

ENTERPRISE SCHOOL DISTRICT COVID-19 PANDEMIC PLAN



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Enterprise SD #21 Pandemic Response Phases			
State of Oregon	State of Oregon Response Stage*	State or Oregon Federal Stages	Enterprise SD #21 Pandemic Plan
0	Preparedness	0-1	Preparedness
1			
2	Confirmed human outbreak overseas	2-5	Response
3			
4			
5	Spread throughout United States		
	Confirmed case in the State of Oregon		
	Confirmed case in Wallowa County		
6	Recovery & preparation for subsequent waves	6	Recovery

General Guidelines

**Note: The Federal Government Response Stages should not be confused with the World Health Organization phases of pandemic, which are different and overlap.*

The Pandemic Plan considered:

School and District Impact and Issues

- Potential for school closings
- Large numbers of staff absent, difficult to maintain school operations
- Loss of services from suppliers (e.g. food services and transportation)
- Student absenteeism elevated above normal trends
- Parents who choose to keep children at home
- Loss of ability to continue operations in support departments

Community Impacts

- Large percentages of the population may be unable to work for days to weeks during the pandemic
- Significant numbers of people and expertise would be unavailable
- Emergency and essential services such as fire, police, and medical would be diminished
- School operations could be affected
- Financial and social impacts of prolonged schools' closures
- Methods of continued instruction should schools' close

Basic Goals in Pandemic Planning

- Limit illness, the spread of illness, and emotional trauma
- Preserve continuity of essential functions
- Minimize social and educational disruption
- Minimize instructional loss

Access Control

- Follow visitor and volunteer policies that enables school administrators to control access to the buildings.
- Each school should have a plan to lock out certain entrances and exits and to monitor others, if necessary.
- Identify a main entrance and an indoor screening area where students and staff will be screened prior to moving to classrooms or other areas of the building for each school.

Federal, State, local, tribal, and territorial laws, regulations, and policies regarding student dismissal from schools, school closures, funding mechanisms, and educational requirements should be taken into account in pandemic planning.

Preparedness State of Oregon 0-1

Action Steps:

1. Identify a staff person to be responsible for surveillance and infection control. (*Appointed by building principal.*)
2. Increase emphasis on good health habits to stop transmission, especially handwashing, respiratory etiquette, and avoiding touching the eyes, nose, and mouth.
 - a. Make soap dispensers or hand soap available in all employee and student restrooms.
 - b. Custodial staff will institute a schedule to ensure that soap dispensers are refilled regularly.
 - c. Provide education to employees, students and parents on hand hygiene, respiratory etiquette, avoiding touching the eyes, nose, and mouth.

- d. Assure that employees, students and visitors can wash their hands when entering and leaving the facility.
3. Emphasize frequent cleaning and disinfection of high touch areas, i.e., doorknobs, keys, telephones, etc.
 - a. Train Remind staff annually on how to replace classroom/office cleaning bottle and microfiber towel.
4. Identify resources for pandemic surveillance and control.
 - a. Track international, national, regional, and local trends, utilizing Oregon Health Authority and Center for Disease Control resources.
 - b. Identify Oregon Health Authority (including 24/7 contact information – See Appendix).
 - c. Communicate with Public Health Preparedness and local Emergency Management and discuss collaboration on pandemic preparedness.
 - d. Identify any local or state reporting requirements for pandemic.
5. Begin tracking and reporting trends by conducting surveillance.
6. Establish procedures for screening to be utilized with pandemic.
7. Identify administrative measures to accomplish “physical distancing.”
8. Identify areas within the school facility that can be used for isolation and quarantine.
9. Provide routine training about transmission and prevention and control measures.
10. Conduct or participate in mock exercises related to surveillance and infection control in pandemic.

Preparedness Phase Standard Operating Procedures

Communication by Administration
Distribute communication on hand washing and infection control to school employees and on school and district websites.
Provide information to school employees, parents, and staff about how to stop the spread of the pandemic, cough and sneeze etiquette, signs and symptoms of the pandemic.
Encourage parents to have alternative child-care plans.

Superintendent
Provide information to staff and parents on pandemic planning for families.
Encourage staff to have alternative child-care plans.
Provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of the pandemic.
Develop and maintain absenteeism tracking tools.
Request Maintenance Director to check the district issued first aid kits for personal protective equipment.
Review staff contracts and Board policy regarding staff reporting expectations.

Teaching and Learning and Information Technology
Develop and share alternative delivery options: Online learning resources Virtual assignments
Develop a plan for continuation of education.

