

**PANDEMIC/COMMUNICABLE DISEASE
MANAGEMENT PLAN**
Concept of Operations

A. Overview

1. Public Health will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. Public Health's response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection.
3. OTSD will maintain increased communications with the Sandy/CC EOC and Public Health and will implement those procedures that increase the health and safety of the school community.
4. OTSD will assume the following responsibilities:
 - a) Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community.
 - b) Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.
 - c) Communicate with and educate the school community about approved public health practices and what each person can do to prepare, respond, and minimize health risks.
 - d) Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the social support plans developed by Public Health and the EOC.
 - e) Develop a recovery plan that provides for education support and emotional support for staff and students.
5. Each OTSD school will assume the following responsibilities:
 - a) Develop a response plan that will:
 1. Identify chain of command in case of illness with a minimum of two back ups.
 2. Review procedures for sending ill individuals home and make adjustments if necessary.
 3. Report the number of staff and students absent daily with pandemic flu to the district nurse. The nurse will report to Public Health.
 4. Document actions taken.
 5. Update staff and provide information on extent of infection at school site and potential changes that might take place at school.

B. Direction and Control

1. Public Health and all response partners will operate under the Incident Command System throughout the duration of the pandemic response.
2. Public Health may activate the Public Health Emergency Operations Center to coordinate the county-wide public health and medical response during a pandemic.
3. The Sandy/CC EOC may be activated during a pandemic to coordinate response.
4. OTSD will coordinate with Public Health and the Sandy/CC EOC to provide information to staff and students. OTSD will take appropriate measures including social distancing and increased respiratory hygiene in order to reduce transmission.

C. Communications

1. Communications with the public and health care providers will be one of the most critical strategies for containing the spread of the influenza and for managing the utilization of health care services. This plan's communications goals are to:

- a) Provide accurate, consistent, and comprehensive information about pandemic influenza/virus including case definitions, treatment options, infection control measures, and reporting requirements.
 - b) Instill and maintain public confidence in the schools and the County's public health care systems and their ability to respond to and manage an influenza pandemic.
 - c) Ensure an efficient mechanism for managing information between Public Health, partners and the schools.
 - d) Contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
 - e) Address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent the stigmatization of affected groups.
2. Communications During Pandemic
- a) OTSD will assess the needs of the schools.
 - 1. Assess the information needs of the school community.
 - 2. Intensify public education efforts about influenza pandemics and steps that can be taken to reduce exposure to infection. Information may be disseminated via digital or print methods typically used by the district.
 - 3. OTSD will identify hard to reach families and ensure communications in the home language.
 - 4. Coordinate with Public Health to develop common health messages and education materials in English and Spanish. Coordinate with Public Health to ensure that bilingual staff can serve as information conduits to vulnerable school families and build sustainable preparedness capabilities.
 - 5. Develop template pandemic informational letters, including translations, for parents/guardians.
 - b) Public Health PIO will evaluate the need to establish a Joint Information Center in conjunction with appropriate health system and response partners. If school closures are considered, the OTSD PIO will work with the JIC.
 - c) Public Health PIO will develop a communications strategy including identifying appropriate community partners for reaching and educating diverse communities such as limited English speaking and homeless students and their families.
 - d) As the pandemic expands, the Public Health PIO will provide daily updates on the pandemic and will organize regular media briefings.
 - e) The Public Health PIO will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.
 - f) The OTSD PIO will disseminate web alerts per JIC guidelines and as necessary. Pandemic letters will be disseminated to parent/guardians per JIC and OTSD communication strategy.

D. Mitigation

The OTSD pre-event mitigation activities include:

- 1. Planning, exercising, evaluating and revising the Pandemic Management Plan.
- 2. Training and equipping OTSD staff to assure competencies and capacities needed to respond to a pandemic outbreak.
- 3. Developing strategic partnerships with local community health care institutions and providers, and local, state and federal response agencies and their staff.
- 4. Educating schools and parents about an influenza/virus pandemic and recommend preparedness measures.

5. Informing and updating schools about the potential impacts of a pandemic on essential services and city, county, and school infrastructure. Reviewing and updating district-wide business continuity plans and assuring essential business functions are adequately staffed.
6. Ensuring adequate supplies and equipment that will be needed to respond to a pandemic.
7. Establishing ventilation standards to be used during the pandemic.

The OTSD event mitigation activities include:

8. Social/Physical Distancing: considerations could include closing schools; closing non-essential agency functions; implementing emergency staffing plans; adjusting classroom set-up/spacing of seats; creating stable cohort groups of students; increasing telecommuting, flex scheduling and other work options; restricting school visitors/volunteers; or closing all public assemblies or after school activities.
9. Screening: screen students and staff for symptoms; report to Public Health as required.
10. Isolation: isolate ill or exposed persons until they are picked up/taken home.

