



Pandemic Plan

Contacts:

Franklin School Nurse _____ **529-8220**

Superintendent _____ **529-8220**

Communications Specialist _____ **529-8220**

Franklin Health Department _____ **425-9101**



ATTENTION:

It is the duty of the schools to follow the surveillance steps outlined in this plan if a pandemic or outbreak should take place. If a situation does arise, please contact both Isa Chase, school nurse, and the superintendent's office immediately (529-8220). All other emergencies and 9-1-1 calls should also be reported to the superintendent's office on a regular basis.

The letters and other communication examples in this document are *samples* for your reference. By working with the appropriate personnel at the district office, we will be able to provide the most current and detailed facts to parents, staff and community members. In the event of a crisis, the letters will be updated and talking points will be created for staff members.

At the back of this plan, you will find educational pieces about Influenza pandemics. It is in your best interest to look over this information in order to be prepared if this situation should arise.

Thank you.

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What is a Pandemic?

Pandemic: a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of 'normal.' Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.

What is Influenza?

Influenza: also known as “the flu.” A respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter in Wisconsin. It is spread from person to person when drops of moisture (saliva, sputum), from an infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the influenza virus. When they are inhaled the other becomes infected with influenza.

The Center for Disease Control (CDC) defines influenza-like illnesses as having the following symptoms:

Fever of 101.5° Fahrenheit or higher AND ONE OF THE FOLLOWING:

- Cough
- Sore Throat
- Headache
- Muscle Ache



Pandemic Surveillance and Reporting

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Schools are provided with the following information for ongoing monitoring of the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from an influenza-like illness
- Reporting form(s) to submit to the Franklin Public Health Department
- Sample Attendance Log to document flu-related absences

Definition of Pandemic Surveillance Levels

Standard/Pre-Pandemic Surveillance

Influenza pandemic reported in the U.S., but not in WI.

- Monitor daily attendance for increased reports of absence due to influenza-like illness
- Do not report absences to the Health Department unless greater than 10%

Heightened Surveillance

Influenza reported in Milwaukee County. Less than 10% absenteeism due to influenza-like illness reported in Franklin Public Schools.

- Monitor daily attendance for influenza-like illness/absences
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms
- Log absences due to flu-like illness
- Send **weekly** absence report (via fax) to the District School Nurse

Intensive Surveillance

High number of influenza related cases in Milwaukee County. More than 10% absenteeism due to influenza-like illness reported in Franklin Public Schools.

- Monitor daily attendance and log absences on log sheet
- Continue morning 'flu check'
- Send **daily** absence report (via fax) to the District School Nurse
- Begin preparation for potential school closure

Pandemic Surveillance Level Tasks

Standard Surveillance:

- Parent letter #1
- Parent letter #2 (if necessary)
- Encourage and provide role models for practicing hygiene
- Require sick children to stay home

Heightened Surveillance:

- Parent Letter #2
- Parent letter #3
- Develop Alternative Staffing
- Develop Alternative Delivery of Instruction Plan
- Practice social distancing
- Limit group activities
- Limit access to essential staff only
- Pandemic follow-up

Intense Surveillance:

- Parent letter #4
- Parent letter #5
- School closing
- Implement Alternative Staffing
- Implement Alternative Delivery of Instruction Plan
- Limit access to common areas
- Pandemic follow-up

* The District Office and Franklin Health Department will determine whether increased sanitation is needed and to what extent

Pandemic Surveillance Breakdown

<i>Prior to Outbreak</i>	<i>Pre-Pandemic</i>	<i>Pandemic (less than 10% of students)</i>
<ul style="list-style-type: none"> • Improve hygiene of staff and students • Decide roles of school staff to prevent the flu • Require children to stay home if they are infected with the influenza virus 	<ul style="list-style-type: none"> • Standard surveillance 	<ul style="list-style-type: none"> • Heightened surveillance • Communications Specialist will work with Franklin Public Health Department on a press release announcing schools will remain open • Post flu prevention signs in the schools • Limit group activities

