

Pandemic Influenza Action Plan August 31, 2009

Goddard School District has developed the following Pandemic Influenza Action Plan to prepare staff members and families of our students for the possibility of pandemic or seasonal influenza.

In the event of pandemic flu, the Kansas State Department of Education will continue to require 1,116 hours for school attendance, and Goddard School District must meet that requirement. Therefore, **school closure will NOT occur unless there is a magnitude of staff or student absenteeism that interferes with the school's ability to function.** This decision is in accordance with guidelines from the Centers for Disease Control and state and county health department recommendations.

What is a pandemic disease?

A pandemic disease is an outbreak of an infectious disease that affects people over an extensive geographical area. The pandemic flu that has been in the news most recently is called H1N1 flu. Ordinarily flu is not seen during summer months, but more Kansas counties were newly confirmed with H1N1 disease during July than in any previous month.

The pattern of cases in Kansas, as well as in other states, points to a higher risk for the young. The average age for confirmed cases in Kansas is 17 years, with about 80 percent of cases occurring before the age of 35. Although the elderly would typically comprise a majority of severe cases in a normal flu season, cases of H1N1 flu are relatively rare in people over 65 years of age (KDHE, July 2009).

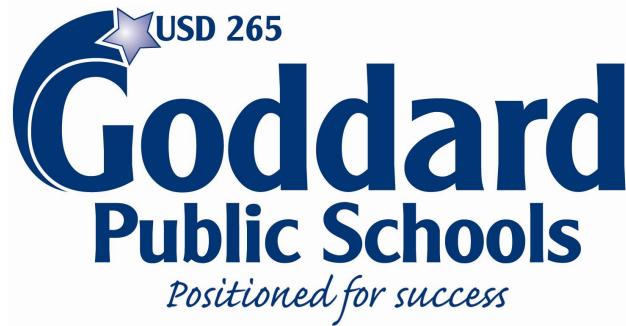
Know the symptoms of influenza, which MAY include:

- Sudden onset of illness
- Fever higher than 100.4° F (38° C)
(NOTE: At the discretion of the school nurse, children with a temperature lower than 100.4° may be sent home from school depending on the symptoms.)
- Chills
- Cough
- Headache
- Sore throat
- Stuffy nose
- Muscle aches
- Feeling of weakness and/or exhaustion
- Diarrhea, vomiting, and/or abdominal pain (occurs more commonly in children)

Vaccinations for seasonal influenza and H1N1 flu

Seasonal flu vaccines are currently available at various locations in the Wichita area.

A 2-shot series of vaccinations targeted for H1N1 flu is expected to be available from CDC in mid-October.



PROCEDURES FOR STAFF

1. In all district facilities:

- Be aware that germs are viable on surfaces for about 2 hours
- Practice good hand washing procedures and other sanitary measures to reduce the spread of influenza
- Avoid close contact with people who are sick
- Establish an isolation area separate from other students and staff until the ill person can be sent home

In classrooms:

- Teach students to use a tissue to cover their noses and mouths when coughing or sneezing, and sneeze into arms, near the elbow, not into hands – to reduce spread of germs from touching surfaces and each other
- Teach students proper hand washing procedures
- Post hand washing procedures in the classroom and near restrooms (school nurses have posters and other resources for your use)
- Encourage students to bring hand sanitizer to school and use it frequently
- Avoid touching eyes, nose and mouth since germs are often spread when a person touches something that is contaminated and then touches eyes, nose or mouth
- Hand sanitizers/anti-bacterial soap shall be available in school district facilities

2. If you are sick — STAY HOME

- And, avoid going out into the community while you are ill except to seek medical care

3. Procedures for reporting illness

Your cooperation is necessary to know how many staff members have been affected by flu-like symptoms. Please follow these procedures to assist in our record-keeping efforts:

TEACHERS:

- Call the substitute phone line to request a sub
- **If you have flu-like symptoms** (only) — call your building principal to report your symptoms; it is not necessary to report other kinds of illnesses
- Building principals will call the office of the superintendent or designee daily to report the number of teachers that are ill with flu-like symptoms

CLASSIFIED STAFF:

