administration will develop the plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Administration will work with local officials to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented include:
 - Hard copy, self-directed lessons.
 - Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).
 - On-line instruction, on-line resources, on-line textbooks (Schoology, Microsoft Office, SeeSaw, Castle Learning, Mystery Science, Nearpod, etc.)
 - Web-based modalities for live lessons (Microsoft, Zoom, etc.)

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability

The District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- Parents will also be encouraged to provide face coverings for students, however, face coverings will be provided for any student that cannot provide their own.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

PPE Supply Management

As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:

PPE for Each Staff Having High Intensity Contact with Students			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
N-95 Respirators*	10	120	10 per Week per Staff

Disposable Face Coverings					
Initial recommended quantities per 100 individuals					
Group	Quantity needed for 1 week	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
100 Students	100	1200	600	300	1 Disposable Mask per Week per Student
100 Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per person
4 Nurses/Health Staff	40	480	240	120	10 Disposable masks per Week per School Nurse

Response

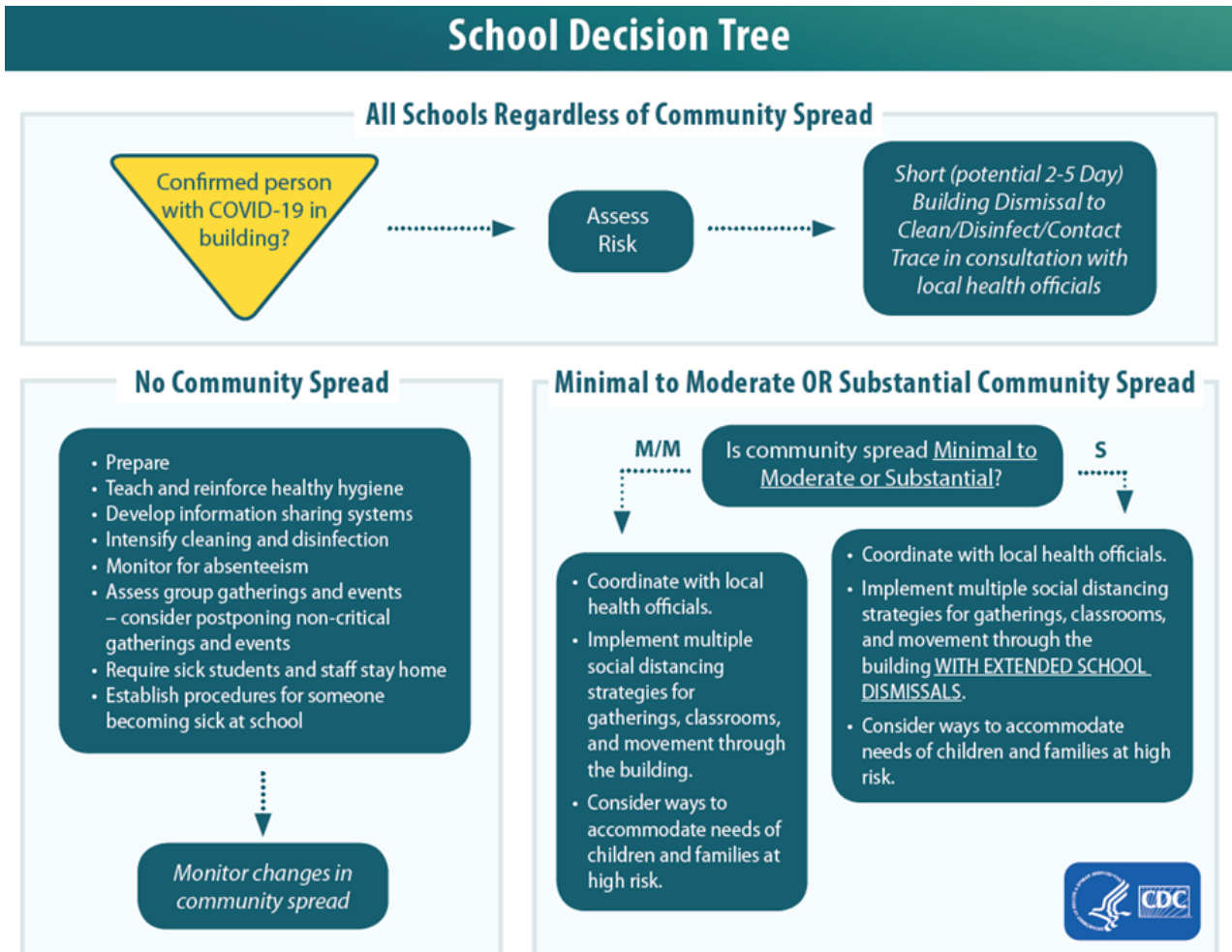
The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the website and Facebook coordinator to test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- Administration will meet with staff to review essential functions and responsibilities of back-up personnel. The Administration will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- **Any decision to close school will be made in collaboration with the Superintendent, Local Health Department, and NYS Education Department.**

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is a COVID-19 decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation. This may need to be modified for different communicable disease outbreaks.



Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.

- If more than seven days have passed since the suspected or confirmed infected person visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. Depending on the disease, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with a communicable disease by a healthcare provider based on a test or whether they had or currently have symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional staff will call into the absence management system and notify an administrator when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- Administration will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- Administration will handle medical and contagious disease accommodations, such as telework or shift modification. Requests for accommodations should be sent to gfurman@edmeston.net.

New York State Contact Tracing Program

If a student or staff member tests positive for a contagious disease the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. It is recommended that all District-wide School Safety Team members, administrators, principals, nurses and others take the free Johns Hopkins University COVID-19 Contact Tracing Course at <https://www.coursera.org/learn/covid-19-contact-tracing>.

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care, or other supplies. The Tracer will work with you to identify and reach out to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

Facilities: Cleaning and Disinfecting

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of carpets, entryways, and high traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heater and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms

The District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction. Each room will be sanitizing with a disinfecting spray.

Common Areas

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

Disinfecting

- Cleaning and disinfection requirements from the CDC and NYSDOH will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to be infected, with such cleaning and disinfection to include, at a minimum, all heavy transit areas, and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by central administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, facilities services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on elevators.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by central administration.
- The District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. Daily work logs will be maintained by each staff. Student and staff health questionnaire will be utilized for each building and may be used for areas within a building as needed. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

1. The Otesaga, Cooperstown (607.547.9931)
2. Holiday Inn Express, Cooperstown (607.547.8000)
3. Best Western, Cooperstown (607.547.7100)
4. Hampton Inn Express, Oneonta (607.433.9000)

5. Courtyard Marriot, Oneonta (607.432.2200)
6. Holiday Inn, Oneonta (607.684.200)
7. Super 8, Oneonta (607.353.6875)

If necessary, School Districts will work with the County Office of Emergency Management to determine housing options.

Recovery

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, and Facility Director will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

Appendix

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Cleaning and Disinfecting Protocol

STRATEGY

The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

SCHOOL BUSES:

- Bus drivers will clean high-touch surfaces on the bus after each run with wipes and/or cloths and detergents provided by the district.
- Each bus will be disinfected after the AM and PM runs using the electrostatic disinfectant sprayer.

CLASSROOMS:

- A schedule will be developed for custodial staff to clean chairs, desks, and other high-touch surfaces throughout the day when classrooms do not have students in them.
- Teachers will be provided wipes that they can use at their discretion to clean surfaces within their classroom during class periods when custodial staff cannot get to their rooms.
- Students cannot use cleaning products.
- The electrostatic disinfectant sprayer will be used each evening in each classroom.

OFFICES:

- All offices will be cleaned once a day by the custodial staff.
- Staff will be provided wipes that they can use at their discretion to clean surfaces.
- The electrostatic disinfectant sprayer will be used each evening in each office.

BATHROOMS:

- Common Area Bathrooms-the common area bathroom will have all high-touch surfaces cleaned throughout the day.
- PK and Kindergarten Shared Classroom Bathrooms-will be for the use of the only those students in the shared classrooms. The bathrooms will be scheduled to be cleaned regularly during the day and then during the evening.
- Shared Staff Bathrooms-will be cleaned regularly during the day and then during the evening. Disinfectant spray/wipes will be made available in each.

CAFETERIA:

- Tables-the cafeteria staff will clean all tables in between lunch periods with CDC/DOH approved solution and cloths. The tables will be disinfected with the electrostatic sprayer in the evenings.
- Keypad-the lunch codes for students in PK-4 will be entered on the keypad by a cafeteria worker.
- Trays and utensils-the cafeteria staff will continue to follow all DOH guidelines for maintaining clean trays and utensils.

HIGH TOUCH SURFACES

- Lockers-The outside of lockers will be cleaned when visibly soiled. The electrostatic sprayer will be used each evening on all lockers.
- Classroom Door Handles-to the extent practicable, classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. Custodial staff will clean these surfaces throughout the day when doors are closed.
- Drinking Fountains-The district has shut off drinking fountains. Students will bring a water bottle from home and use the bottle-filling stations. If a student does not bring a water bottle one will be provided for them.
- Elevator buttons-will be cleaned on a regular basis.