Custodial Services
Ensure custodial staff has appropriate plan (CDC recommended) for proper cleaning and disinfecting teaching, learning, shared spaces and play areas.
Ensure schools and departments have adequate supplies (soaps, bottles, microfiber cloths, hand sanitizers, and paper towels).

Enterprise SD #21 Pandemic Plan

Administration
Provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of pandemic disease.
Ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas.
Ensure schools and departments have adequate supplies (soaps, hand sanitizers, and paper towels).
Establish and test emergency communication protocol, including an internal communication staff tree.
Provide information to staff and parents on pandemic planning for families.
Develop Incident Command Center protocol, location, equipment and assign staff.
Develop plans for operating with staff workforce reduction.
Develop plans to secure buildings, information technology, and finance.
Encourage employees to use Direct Deposit.
Encourage parents to have alternative child care plans.
Develop plans for educational continuity if schools close.
Find out if vendors in the supply chain have a pandemic or emergency plan for continuity or recovery of supply deliveries.
Plan for a full school closure or a partial school closure (i.e., some but not all schools are closed, or students are dismissed but staff works with local agencies to assist families).
Use Human Resources employee emergency contact lists and reciprocal contact procedures; Human Resources should conduct a study of critical infrastructure staff with young children (because they are more likely to remain home during a widespread illness event) to determine if redundancy plans are necessary; develop a Fitness for Duty checklist to determine if an employee is ready to return to work and under what conditions.
Local school superintendent should establish a command structure in the event that he or she is unable to continue work during the pandemic event or is unable to return to work during the recovery phase; develop central office teleconferencing protocol in the event that schools are closed.
Conduct tabletop exercises to practice and refine pandemic plan.
Apply all plans and procedures to after-school programs.

Response (Federal Response Stages 2-5)

Begin when there are confirmed human outbreaks of a pandemic in the State of Oregon:

1. Reinforce education regarding pandemic infection control. Emphasize triad of good health habits: hand hygiene, respiratory etiquette, and not touching the eyes, nose and mouth.
2. Increase environmental cleaning of “high touch” surfaces, e.g., doorknobs, keys, telephones.
3. Educate employees and visitors not to come to the facility if they have pandemic-like symptoms.
4. Assess adequacy of infection-control supplies and review distribution plan.
5. Consider Initiating screening for pandemic-like illness at the office front desk.
6. Conduct active surveillance to look for pandemic cases (i.e., review temperature logs, triage/sick call, hospitalizations, staff absences, unexplained deaths, etc.). Interview pandemic-like illness cases for pandemic risk factors.
7. Review possible measures to increase “physical distancing.”
8. Review/revise the list of designated pandemic isolation and quarantine rooms.
9. Begin reviewing workforce reduction plan.
10. Begin reviewing distance-learning plan.
11. Begin reviewing substitute teacher pool list.

Enterprise SD #21 Pandemic Plan

Response Phase Standard Operating Procedure for pandemic in the State of Oregon

This Phase calls for participation in the Wallowa County Incident Command Structure ; bring in extra phones (and cell phones) and computers; meet with County Incident Command Center staff to prepare for rapid escalation of outbreak in Oregon ; remind staff of roles and responsibilities and importance of access at anytime. Also, activate daily direct link to the Oregon Health Authority and Wallowa County Incident Command and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.

Central Office
Conduct meeting/briefing with Wallowa County Incident Command Center staff to pre-stage full activation of Center.
Maintain daily link to Public Health Preparedness and County Incident Command Structure and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.
Prepare for conference call from the State School Superintendent and/or staff.
Superintendent reports to the County Incident Command Center when any school, service, or support absences escalate.
Pre-stage partial closure (student dismissal) and full closure.
Provide ongoing communication to key staff on their roles and responsibilities.
Alert all principals of Response Plan Activation and remind them that the Event Level may escalate rapidly to the next Level or Levels.
Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health department, the Oregon Division of Public Health and/or the United States Department of Health and Human Services.
Develop continuous direct link to the Oregon Health Authority; make plans with the local health department to establish daily communications if a widespread outbreak occurs in Oregon and or Wallowa County.
Activate procedures to isolate students and staff that present pandemic-like symptoms; encourage parents to keep their children at home if they have pandemic-like symptoms and to let the school know about their child's symptoms; encourage staff to remain at home if they have pandemic-like symptoms and to report these symptoms to the school.
Remind staff, students, and parents of good hygiene practices.
Ensure that all out-of-country field trips have been cancelled or called back to the district.
Review all out-of-state (in-country) field trips and be prepared to cancel all out-of-state field trips.
Apply all procedures to after-school programs.
Pre-stage Crisis Management Team to discuss updated pandemic information and possible timeline for activation of the Team (or teams.).
Prohibit congregation in hallways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

School Front Office
Monitor student and staff attendance daily.
Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the Oregon Health Authority and Center for Disease Control and/or the United States Department of Health and Human Services.
Do not allow students or staff into school who are presenting pandemic disease-like symptoms; monitor students and staff closely for pandemic disease-like symptoms.