- Call your supervisor to report your illness; **if you have flu-like symptoms**, report that information to your supervisor
- Supervisors will call the office of the superintendent or designee daily to report the number of classified staff members that are ill with flu-like symptoms

4. Returning to work

- You must be fever-free for 24 hours without the aid of fever reducing medications before returning to the classroom
- Check with your school nurse or healthcare provider for specific guidance on when to return to school
- Watch for updates on the district website (www.goddardusd.com)

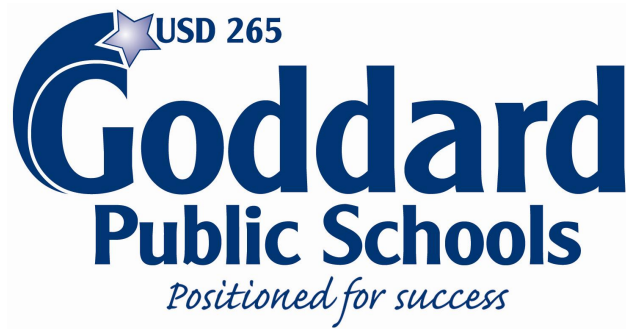
5. Recording student absences

- When a student is reported absent, the principal or attendance recorder designee shall ask why the child will be absent
- If the absence is due to illness, ask if the child has flu-like symptoms and record the response in Skyward
- Principals shall report daily to the office of the superintendent or designee the number of student absences due to flu-like absences
- These absences will be excused
- A doctor's note will not be necessary for flu-like symptoms, nor do parents need to document that the child was diagnosed with H1N1
- A new "absence reason code" is in place that will allow schools to document that a student was absent from school because of flu

6. Absentee and make-up work policy for flu-related illnesses

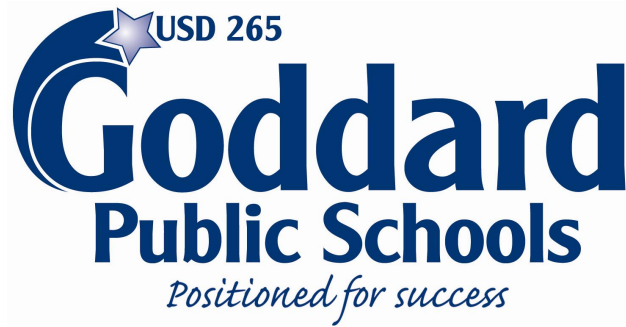
- Teachers are encouraged to be flexible in assigning make-up work that is standards-based, meaningful and achievable following extended illnesses
- At the discretion of the administrator, additional days beyond the policy for make-up work may be allowed for students to complete make-up work assignments
- Teachers are encouraged to make every attempt to make daily work available on either the district or teacher-based website and when possible make assigned work printable from that website
- Free teacher websites may be created at <http://educatorpages.com> and <http://www.classnotesonline.com>
- Alternate assignments may be necessary to help reduce the number of parents coming to school to pick up homework, etc., and potentially spread additional germs from the homes of sick students
- The school values the child's health above perfect attendance, and it is imperative that parents understand that children should be kept at home for the duration of the illness
- To illustrate that value, teachers will be supportive and not punitive when students are absent for illness
- At the discretion of the building administrator, absences accrued for flu-like symptoms will be allowed beyond the district attendance policy limit
- An absence for flu must be reported at the time of the absence, not later
- Absences not reported at that time and noted as flu-like symptoms will count in accordance with the district attendance policy
- The above accommodations outlined above are specifically made to address pandemic flu circumstances in 2009-10