<i>Pandemic (less than 30% of students)</i>	<i>Pandemic (more than 30% of students)</i>	<i>Pandemic Follow-up</i>
<ul style="list-style-type: none"> • Local Health Officer issues ADA Support letter to schools/Epidemic Declaration • Begin intensive surveillance reporting • Limit group activities 	<ul style="list-style-type: none"> • Franklin Health Officer issues Declaration and press release closing school(s) • Close school(s) • Limit group activities • Cancel any non-academic events 	<ul style="list-style-type: none"> • Franklin Health Department issues declaration and press release that schools can open • Continue communications with Health Department • Return to heightened surveillance reporting

* Communications Specialist will have letters prepared for printing that will be sent home to parents at different stages.



Phone Script

When reporting an absence, please leave the following information:

- Your child's name
- Reason for absence
- And, if the absence is due to illness, please include symptoms of your child's illness

Thank you.



Daily Pandemic Flu Census

Once pandemic flu has been confirmed as present in Milwaukee County, use this form to report daily to the Franklin Public Health Department about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache)

Name of School _____

Today's Date _____

Reporting Individual _____

Phone _____

Students

Number of students absent with flu-like illness today _____

Total number of students enrolled in your school _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness today _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

***Fax this form every Friday during an Intensive Surveillance period to (414) 427-7539. If you have questions please call (414) 425-9101.**



Weekly Pandemic Flu Census

Once pandemic flu has been confirmed as present in Milwaukee County, use this form to report weekly to the Franklin Public Health Department about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle aches.)

Name of School _____
Week Ending _____

Reporting Individual _____
Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

***Fax this form every Friday during a Heightened Surveillance period to (414) 427-7539. If you have questions please call (414) 425-9101.**

Stakeholder: The Public

Question or Concern: How do I avoid contracting influenza?

Key Message 1: Practice good hygiene	Key Message 2: Protect your family from germs	Key Message 3: Protect others from getting sick
Supporting Information 1-1: Wash hands regularly and often for at least 20 seconds	Supporting Message 2-1: Avoid contact with or stay three feet from sick individuals	Supporting Message 3-1: If you are sick, stay home from work and keep children home from school that are sick
Supporting Information 1-2: Avoid contact with or stay three feet from sick individuals	Supporting Message 2-2: Clean areas of the home where germs are commonly shared	Supporting Message 3-2: Avoid others until you are better
Supporting Information 1-3: Cover coughs and sneezes with tissue or by coughing into the inside of the elbow	Supporting Message 2-3: Do not touch dead birds (<i>only if Avian Flu cases are reported in the U.S.</i>)	Supporting Message 3-3: Stay away from shopping malls, movie theaters and other large gathering places if you are sick (<i>only if you have the pandemic flu</i>)
	Supporting Message 2-4: Stay away from shopping malls, movie theaters or other large group areas (<i>only if there is a pandemic flu outbreak in your area</i>)	





SAMPLE PARENT LETTER#1 (Prevention Letter)

Dear Parents,

This letter is intended to help your family prepare for a possible Influenza (Flu) Pandemic that could make many people sick. **It is important to know that at this time, there is no pandemic flu of any kind in the United States. There is also no bird/avian flu in the United States at this time.**

Public health officials are worried the avian/bird flu virus may change form, allowing it to infect people and spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic. The Franklin Public Schools (FPS) has formed a committee to develop a mitigation plan in case this potential situation becomes a reality.

Public health officials at the federal, state and local levels want people to protect themselves against Pandemic flu. The Franklin Public Health Department (FPHD) has advised the FPS planning committee on how to keep students and school personnel informed and practicing good infection control techniques.

Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash their hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- Stay home from work or school if you are sick and avoid other people until you are better.