Enterprise SD #21 Pandemic Plan

Restrict school visitors to parents and vendors; be alert to parents or vendors with pandemic disease-like symptoms.

Teachers

Do not allow students or staff into school who are presenting pandemic-like symptoms; monitor students and staff closely for pandemic-like symptoms.

Consider Restricting school visitors to parents and vendors; be alert to parents or vendors with pandemic-like symptoms.

Prohibit congregation in hallways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

Separate student desks 6 ft. apart.

Regularly wipe down high touch areas including desks, door knobs, counter tops, etc. with school supplied microfiber cloth and spray.

Secretaries

Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health care professional, or the United States Department of Health and Human Services.

Isolate and send home staff or students with pandemic-like symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored student checkout system should be activated.

Administration

Keep staff and parents current with updates through communication channels; make certain that the Oregon Health Authority has verified health-related information and pandemic updates for accuracy.

Keep relevant groups informed (as appropriate) through e-mails, newsletters, fact sheets, social media, text alerts, on-demand phone system, and websites.

Meet with hot-line information staff to review possible activation of the hot-line information based on events occurring overseas at this time.

Expand hotline staff and update hotline information, website information, and provide media updates; provide updates from public health department, from the district superintendent, and, if necessary, from local law enforcement and public utilities and services; encourage parents to keep ill children at home and encourage ill staff to remain at home.

Custodial Services

Ensure that sanitation procedures are in conjunction with public health advisories.

Expand school cleaning routines by custodial staff.

Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard-cleaning products can disinfect surfaces; the frequency of cleaning is most important).

The school health office and holding areas for ill children and staff should be cleaned several times each day.

Maintenance/Facilities

During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Campus Safety/Security

Provide security to limit access to the school building; persons presenting pandemic-like symptoms will not be allowed into the building; if a parent is at school to pick up his or her child before normal dismissal, the student will be brought to the parent outside the building

If a person warrants medical evaluation, notify local Primary Care Providers.

***Begin after a suspected pandemic case is diagnosed in
Wallowa County:***

1. Immediately isolate (or cohort) staff or students with pandemic disease-like illness.
 - a. Reinforce staff education on infection control procedures when caring for pandemic students.
 - b. Ensure adequate infection-control supplies and personal protective equipment is available.
2. Perform triage to rapidly identify students with pandemic-like symptoms and implement procedures for separating the sick from the well.
3. (Oregon Health Authority will do this) Conduct contact investigations of the initial cases that have been identified, and quarantine contacts according to public health guidelines.

Note: contact investigations and quarantine may be inappropriate and abandoned as a strategy if there are multiple pandemic cases in multiple classrooms.
4. Implement measures to increase physical distancing (including school closure, if necessary).
5. Continue staff, parent and student training on infection control.
6. Monitor adherence to infection control guidelines.
7. Contact the Superintendent and coordinate physical distancing, workforce limitations issues, health insurance issues and any other pertinent issues.
8. Implement distance-learning plan (if appropriate).

Enterprise SD #21 Pandemic Plan

Response Phase Standard Operating Procedure of Outbreak in Wallowa County.

Based on a decision by the Enterprise School Board in consultation with state public health authorities, the superintendent orders a **partial** closure of schools.

OR

Based on a decision by the Enterprise School Board in consultation with local or state public health authorities, the superintendent closes **all** school building units and other department building units of the school district; the closure applies to all after-school programs, also (it is possible that the first order is to close only those schools with high absences – be prepared for partial school closures).

Superintendent

Confirm closure with the Oregon Department of Education.

Inform the public and school district employees using appropriate communication channels; coordinate news release with public health and the Oregon Department of Education.

Maintain communications with the Oregon Health Authority through superintendent and/or designated staff.

Determine Essential Personnel.

Activate Educational Continuity Plan.

Cancel all extra-curricular activities.

Mental Health

When possible, collaborate with local agencies to assist families.

Teachers

Refer to Educational Continuity Plan.

Front Office

Communicate with Superintendent about staffing needs.

Custodial Services

Communicate with Superintendent about staffing needs.

Food Service

All perishable food items should be disposed of unless the cafeteria remains open.

Communicate with Superintendent about staffing needs.

Maintenance/Facilities

Secure all buildings.

During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease.

Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Communicate with the superintendent about staffing needs.

Transportation

Establish bus routes for meals, technology and homework packets to be dropped off at the student's home.