Emergency Support Function	Prevention and Preparation	Response
Superintendent Cabinet	Monitor national situation through review of CDC, WHO, ODE, OHA, and CC Public Health websites	Regular/on-going updates/alerts to families and employees
	Review district policies and procedures	Suspend/reschedule activities, events. Social distancing strategies in place
	Collaborate with Sandy/CC EOC, other public health/safety agencies, for pan flu/virus planning efforts	Cancel classes/school; alert staff/families/students
	Communicate flu prevention messages to families and employees	Implement restrictions to volunteers, visitors, vendors
	Develop plan to address increased student/staff absence	School closure if >30% of students ill
	Develop plan for cancellation of classes/school closure	
	Develop policy for employee sick leave absences unique to pandemic	
	Consider possible restrictions to vendors, visitors, group activities, etc.	
	Consider alternatives if 10-30% of students/employees absent	
	Assist CC Public Health with implementation of school vaccination clinics	
	Consider alternative procedures to assure continuity of instruction in case of school closure	

Emergency Support Function	Preparation	Response
School Administrators & Office Staff	Identify essential staff to maintain school operations; cross-train as needed	Report to district office and district nurse the number of student/staff absences due to illness, if over 10% or as requested
	Assist with developing plan to address increased student/staff absence	Suspend activities/events; implement social distancing strategies
	Distribute flu/virus prevention messages to families and employees	Inform families and employees
	Implement attendance tracking procedures	Advise employees, students, and visitors who have fever and/or other flu/virus symptoms to defer attending school until no fever for 24 hours

		Use screening tool, ie: scanning thermometer or other symptom-check procedures, to identify ill students
		Determine necessity of alternative instruction; implement

Emergency Support Function	Preparation	Response
Public Information Officer	Identify essential staff to maintain communication system; cross-train	Establish Joint Information Center or Joint Information System, if necessary
	Develop communication plan for promotion of messages	See EOP Crisis Communication Plan
	Identify procedures for communicating with the media during an emergency	Provide frequent updates to media
	Distribute general flu prevention messages to employees and families; coordinate messages with Public Health	Communicate outbreak to school community

Emergency Support Function	Preparation	Response
Teachers, Support Staff	Encourage staff and students to use infection control strategies	Provide tissues and hand sanitizer in every classroom
	Develop alternative procedures to assure continuity of instruction in event of school closure	Implement alternative procedures for continuity of instruction implemented and being accessed by students/families
		Plan for students to make-up missed school work, if necessary

Emergency Support Function	Preparation	Response
Security Staff	Identify essential staff to maintain school security; cross-train as needed	Assist with security issues if schools are used for community purpose
		Secure buildings that have been designated for closure

Emergency Support Function	Preparation	Response
Facility/Custodial Services	Identify essential staff to maintain operations; cross-train as needed	Instruct school staff on any changes in cleaning techniques
	Communicate with Public Health for updates on cleaning recommendations	Supply schools with adequate cleaning/sanitizing supplies
	Develop a management plan for control and disposal of possible increased volume of infectious waste	Clean & sanitize schools/classrooms, as needed
	Formulate additional plans for cleaning facilities	Direct use of school facilities for community's care, if instructed
	If school is closed for >30% students absent, implement deep cleaning procedures	Ensure custodial staff are trained and equipped with necessary supplies for deep cleaning school
		Enhance building ventilation where feasible

Emergency Support Function	Preparation	Response
Transportation Services	Identify essential staff to maintain transportation; cross-train as needed	Initiate additional cleaning of buses, as needed
	Formulate additional plans for cleaning buses	Suspend student transportation, as requested

UPDATED: July 6, 2020

		NOTE: Buses may need to be used for community transportation
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Emergency Support Function	Preparation	Response
Food Services	Identify essential staff to maintain food service; cross-train as needed	Arrange for free/reduced students to access meals
	Formulate plan for alternative dining services / alternative food offerings	NOTE: Food services may be needed for community resources if school close
	Consider stockpiling food	

Emergency Support Function	Preparation	Response
District Nurse	Develop specific communicable disease preparedness plan for medical response (assessment, triage, health room overflow, etc.)	Regularly consult with Public Health for additional infection control/precautions
	Educate employees and students about communicable disease; advise administrators/supervisors	Create daily logs to support contact tracing of cases if requested by Public Health
	Develop tracking procedures for employee and student illness	
	Monitor communications from state and federal agencies/public health, and review any changes in recommendations	
	Train employees for screening individuals entering schools	
	Develop contact tracing plan	
	Develop plan for isolating ill or exposed persons	

[Communicable Disease Guidance, ODE/OHA: updated 4/21/2020](#)