Enclosed with this letter is a checklist to help families get ready for a possible Influenza Pandemic outbreak. This information can also help your family prepare for other emergencies.

If you have questions, please contact your School Nurse, Isa Chase at 525-7622, the Franklin Health Department at 425-9101 or your healthcare provider.

The federal government website with information on planning for individuals and families:
<http://www.pandemicflu.gov>

American Red Cross
<http://www.redcross.org>

SAMPLE

SAMPLE PARENT LETTER #2 FIRST BIRD CASE: Use this letter to help prepare parents for pandemic flu after first bird case is found in United States

Dear Parents,

As Public Health Officials expected to happen, birds sick with avian/bird flu virus have been found in the United States. It is important to know that, at this time, there are no known *human* cases of avian/bird flu in the United States.

Health officials are worried that the avian/bird flu virus may change causing illness in humans. If that happen, it could spread from person-to-person. This type of spread could cause a worldwide flu outbreak, called a pandemic.

Even though there is no flu pandemic now, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash their hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- Stay home from work or school if you are sick and avoid other people until you are better.
- Do not touch sick or dead birds.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family prepare for other emergencies.

If you have questions, please contact your School Nurse, Isa Chase at 525-7622, the Franklin Health Department at 425-9101 or your healthcare provider.

The federal government website with information on planning for individuals and families: <http://www.pandemicflu.gov>

American Red Cross
<http://www.redcross.org>

SAMPLE



SAMPLE LETTER TO PARENTS

Initial Pandemic Flu Outbreak #3: Use this letter to let parents know schools are open

Dear Parents,

There is a Influenza (flu) Pandemic outbreak in Milwaukee County. This letter is intended to provide you with important information about the outbreak. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people in Milwaukee County sick. Because so many people are sick in Franklin and throughout the United States, health officials are calling it a “pandemic”.

Currently, there are many students and teachers in our schools who are sick with the flu. We hope they will all get better quickly.

At this time, the City of Franklin Health Department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick and in school will be sent home. Please, make sure that your school has appropriate contact information to reach you in the event your child becomes ill at school.

Public health officials want you to protect yourself and your family against the pandemic flu. Here are some ways to stop the spread of germs and sickness:

- **Keep children who are sick at home. Don't send them to school.**
- Teach your children to wash their hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay away at least three feet away from people who are sick.
- Stay home from work or school if you are sick and stay away from other people until you are better.

- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

If you have questions, please contact your School Nurse, Isa Chase at 525-7622, the Franklin Health Department at 425-9101 or healthcare provider.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

Recommendations may change during the course of a pandemic flu outbreak.

SAMPLE



**SAMPLE LETTER TO PARENTS #4 Expanded Outbreak:
Use this letter to let parents know schools are open and urge ill children to stay home**

Dear Parents,

We recently sent you a letter to tell you about an Influenza (flu) Pandemic in our community. Here is some new information:

We have additional cases of Influenza diagnosed in FPS. However, the Franklin Health Department tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any new and important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick and in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness and take care of your family:

- Keep children who are sick at home. Don't send them to school.
- Be sure everyone in your home washes hands frequently.
- If people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health provider, some things you can do to help them are:
 - Have them drink plenty of fluids: water, juice, soup, etc.
 - Keep the ill person as comfortable as possible. Rest is important.
 - For fever, sore throat and muscle aches, in adults, use Ibuprofen (Motrin) or Acetaminophen (Tylenol). The American Academy of Pediatrics advises parents not use Aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening illness.
 - Keep tissues and a trash bag within reach of the sick person.

- Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

If the pandemic flu continues to spread and more students become ill, schools may be required to close for days or weeks. The purpose of closing schools would be to keep more children from getting sick. If schools are closed, public health officials recommend that children should stay at home. Please, begin planning now for childcare in your home.

