

TUNKHANNOCK AREA SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN Updated Pandemic Management Plan March 2020

I. PURPOSES

- A. To identify T ASD plans for mitigation/prevention, preparedness, response, and recovery for pandemic disease.
- B. To identify T ASD response plans in the event that the Pennsylvania Department of Health declares a pandemic disease.
- C. To identify the cooperative relationship with the Regional Governmental Entities

II. MITIGATION/PREVENTION – The following actions should be taken immediately and continue:

A. Awareness

1. Provide education for all district employees on infection control.
2. Integrate infection control procedures in classroom curriculum for all students at all levels.
3. Provide infection control information to parents and community through the parent portal, Facebook and on the district web site.
4. Post infection control and pandemic influenza information.
5. Provide links on the district website and Facebook for CDC, PA Department of Health, and other links, as appropriate.

B. Surveillance

1. Determine baseline percentage of students and staff who are absent on a daily basis on a normal day.
2. Screen visitors to schools who may show signs of illness.

C. Infection Control

1. Establish, review, promote, and evaluate sanitation and disinfection procedures for facilities and food service employees.
2. Provide tissues in all classrooms and offices; provide sanitizing wipes in classrooms, offices, and other locations where hand-washing facilities are not available.
3. Develop and implement plans for isolating and transporting ill students home.
4. Train all employees in infection control procedures.
5. Determine the need for personal protection equipment for designated employees as may be needed; evaluate the quantity and types of protective equipment.

D. Health Conditions

1. Nurses identify at-risk students
2. Based on information provided by employees and adhering to HIPPA requirements, identify at-risk employees

E. Communication

1. Review existing communications plan district-wide and within each building to inform both employees and parents of school closing, schedule changes, etc.
2. Prepare draft letters from Superintendent to parents
3. Provide plan information to Regional Government
4. Include plan information on district website.
5. Review incident command structure including chain of command within each building and within school district.

III. PREPAREDNESS

A. Awareness

1. Continue activities set forth in II-A.
2. Distribute printed documents about signs and symptoms of disease to employees and parents; include information in district newsletter, on the district website and Facebook.
3. Review district procedures with teachers and other staff for excluding students who may be ill.

B. Surveillance

1. Continue activities set forth in II-B.
2. Monitor percentage of students and staff who are absent on a daily basis.
3. Identify students and/or family members who may have traveled to foreign countries within past six months.
4. Review school district procedures for confinement and exclusion of students who are ill.
5. Within each school building, develop procedures and plans to address confinement and isolation of ill students at school while waiting to be transported home.
6. Monitor situation in community, state, US, and world through websites of WHO, CDC, PA Department of Health.

C. Infection Control

1. Continue all activities set forth in II-C.
2. Continue to implement sanitation and disinfection procedures in all buildings.

D. Health Conditions

1. Continue activities in II-D.
2. Identify and assess existing in-school and community resources to provide for physical and mental health needs of students and staff.

E. Communication

1. Continue activities in II-E.
2. Provide information on SD pandemic plan to residents and parents through newsletters, district website and Facebook.
3. Communicate SD pandemic plan with Regional Governments

IV. RESPONSE: If disease is detected in District student/staff member

A. Awareness

1. Continue activities set forth in II-A and III-A.
2. Continue to distribute printed documents on signs and symptoms of flu and infection control to employees and parents; include information in district newsletter and on district website.

B. Surveillance

1. Continue activities set forth in II-B and III-B.
2. Monitor illness of students and staff.
3. Continue to monitor situation in community, state, US, and world through websites of WHO, CDC, PA Department of Health.

C. Infection Control

1. Continue all activities set forth in II-C and III-C.
2. Implement following procedures for prevention of disease transmission:
 - a. Cancel all athletic programs to avoid contact among students.
 - b. Cancel non-essential public gatherings and meetings.
 - c. Cancel all evening and weekend activities and programs at schools.
 - d. Limit non-essential travel.

D. Health Conditions

1. Continue activities in II-D and III-D.
2. Provide resources for physical and mental health needs of students and staff.

E. Continuity of Operations

1. Based on absenteeism of students and staff, determine if schools can remain open or should be closed.
2. If schools are closed, determine essential services that are needed in the district and at the buildings; e.g., security, cleaning, business office functions, etc.
3. Cooperate with Regional Governments

F. Communication

1. Continue activities in II-E and III-E.

2. Provide notification to community on cancellation of school activities as may be necessary.
3. Provide updated information to residents and parents on district's plan to continue school operations or to close school for period of time.
4. Continue to communicate with Regional Governments

V. RECOVERY – The following actions should be taken when Pennsylvania Department of Health has declared the pandemic over:

A. Awareness

1. Continue activities set forth in II-A and III-A.
2. Continue to distribute printed documents on signs and symptoms of flu and infection control to employees and parents; include information in district newsletter and website.
3. Provide training and information to students, parents, and employees on following issues:
 - a. Extent of pandemic flu in community.
 - b. Signs and symptoms of stress and emotional issues arising from impact of disease.
 - c. Counseling services and activities to assist in coping with impact of flu on family, friends, and community.

B. Surveillance

1. Continue to monitor illness of students and staff.
2. Continue to monitor situation in community, state, US, and world through websites of WHO, CDC, PA Department of Health.

C. Infection Control

- a. Return to Mitigation and Prevention procedures in II-C.
- b. Limit non-essential travel.

D. Health Conditions

1. Provide for mental health needs of students and employees; identify and seek out students and employees who may need assistance.
2. Implement Employee Assistance Programs (EAP) and Student Assistance Programs (SAP).
3. Establish routine as soon as possible.
4. Provide resources for physical and mental health needs of students and staff.

E. Communication

1. Continue activities in II-E and III-E.

2. Provide information to community on resuming of school activities.
3. Provide updated information to residents and parents on district's plan to resume school operations.
4. Continue to communicate with Regional Governments