Recovery (State of Oregon Response Stage 6)

Previous pandemics have been associated with subsequent "waves" of pandemic-like illnesses after an initial wave resolve. After an initial pandemic outbreak, subsequent outbreaks are likely. The recovery period will involve both recovering from the pandemic emergency, evaluating the response to it and preparing for subsequent waves of pandemic disease.

1. Maintain surveillance for pandemic-like symptoms (to detect subsequent waves of the pandemic).
2. Maintain communication with the Oregon Health Authority.
3. Evaluate the effectiveness of surveillance and infection-control measures during the pandemic and summarize observations.
4. Evaluate the adequacy of infection control supplies and the need for restocking.
5. Restock infection control supplies.
6. Revise plan if necessary.

Recovery Phase Standard Operating Procedures

Based on communication with public health and local board of education authorization to start the process of recovery, the school district will begin the initial stages of preparations for the re-opening of schools.

Administration
Establish a timeline and staffing threshold for opening schools and other buildings for staff, based on reports from Human Resources, building and bus inspections, and the local health department; determine which schools can open and if temporary consolidation of schools is appropriate. Include other agencies in the discussion about re-opening schools, public health, mental health, Fire Marshal, law enforcement, public transportation, etc.
Begin discussions on restructuring and resuming extra-curricular activities and after-school programs.
Opening of schools should be monitored closely by administration.
Daily reports of staff and student attendance should be closely monitored.
A mental health status report, based on guidelines provided by the counselors and the Crisis Management Team, should be provided to the Command Center each day. This report should include the mental status of students and staff in order to determine if additional mental health services are needed.
Do not enroll new students without immunization records or approval from the local health department, based on immunization and other health guidelines provided by the Oregon Health Authority and or the Center for Disease Control t, the Oregon Division of Public Health and/or the United States Department of Health and Human Services.
When schools re-open, many students may need homebound instruction.

Teachers
When schools re-open activate physical distancing strategies (to minimize possible infection spread): Gatherings of groups larger than normal class size should be cancelled and avoided (e.g. assemblies, recess). Student distance spacing strategies to decrease contact with students who may be infected but not exhibiting symptoms. Separate student desks 6 ft. apart. Prohibit congregation in hallways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

Mental Health
When possible, the Crisis Management Team staff will meet to activate the mental health plan for students and staff, in conjunction with local mental health services staff, including Post-Traumatic Stress Syndrome counseling.
Post information on school district website for parents regarding helping children cope with tragedies (i.e., Teaching Children How to Respond to Tragedies from the National Association of School Psychologists).

Maintenance/Facilities
Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy.
Inspect all school cafeterias with the assistance of the Oregon Health Authority or other designated agency. .



Enterprise SD #21 Pandemic Plan

Expand school cleaning routines by maintenance staff.

Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).

HVAC conditioning system filters should be cleaned and changed.

The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Transportation

Inspect all buses. Disinfect after students disembark daily.

Food Service Personnel

Inspect all school cafeterias with the assistance of the Oregon Health Authority or other designated agency .

Custodial Services

Expand school cleaning routines by maintenance staff.

Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard-cleaning products can disinfect surfaces; the frequency of cleaning is most important).

The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

Inspect all school cafeterias with the assistance of the Oregon Health Authority or other designated agency. In conjunction with Food Service personnel.

School Based Administration

When schools re-open activate social distancing strategies (to minimize possible infection spread):

Gatherings of groups larger than normal class size should be cancelled and avoided (e.g. assemblies, recess).

Student distance spacing strategies to decrease contact with students who may be infected but not exhibiting symptoms.

Separate student desks as much as possible

Prohibit congregation in hallways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

Superintendent

Share timeline for opening with news media and place recording on school district main phone line; also add to school district website. *Some schools may remain closed until facility and/or staffing requirements are met.

Enterprise SD #21 Pandemic Plan

Post information on school district website for parents regarding helping children cope with tragedies (i.e., Teaching Children How to Respond to Tragedies from the National Association of School Psychologists).

According to experts, in the most severe pandemic, the duration of these public health measures could be weeks to months, which would have educational implications for students. Planning now for a prolonged period of student dismissal will allow Enterprise SD #21 to be prepared as much as possible to provide opportunities for continued instruction and other assistance to students and staff.

If students are dismissed from school but schools remain open, school- and education-related assets, including school buildings, school kitchens, school buses, and staff, may continue to remain operational and potentially be of value to the community in many other ways. In addition, faculty and staff may be able to continue to provide lessons and other services to students by television, radio, mail, Internet, telephone, or other media.

Continued instruction is not only important for maintaining learning but also serves as a strategy to engage students in a constructive activity during the time that they are being asked to remain at home.

