



PANDEMIC PREPAREDNESS PLAN

REVISED MARCH 2020

Purpose

A pandemic has the potential to place extraordinary and sustained demands on the public health and medical care systems as well as providers of essential services in our community. In preparation for such an event, the Hudson School District developed this plan with guidance from various federal, state and local organizations.

The plan is based on recommendations from the U.S. Department of Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC) and the WI Department of Health Services (DHS). It encompasses prevention, preparedness, response, and recovery efforts to take place in the event of a pandemic.

Pandemic Phases

The World Health Organization (WHO) established six pandemic response alert phases and main actions by phase. Due to the prolonged nature of a pandemic event, the School District's plan utilizes the pandemic phases to facilitate coordinated planning and response. In actual practice, the distinction between the various phases of a pandemic may be blurred or shift in a matter of hours, which underscores the need for flexibility.

Prevention - Surveillance

- **Phase 1.** No new virus subtypes circulating among animals have been reported to cause infection in humans.
- **Phase 2.** An animal virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.
- **Phase 3.** An animal or human-animal virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.

Containment - Communicate Interventions

- **Phase 4.** Human to human transmission of an animal or human-animal reassortant virus able to sustain community-level outbreaks has been verified.

Actively Monitor, Assess, Implement

- **Phase 5.** The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region. Confirmed cases in the School District's region.
- **Phase 6.** In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region. Confirmed

Prevention - Surveillance Phases 1, 2, 3	
Action	Responsibility
Review the School District Emergency Plan	District Administration
Establish contact with key public health and community partners to coordinate pandemic planning activities.	District Administration
Develop procedures for communicating with The Polk County Public Health, Polk County Emergency Preparedness and Management, WI Department of Health Services, and DPI	District Administration

Develop pandemic awareness information for parents, students, and staff	District Administration
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Containment - Communicate Interventions Phase 4

Action	Responsibility
Disseminate pandemic awareness information to families and staff.	District Administration Principals
Implement hand washing and respiratory hygiene/cough etiquette campaigns to reduce the spread of infection.	Student Services School Nurse Principals
Develop a plan to provide services with a reduced workforce.	District Administration Principals
Determine if additional policies/procedures need to be in place, including use of sick leave, ordering employees to work, ordering employees home or not to work.	District Administration
Review quantities and develop distribution plans for personal protective equipment for School District staff.	Student Services School Nurse Operations
Review quantities and develop distribution plans for cleaning and disinfecting supplies.	Operations
Develop cleaning procedures to be implemented in response to a pandemic (all staff and bus drivers should be responsible for daily cleaning of high contact surfaces in their area to control the spread of infection)	Operations Transportation Principals
Develop a list of alternative vendors and resources to deal with the potential disruption of deliveries and shortage of supplies.	Operations
Establish protocols for transporting sick students. Students with signs and symptoms of flu like illness will not be transported via the buses; parents will need to pick them up.	Student Services School Nurse Transportation Principals

Actively Monitor, Assess, Implement Phases 5 & 6

Action Phase 5	Responsibility
Disseminate appropriate infection control information to families. Post "germ-free zone" posters on entrances to schools.	District Administration Principals
Provide information to employees on the possible outcomes of a pandemic and how it might affect their job assignment, pay, sick leave, etc.	District Administration Principals

Implement a hand washing campaign to reduce the spread of infection. Post “Be a Germ-Buster” posters in restrooms and above sinks in classrooms and in the health office.	Student Services School Nurse Principals
Implement respiratory hygiene/cough etiquette campaign to reduce the spread of infection. Post “Cover Your Cough” posters in secondary classrooms and “Be A Germ Stopper” in hallways.	Student Services School Nurse Principals
Train administrative assistants and staff on pandemic virus symptom recognition.	Student Services School Nurse
Distribute personal protective equipment to health services staff as needed.	School Nurse Operations
Provide fit testing and training as necessary on personal protective equipment.	School Nurses
Action Phase 6	
The School District has been notified of confirmed pandemic cases in the school community. A public health emergency at the national, state, or local level may have been identified.	District Administration
Disseminate updates as appropriate to families regarding pandemic symptoms, limiting of contact with ill persons, respiratory hygiene and other infection control measures, and home care of the ill.	District Administration
Disseminate regular updates as appropriate to staff regarding pandemic symptoms, limiting contact with ill persons, respiratory hygiene and other infection control measures, and home care of the ill.	District Administration
Distribute cleaning and disinfecting supplies.	Operations
Implement additional cleaning procedures (all staff and bus drivers should be responsible for daily cleaning of high contact surfaces in their area to control the spread of infection).	Operations Human Resources Transportation
Implement “heightened” surveillance protocol as determined for reporting signs and symptoms of influenza in students and staff.	Student Services School Nurses Health Assistants
Track and report the number of students and staff who are absent with flu-like symptoms to Public Health Officials weekly or as required.	School Nurse Office Staff
Maintain close contact with state and local health departments for new information on the pandemic.	Student Services School Nurse
Action Phase 6 - Sustained Infections	
Provide updates to families and staff on the extent of the pandemic and effects on the School District.	District Administration
Implement “intensive” surveillance protocol for reporting signs and symptoms of pandemic in students and staff.	District Administration Principals

	School Nurse
Screen all students and visitors at point of entry to facility for signs and symptoms of pandemic illness (infected individuals should not be allowed to enter or provided a surgical mask and isolated until transportation can be arranged).	Principals School Nurse
Track the number of students and staff who are absent with pandemic symptoms and report to the School Nurses daily.	Office Staff Human Resources
Report the number of students and staff who are absent with pandemic symptoms to Polk County Public Health Officials or WI Department of Health Services daily as required.	Administrative Assistants School Nurse
Provide individuals with pandemic-like illness (a new cough, fever of >100 degrees F, cough, sore throat, body aches) a surgical mask or tissues while waiting for transportation from the school.	School Nurse Administrative Assistants
Implement heightened cleaning procedures (all staff and bus drivers should be responsible for daily cleaning of high contact surfaces in their area to control the spread of infection).	Operations Transportation Principals
Work with local emergency management to institute community-based infection control and disease containment measures	District Administration
Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community.	District Administration
Modify work responsibilities as needed with guidance from DPI, and Labor Department	District Administration Principals
Monitor cumulative stress on caregivers such as school nurses/health assistants, counselors, teachers, and other staff.	Human Resources Student Services Principals
Work with emergency management to implement cancellation of public events, closure of schools and other facilities and other disease containment measures guided by the epidemiology of the pandemic virus under the direction of federal and state agencies.	District Administration

Post Peak Period	
Action	Responsibility
Continue surveillance to detect subsequent waves.	Student Services School Nurse
Work with emergency management to implement the reopening of schools and facilities, guided by the epidemiology of the pandemic virus under the direction of DPH (issue parent and staff letter #6).	District Administration

Provide illness/symptom checks if needed and make appropriate health referrals	Student Services School Nurse Office Staff
Utilize internal and external Crisis Response Teams to provide emotional-psychological support for staff and students.	District Administration
Remind staff of Employee Assistance programs for coping with loss and stress.	Human Resources
Ensure that informational materials are available to staff, families, and the public on recovery from pandemic.	District Administration
Modify work responsibilities and school calendar as necessary.	District Administration
Provide updates to the community on timelines for school reopening.	District Administration
Conduct debriefings with staff and students	District Administration Principals