Contact Tracing

STRATEGY

ECS will has a plan for working with the Otsego County Health Department (and other state agencies), in assisting with contact tracing, in the event of a positive COVID-19 case in the school building. Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. ECS will cooperate with state and local health departments by:

- Keeping accurate attendance records for students and staff members.
- Ensuring student schedules up to date. ECS has developed a folder of all data to be provided to DOH. This folder is updated daily.
- Keeping a log of all visitors which includes date, time, and where in the building they visited.
- ECS will fully cooperate with the OCDOH in assisting with tracing all contacts of the infected individual. ECS will provide any necessary information while maintaining confidentiality as required by federal and state laws and regulations.

COVID-19 Confirmation Protocol-Students

STRATEGY

**Every day before school, parent/guardian will take student's temperature and assess for COVID-19 symptoms,
If a student shows any symptoms of COVID-19 or has a fever of 100 degrees or greater prior to coming to school:**

- The parent/guardian will not send their child(ren) to school.
- The parent/guardian will contact the school nurse or main office immediately.

STRATEGY

Symptom confirmation during the school day:

- Throughout the school day, staff members will monitor students for COVID-19 symptoms. If a staff member thinks that a student is exhibiting COVID-19 symptoms they will immediately contact the school nurse.
- Students will let their teacher or a staff member know if they begin experiencing any COVID-19-like symptoms.
- Staff and students will be trained in recognizing the signs and symptoms of COVID-19.
- If a student is exhibiting symptoms that are consistent with COVID-19, and the student is not in the nurse's office, the school nurse will notify the main office immediately to initiate the "HOLD IN PLACE PROTOCOL."

ISOLATION PROTOCOL:

- The student will be immediately be separated from other students and taken to the isolation room in the nurse's office.
- The school nurse will assess if the student has symptoms consistent with COVID-19.
- If the student has symptoms of COVID-19 they will be sent home as soon as possible.

If the student is sent home with COVID-19 symptoms:

- The student will be referred to the HealthZone for evaluation and testing, if they are enrolled. If they are not enrolled, the student will be referred to their PCP for evaluation and testing. The parent will be given information for free testing sites and the protocol for Return to School.

All areas used by a sick person will be closed off until after cleaning and disinfection has occurred:

- All outside doors and windows will be opened to increase circulation in the area.
- If feasible, cleaning and disinfection will not commence until 24 hours after rooms have been closed off.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, following NYSDOH and CDC guidelines.

Before returning to school the student must follow the Return to School Protocol. If the COVID-19 test comes back positive, contact tracing will be done by the OCDOH according to the contact tracing protocol.

COVID-19 Confirmation Protocol-Staff

STRATEGY
All staff will fill out the COVID-19 questionnaire and take their temperature before coming into the school building.
If a staff member answers any yes to any of the questions on the COVID-19 questionnaire, or has a temperature greater than 100, they are required to stay home. The school nurse or an administrator will call the employee. The employee will be referred to their primary care provider for evaluation and given information on area testing sites. They must follow the Return to Work Protocol.
Symptom confirmation during the school day: If a staff member develops symptoms of COVID-19 during the school day, they must immediately call for the school nurse.
<ul style="list-style-type: none"> • The school nurse will assess the staff member for symptoms consistent with COVID-19. The staff member's temperature must be taken. • If the symptoms are consistent with COVID-19 and the staff member is not already in the nurse's office, the school nurse will notify the main office immediately to initiate the "HOLD IN PLACE PROTOCOL". • The staff member will be required to go home. • All areas used by a sick person will be closed off until after cleaning and disinfection has occurred. • All outside doors and windows will be opened to increase circulation in the area. • If feasible, cleaning and disinfection will not commence until 24 hours after rooms have been closed off. • Before returning to work, the staff member must follow the return to work protocol. If the COVID-19 test comes back positive, contact tracing will be done by the OCDOH.