7. Staff members shall not make recommendations to students or parents regarding vaccinations for flu.



Procedures for Parents

1. Please monitor your child daily for symptoms of influenza-like illness.
2. **DO NOT send a child to school or daycare if symptoms of illness are present.**
 - Follow recommendations from your health care professional for administering medication
 - Aspirin or aspirin-containing products are not recommended for children aged 18 years or younger due to the risk of Reye's syndrome
3. **Have a plan ready for the care of your child if he/she becomes ill and must not attend school for several days (i.e., who will pick up your child, what are the alternate child care arrangements, etc.)**
4. Emergency contact information
 - Be sure your child's school has correct contact and emergency numbers so school officials can call for prompt pick-up if your child experiences influenza-like symptoms.
 - Be prepared to pick up your child from school immediately if he/she becomes ill
5. Report ALL absences from school.
 - Call the school and report your child's absence and the reason for the absence
 - Be sure to report if your child has flu-like symptoms to ensure your child's absence is appropriately excused and assist with recording the number of students with flu-like symptoms
6. When should my child return to school?
 - Children must not return to school until symptoms of illness have passed
AND
 - Your child is fever-free for 24 hours without the aid of fever reducing medications
AND
 - Cough is improving (decrease in frequency and amount of secretions with no associated chest discomfort or shortness of breath)
7. Stay home!
 - If your child is ill with influenza-like symptoms, they should not attend alternative childcare or congregate in other neighborhood and community settings
8. Stay informed!
 - Check the USD 265 website regularly (www.goddardusd.com) for updates and tips for your family to help reduce the spread of influenza
 - Check your child's book bag daily to monitor for written updates from school



DISTRICT PROCEDURES

1. Staff and students should stay home when they are sick. Principals and directors will make announcements to that effect.
2. Records will be maintained on a daily basis by the district office to record the numbers of students and staff members reporting absences due to flu-like symptoms.
3. In the event schools must close due to the magnitude of staff and/or student absenteeism, all USD 265 schools will close. School missed will be made up immediately after the final day of the published school calendar to meet the 1,116 hours required by the State of Kansas.
4. In the event schools must close due to absenteeism, staff members will be notified by calling trees and/or Skylert.
5. Staff members shall provide current emergency contact information to their supervisors.
 - A district form shall be provided for gathering this information
6. In the event schools and offices are closed due to the magnitude of staff and/or student absenteeism, the district's emergency leave plan for classified employees shall be put in place.
7. The USD 265 Administrative Team will decide at that time which staff members need to report for work to provide essential services, such as website updates, payroll, accounts payable, etc.
8. If schools are closed due to absenteeism from the flu, all after-school activities and events will be cancelled.
9. The Nutrition Services Department will maintain a sufficient supply of 2 meals per student at each school that can be served to the students and staff in the event an insufficient number of nutrition services employees are available to prepare meals.
10. Timely and accurate information regarding school closures and re-opening will come through the Community Relations office.

11. Updates regarding school closures and re-opening of schools will be posted on the district website.
12. In addition to general information posted on the district website (www.goddardusd.com), messages will be sent to parents through Skylert and other messaging tools available with the district's student database system.
13. Information will also be provided to local television and radio stations.
14. Incoming phone calls shall be routed to voice mail messages at all school facilities.
15. Staff members shall not make recommendations to students or parents regarding vaccinations for flu.
16. Protective equipment will be provided for maintenance/custodial staff members as they clean district facilities.
17. Daily cleaning procedures will include using Oxivir (a virucide, bactericide, tuberculocide, fungicide, sanitizer product) along with Virex to clean faucets, toilets, sink areas, door handles, towel dispensers, light switches, phones, etc., in every school bathroom.
 - Virex will be used daily in middle and high school locker rooms and showers
 - Bleach will be used to mop bathroom floors, except at Clark Davidson Elementary School where a different product is used due to a student allergy to bleach
 - Desks will also be cleaned more often
 - Floors may not be vacuumed every day in order to allow time for the additional cleaning of desks and other surfaces in the schools
 - Touchless soap dispensers will continue to be used in all district buildings
 - Halls are usually mopped three times weekly, and floor scrubbers typically are run daily
18. Sanitizing wipes will be used in computer labs to wipe down keyboards and headphones after each use.
19. School kitchens will use a restaurant grade sanitizer.
20. School nurses will use a hospital grade germicidal product on health room surfaces.
21. Virex will be used on school bus seats, handrails, and door openers.
22. YMCA transportation will also be asked to use antibacterial wipes on interior vehicle surfaces and handles.
23. Principals will also emphasize the importance of proper hand washing and use of hand sanitizers among students and staff.
25. Staff members shall view videos on handwashing techniques and influenza preparedness
 - <http://www.youtube.com/watch?v=Lu68k7zYm6g> (handwashing technique)
 - http://www.safetyvideosnow.com/Disease_Preparedness_and_Swine_Flu_Primer_p/tg-disease.htm