SAMPLE



**SAMPLE LETER TO PARENTS School closure #5:
Use this letter to inform parents schools are closed**

Dear Parents,

Franklin Public Health officials have ordered Franklin Public Schools to close. This order is because of the pandemic flu situation in Milwaukee County. All schools are immediately closed until further notice and children should stay home. We know that many students and their families are very sick. We also know that this is a hard time for our community and our hearts go out to those who are ill.

Schools may be closed for days or even weeks to reduce contact among children and help stop the spread of the flu.

The flu is easily spread from person-to-person, making it unsafe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in public or crowded locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Be sure everyone in your home washes hands frequently.
- Have them drink plenty of fluids: juice, water, soups, etc.
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches use Ibuprofen (Motrin) or Acetaminophen (Tylenol). The American Academy of Pediatrics advises parents not use Aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Keep the people who are sick with the flu away from the people who are not sick.

We will contact you as soon as we have information about when school will reopen.



**SAMPLE LETER TO PARENTS School Re-Opens #6:
Use this letter to inform parents schools are re-opened.**

Dear Parents,

City of Franklin Health officials have declared that the Pandemic influenza (flu) cases are declining. Franklin Public Schools will open again on _____. At this time, we are advised to allow healthy individuals back into our schools and students who are in good health conditions may safely return to class.

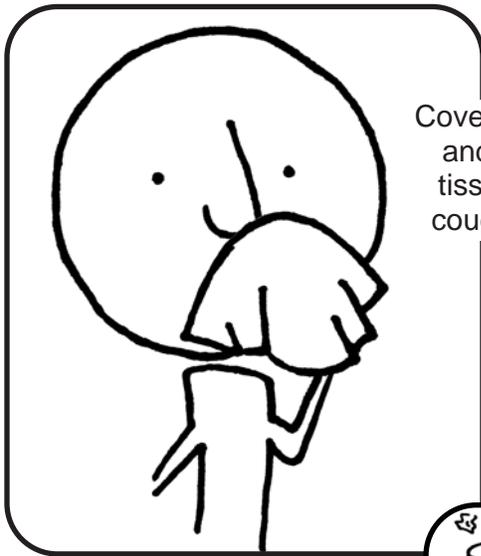
Even though school is opening, there will still be some people sick from the flu virus. Public Health officials say that it is typical for Pandemic flu outbreaks to happen in waves. This means that we have to continue to be vigilant and monitor the situation closely because more people could become sick again. If more people get sick, schools may need to close again. We will continue to provide you with any new and important information.

Reminder: The flu can still be spread from person-to-person, so we ask that you please keep children who are sick at home. Don't send ill children to school.

We are looking forward to seeing your children again at school!

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash with soap and water

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



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>). This checklist has been modified by Contra Costa Health Services.

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

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 (Contra Costa County Health Officer) 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"/>	Review Contra Costa Health Services' surveillance and reporting 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. (See Process and Public Information sections of the PAK binder.)
<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). See Public Information section of binder.
<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.



Definitions of terms

Acronyms

- **CDC** – Center for Disease Control (www.cdc.gov)

The CDC is a governmental organization that is under the guidance of the Department of Health and Human Services. Their vision for the 21st century is ‘Healthy People in a Healthy World- Through Prevention.’ CDC, as the sentinel for the health of people in the United States and throughout the world, strives to protect people’s health and safety, provide reliable health information, and improve health through strong partnerships. Their mission is to promote health and quality of life by preventing and controlling disease, injury, and disability.
- **HHS** – United States Department of Health and Human Services (www.hhs.gov)

The HHS is the United States government’s principal agency for protecting the health of all Americans and providing essential human services. It has more than 300 programs to ensure protection of health. The HHS works closely with insurance and grants to fund programs nationwide. One of their goals is to have pandemic preparedness: www.pandemicflu.gov. They keep track of global movement, action, and information regarding the pandemic influenza virus.
- **NCID** - The National Center for Infectious Diseases (NCID) (www.cdc.gov/Ncidod/)