Face Covering Protocol

The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a face covering whenever social distancing cannot be maintained.
All staff and students must wear face masks. Gaiters and bandanas will not be permitted.
STRATEGY
All students <u>MUST</u> wear face coverings at all times with the following exceptions: <ul style="list-style-type: none"> • Under the direction of staff members who have determined that social distancing can be maintained. • When they are seated to have lunch in a seat/desk that is appropriately socially distanced.
The district will provide one face covering for each student and parents should provide a second. The student's name should be written on the face covering.
If a child does not have a face covering to board a bus or when they arrive at school by self-transport or walking, a face mask will be given to them.
Staff members will schedule breaks for students throughout the day so that they can remove their face coverings. Social distancing will be maintained.
All staff and visitors <u>MUST</u> wear face coverings at all times: <ul style="list-style-type: none"> • Whenever they are within 6 feet of someone • In hallways • In restrooms • In any area/room where social distancing cannot be maintained • When entering a staff member's office
Staff are required to wear their face coverings at all times as role models for our students.
The district will provide face coverings for staff upon their request. All staff members will receive a cloth face covering at the beginning of the school year.
If a staff member or visitor does not have a face covering when they arrive at school, a face mask will be given to them.
STRATEGY
School Nurse: The district will provide enhanced PPE for the school nurse including face shields, N95 masks, surgical masks, gloves, and disposable gowns.

Return to school protocol-staff member

ECS will follow the below procedures for a staff member to return to school after having COVID-19 symptoms:

1. STAFF MEMBER HAS SYMPTOMS OF POSSIBLE COVID-19 ILLNESS, BUT IS DETERMINED NOT TO HAVE COVID-19 BY A HEALTH CARE PROVIDER (MD, NP, Physician Assistant) CAN RETURN TO SCHOOL WHEN:

- There is no fever, without the use of fever reducing medicines, for at least 24 hours;
- They have been diagnosed with another condition (not COVID-19) and have a healthcare provider written note stating they are clear to return to school;
- Has a NEGATIVE COVID-19 test (if tested)
- They are allowed to return to school based on existing school district illness policies/ protocols.

A SIGNED NOTE FROM YOUR HEALTH CARE PROVIDER CLEARING YOU TO RETURN TO SCHOOL IS REQUIRED AND MUST BE GIVEN TO THE SCHOOL NURSE.

Or:

2. STAFF MEMBER IS DIAGNOSED WITH COVID-19 BY A HEALTH CARE PROVIDER BASED ON A TEST OR THEIR SYMPTOMS, OR DOES NOT GET A COVID-19 TEST BUT HAS HAD SYMPTOMS, THEY SHOULD NOT BE AT SCHOOL AND SHOULD STAY HOME UNTIL:

- Release from quarantine by the Department of Health
- It has been at least TEN days since the staff member first had symptoms
- It has been at least THREE days since the staff member has had a fever (without using fever reducing medicine) AND
- It has been at least THREE days since symptoms improved, including cough and shortness of breath.

A SIGNED NOTE FROM YOUR HEALTH CARE PROVIDER CLEARING YOU TO RETURN TO SCHOOL IS REQUIRED AND MUST BE GIVEN TO THE SCHOOL NURSE.

Social Distancing Protocols/Decisions

STRATEGY
<ul style="list-style-type: none"> The district reopening plan has written protocol to ensure all persons in school buildings keep a social distance of at least 6 feet, whenever possible. Twelve feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g. singing), playing a wind instrument, or aerobic activity.
<p>To assist with maintaining the 6 feet social distancing protocol, the district will require that:</p> <ul style="list-style-type: none"> Ensure 6 ft. distance between personnel and students unless safety or core function of the work activity required a shorter distance. Tightly confined spaces such as copy rooms and work rooms, will be occupied by only one individual at a time unless all occupants are wearing face covering. Social distancing markers will be posted using tape or signs the denote 6 ft. of spacing in the commonly used areas at school. Essential in-person gatherings (e.g. meetings) will be held in either open, well-ventilated spaces with appropriate social distancing among participants or virtually. Clear barriers will be provided to help protect staff from others whenever possible.
<ul style="list-style-type: none"> Pre-Kindergarten currently has 18 students registered. To maintain social distancing, the class will be split into two cohorts of 9 students.
<ul style="list-style-type: none"> In Kindergarten and First grade classrooms have been split into 3 cohorts of 10 students respectively. Desks are front facing and barriers are in place.
<ul style="list-style-type: none"> Grades 2-4 classrooms are large enough to accommodate smaller class sizes. Desks are front facing with barriers in place.
<p>LUNCHES</p> <ul style="list-style-type: none"> The cafeteria can accommodate 42 persons while maintaining social distancing standards. A lunch schedule will be created to accommodate classes. Students will be seated at individual desks. Masks will be worn until the student is seated at their desk. If the student gets up from their desk they will put their mask back on.
<p>RECESS</p> <ul style="list-style-type: none"> In grades PK-3 daily recess (minimum of 30 minutes) will be scheduled to maximize opportunities for students to socially distance and take face covering breaks. Recess time will be held outside weather permitting. Masks must be worn on the playground. If recess is not outside and students cannot socially distance then masks will be worn.
<p>Student movement in hallways will be limited to prevent students from congregating at classroom doors. Appropriate signage will be placed to help students walk on the correct side of the hallway and to help them socially distance.</p>
<p>Hallways and stairwells will be labeled to assist in social distancing and direction.</p>
<p>Students transitioning between classes shall, to the extent practicable, remain socially distanced.</p>
<p>Dismissals will be staggered.</p>
<p>MUSIC CLASSES</p> <ul style="list-style-type: none"> Social distancing will be required at a spacing of 12 feet unless face coverings are worn. Band and chorus may be taught in smaller groups as organized by the teachers. This may include, but is not limited to: grade level, instrument or vocal part. Teachers are encouraged to use the auditorium to maintain social distancing.
<p>PHYSICAL EDUCATION CLASS</p> <ul style="list-style-type: none"> Social distancing will be required at a spacing of 12 feet during aerobic activities. Teachers will be encouraged to hold P.E. classes outdoors as weather permits.
<p>Decisions regarding school events will be determined on a case by case basis, using NYSDOH guidelines.</p>
<p>All field trips are suspended until further notice.</p>
<p>AFTERSCHOOL PROGRAMMING</p> <ul style="list-style-type: none"> Potter's Place After School Program has been suspended until further notice. Extracurricular clubs for secondary student are suspended at this time.
<p>ATHLETICS</p>

Decisions regarding practice and games will be in alignment with the NYSPHAAS guidance unless local conditions require more aggressive measure to be taken.

Testing

STRATEGY

The district has a plan for testing staff and students in the event of a suspected or positive case of COVID-19.

Link to free NYS testing sites: <https://coronavirus.health.ny.gov/find-test-site-near-you>

Our contact for testing at the Otsego County DOH will be Kim Schlosser 607-547-4387

Local testing sites and information:

Otsego County Department of Health (607)547-4230

WellNow Oneonta (607)376-5346 (free)

Bassett Healthcare (607)547-5555 or <https://www.bassett.org/covid-19>

NYS Department of Health COVID-19 information (888)-364-3065 <https://coronavirus.health.ny.gov/covid-19-testing>

Protocol for students:

- If a student develops symptoms of COVID-19 during the school day they will be isolated and referred to the Bassett HealthZone (if they are enrolled) for testing. If they are not enrolled in HZ they will be referred to their primary care physician for testing. The Otsego County Department of Health is also available for assistance with testing.
- For students who present with symptoms at home, HZ will be available to do testing, in the alternate site at the school, or at another area school-based health center. Students who are not enrolled in HZ will be referred to their primary care physician for testing. The Otsego County DOH is also available for assistance with testing.
- Free testing sites: <https://coronavirus.health.ny.gov/find-test-site-near-you>
- Any student who is tested for COVID-19 must follow the protocol for Return to School.
- Any positive case of COVID-19 will have the appropriate contact tracing done. See protocol for Contact Tracing.

Protocol for staff:

- If a staff member develops COVID-19 symptoms while at school they will leave school immediately. If they cannot leave school immediately they will be taken to an isolation room. They will be referred to their primary care physician for testing or go to a free testing site such as WellNow or one of the free NYS testing sites. <https://coronavirus.health.ny.gov/find-test-site-near-you>
- Staff members who develop COVID-19 symptoms while at home will call their primary care physician for testing or go to a free testing site such as WellNow or one of the free NYS testing sites.
- Any staff member who is tested for COVID-19 must follow the protocol for Return to School.
- Any positive case of COVID-19 will have the appropriate contact tracing done. See protocol for Contact Tracing.

Widespread testing:

- If there is a need for widespread COVID-19 testing, the school nurse will contact Kim Schlosser at the OCDOH for assistance. The OCDOH will coordinate the testing.

Vulnerable or High Risk Group Protocol

STRATEGY

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community. Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.
 - Cancer

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires:

- Planning and coordination of:
 - school health services
 - special education
 - administration.

Alternate plans created in consultation with school health personnel on how to meet the needs of the child while keeping social distancing may include:

- Additional PPE for staff caring for such students;
- Assigning only one staff member to care for the student; and/or
- Decreased students in a classroom, alternating schedules, and provision of related services to an individual instead of group setting.

Finally, if the parents/guardians choose not to send their child back to school, schools will need to provide instruction remotely.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's 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). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