The NCID is an organization set up by the CDC that prevents illness, disability, and death caused by infectious diseases in the United States and around the world. This is who tracks emerging infectious diseases through infectious disease surveillance. This is inclusive of subtypes of influenza viruses resulting in large-scale global outbreaks. Including the recent pathogenic avian influenza (H5N1) virus that emerged in 2003.
- **OSHA** – The US Department of Labor Occupational Safety & Health Administration
OSHA requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards when controls are not effective in reducing the exposure to acceptable levels.
- **PPE** – Personal Protective Equipment
Personal protective equipment refers to items designed to protect the wearer’s body from injury from infection or other occupational safety and health concerns. PPE may have to be worn in the case of an emergent situation. Main types of PPE include respiratory and hand protection. Regulations within the workplace are set forth by OSHA.

- WHO is the United Nations specialized agency for health. It was established in 1948 and its objective is the attainment by all peoples of the highest possible level of health. Health is defined by WHO as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. They have put together an Epidemic and Pandemic Alert and Response (EPR) program (www.who.int/csr/en/). All news on recent outbreaks, responses, and plans can be found within this section of WHO.

Definitions

- ***Influenza***: also known as “the flu.” A respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter in Wisconsin. It is spread from person to person when drops of moisture (saliva, sputum), from an infected person, travels through the air when they talk, sneeze, or cough. These droplets of moisture contain the influenza virus. When they are inhaled the other becomes infected with influenza. Influenza can be spread from an infected person 24 hours before the onset of signs and symptoms to 3-5 days after onset. A vaccine for influenza does exist and is recommended for all individuals who are ‘high risk.’
- ***Isolation***: Efforts taken to reduce the onward transmission of an illness and/or disease process after infected individuals have been identified. Refers to the separation of persons who have the specific infectious illness from those who are healthy and the restriction of their movement to stop the spread of the illness. Isolation protects healthy people from getting sick. It is mainly carried out through reducing the number of contacts between those who are ill and those who are not. Individuals in isolation may be cared for in their homes, in hospitals, or designated healthcare facilities. In most cases, isolation is voluntary. Ways to carry out isolation for the influenza illness are remaining at home for the infectious period (7-10 days after symptom onset). Also, using appropriate hygiene and infection control procedures (hand washing, isolation/surgical masks) can be done.
- ***Mitigation***: any step taken to reduce the likelihood of the influenza pandemic occurring or, in the event it can not be prevented, lessening its impact on society. It is an attempt of all individuals to offset potential effects of human influenza activity. This includes a wide range of non-medical interventions from personal hygiene to social distancing to quarantine to the screening of incoming and outgoing travelers. Mitigation can potentially reduce the number of opportunities of transmission from human-to-human nationally and to slow the international spread of influenza. It is recommended that the measures be initiated early before a pandemic is reached. Mitigation interventions include: isolation and treatment of influenza, voluntary home quarantine, dismissal of students from school and school-based activities, and social distancing. These strategies should be used in combination with hand washing and covering one’s nose and mouth while coughing and sneezing

- ***Novel Virus:*** a virus that has rarely or not previously been known to infect the human population.
- ***Pandemic:*** a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region, or country in a number of cases that clearly exceeds that of ‘normal.’ Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.
- ***Pre-Pandemic Period:*** a period of time in which no new cases of the influenza virus are detected within the human population. However, human infecting viruses may be present in the animal population.
- ***Pandemic Alert Period:*** Humans become infected with the influenza virus. Human-to-human transmission is possible, suggesting that the influenza virus is better adapting to the human body. Efforts to contain and delay the spread of the new influenza virus are taken to avoid an actual pandemic outbreak.
- ***Pandemic Period:*** A widespread and sustained transmission of the influenza virus within the general population. The virus is spreading persistently and globally from human to human. All aspects of life and society are seriously affected.
- ***Quarantine:*** Refers to the separation and restriction of movement of persons who have been exposed to the infectious agent, influenza, and therefore may become infectious. It is intended to stop the spread of the infectious disease and has proven to be very effective in protecting the public from illness and disease. In the specific case of influenza quarantine it is recommended to be done as followed: all members of a household which there is an ill individual are recommended to stay at home for an incubation period of 7 days, following the onset of signs and symptoms of influenza. If another household member becomes ill during this time, it is recommended to extend the time of quarantine for another 7 days.
- ***Social Distancing:*** The goal of this specific intervention is to protect all humans and decrease the spread of viruses in all settings. Since influenza is droplet/airborne spread it is recommended that all people are no less than 3 feet from an infected person, since droplets can travel in the air this distance. Social distancing is started mostly within school aged children who are in dense classroom settings most of their day. If children are encouraged to stay 3 or more feet away from each other, this will lead to a decrease of influenza introduction into households and the community at large.

- **Surveillance:** The goal is to detect the earliest case of the influenza virus and describe the epidemiologic features of the virus's circulation within the Franklin community. Surveillance is conducted to become aware of an increase in the influenza activity and the number of cases in the Franklin School District and community as a whole. Surveillance refers to the systematic collection, analysis, and interpretation of a disease or illness that has a significant impact on public health. Surveillance is largely done to track and monitor emerging outbreaks of illness, like influenza.
- **Standard Surveillance:** No flu activity is reported in the community (flu season).
 - This level includes monitoring daily attendance for increased reports of absence due to flu-like illness
 - Do not report absences to the Health Department unless greater than 10%
- **Heightened Surveillance:** Flu-like activity is reported in the community.
 - Monitor daily attendance for flu-like illness/absences
 - Begin morning 'flu check' first hour of school- screen those who report positive for symptoms
 - Log absences due to flu-like illness
 - Send **weekly** absence report to Health Department
- **Intensive Surveillance:** High number of flu illness reported in the community (10% or greater school absenteeism due to flu-like illness)
 - Monitor daily attendance and log absences on log sheet
 - Continue morning 'flu check'
 - Send **daily** absence report to Health Department
 - Begin preparation for potential school closure
- **Community Containment** -An attempt to contain emerging pandemic virus at its source.
- **Anticipatory Guidance** - Advice to inform and prepare the public on steps that can be taken to decrease the risk of infection during a pandemic outbreak
- **Public Health** - The science of preventing disease, prolonging life and promoting health through the organized efforts and informed choices of society, organizations, public and private, communities and individuals.
- **Outbreak** - a sudden rise in the incidence of a disease

Influenza Case definition - The Center for Disease Control and Prevention defines an influenza-like illness as having the following symptoms: Fever of 101.5° degrees Fahrenheit or higher AND ONE OF THE FOLLOWING: cough, sore throat, headache, muscle ache.

Pandemic Phases- The World Health Organization (WHO) has developed a global influenza preparedness plan, which defines the stages of a pandemic, outlines the role of WHO, and makes recommendations for national measures before and during a pandemic. The phases are:

Inter or pre pandemic period:

- Phase 1: No new influenza virus subtypes have been detected in humans.
- Phase 2: No new influenza virus subtypes have been detected in humans, but an animal variant threatens human disease.

Pandemic alert period

- Phase 3: Human infection(s) with a new subtype but no human-to-human spread.
- Phase 4: Small cluster(s) with limited localized human-to-human transmission
- Phase 5: Larger cluster(s) but human-to-human spread still localized.

Pandemic period:

- Phase 6: Pandemic: increased and sustained transmission in general population.

Surveillance levels planned out by Contra Costa Health Services:

www.cchealth.org/topics/pandemic_flu/school_action_kit/definition_of_surveillance_levels.pdf

Complete Pandemic Flu School Action Kit

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

*All definitions are acquired through the use of the organizations (acronyms listed above).