

# CLEVELAND PUBLIC SCHOOLS

*WHOLE STUDENT, WHOLE COMMUNITY*

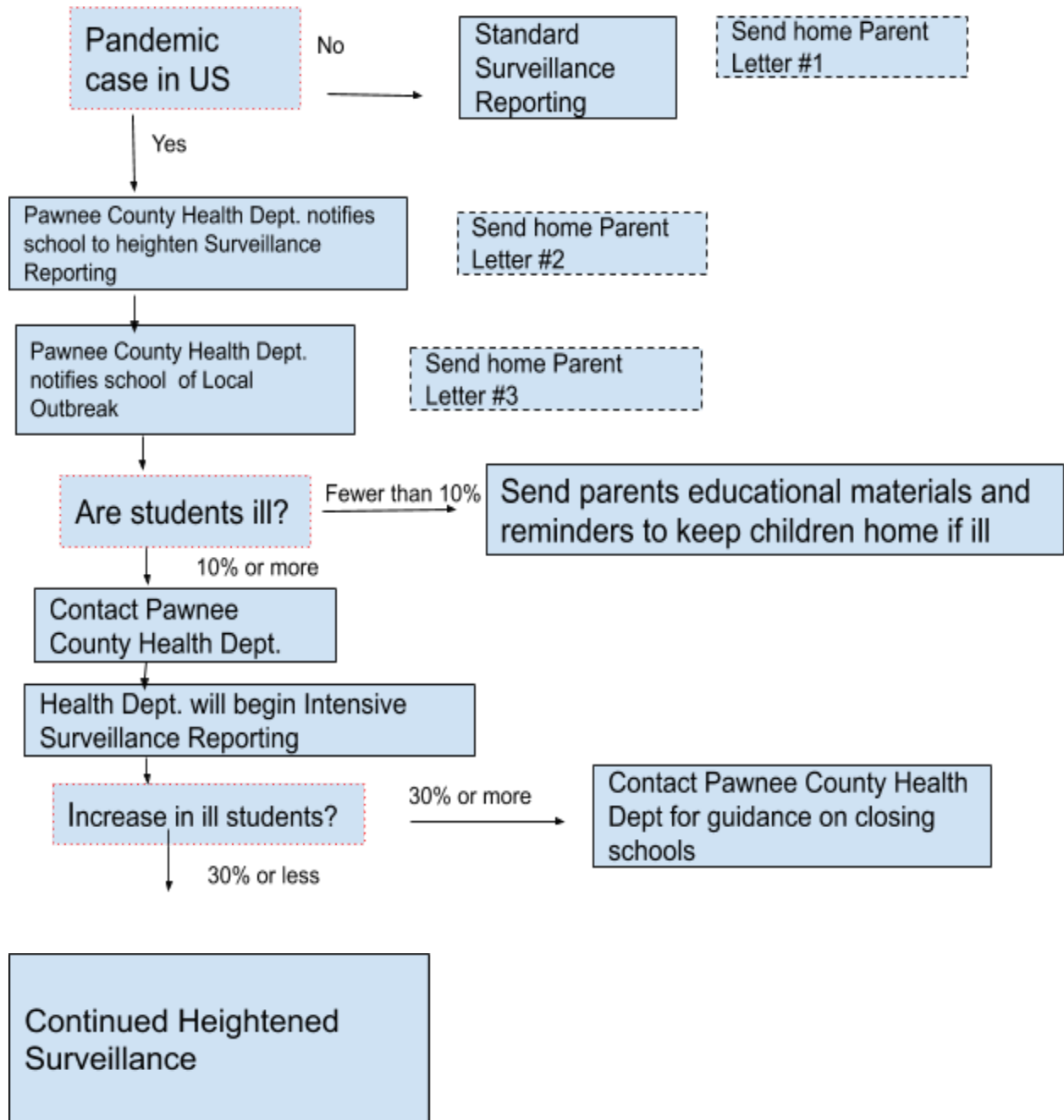


# PANDEMIC RESPONSE PLAN

## TABLE OF CONTENTS

School Response to Pandemic Flow Chart	3
Public Health Instructions during a Pandemic	4
Definitions of Surveillance Levels & Surveillance and Reporting	5
School Action Steps for Pandemic	6-8
Influenza and COVID 19 Case Symptoms	9
Parent Tips for Coping with Pandemic	10
On-line Resources	11

## School Response to Pandemic Flow Chart



## **PUBLIC HEALTH INSTRUCTIONS DURING A PANDEMIC**

Throughout a pandemic , people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what the Cleveland Public School District may ask people to do:

### **STAY HOME**

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic to limit the spread of the disease.

### **AVOID LARGE GROUPS**

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic, these kinds of events could be cancelled because large gatherings of people help spread the virus.

### **ISOLATION AND QUARANTINE**

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or Quarantine instructions.

#### **ISOLATION:**

is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

#### **QUARANTINE:**

is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

## DEFINITION OF SURVEILLANCE LEVELS

### Standard Surveillance

No activity reported in the community (such as flu season)

Monitor daily attendance for increased reports of absence due to flu-like illness or other infectious illness

- ✓ Do not report absences to the Health Department unless greater than 20% for all absences or 10% for respiratory outbreaks.

### Heightened Surveillance

- ✓ Illness activity reported in the community (10% school absenteeism due to illness or other infectious illness)
- ✓ Monitor daily attendance for illness/absences
- ✓ Begin morning “illness check” first hour of school – screen those who report positive for symptoms
- ✓ Log absences due to like illness
- ✓ Send weekly absence report to the Superintendent’s Office
- ✓ Sanitize school environment

### Intensive Surveillance

High number of illness reported in the community (20% or greater school absenteeism due to like illness)

- ✓ Monitor daily attendance and log illness absences on illness tracker spreadsheet (shared spreadsheet with cabinet)
- ✓ Continue morning “illness check”
- ✓ Update illness tracker that is shared Superintendent’s Office and Cabinet
- ✓ Continue to sanitize school environment

### Surveillance and Reporting

During all stages of a pandemic outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of infectious illness. Keeping track of these numbers will help health and school officials determine when and whether to close schools and whether the pandemic is increasing in scope.

Schools are provided with the following information to monitor the illness rate

- 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 infectious illness
- Reporting from(s) to submit to the Superintendent’s Office

## SCHOOL ACTION STEPS FOR PANDEMIC

The following is a chronological list of important step-by-step actions Cleveland Public Schools may take before, during and after a pandemic outbreak. Pandemic can have several cycles or waves so this list may need to be repeated.

### Prior to Outbreak/preparedness & Planning Phase

- Cleveland Public Schools will work with local health officials and emergency preparedness officials to disseminate information to families. Begin with parent letter #1 Pandemic Preparation.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu or other infectious illness.
- Train staff in symptom recognition. (See surveillance section of this plan). Remember the person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Ensure that standard surveillance/disease recognition procedures are in place and implemented. These procedures should include both students and employees. Any students or employees that exhibit signs of illness should be reported to the school nurse.
- Surveillance and tracking plan should be available for monitoring those employees that travel areas affected by the pandemic during vacations and school breaks. A policy should be in place that addresses self-quarantining etc.
- Signage should be available that addresses all aspects of the Non Pharmaceutical Interventions (NPI) that can be implemented to mitigate the effects and spread of a pandemic. NPI include cough and sneeze etiquette, proper handwashing, social distancing, not touching your face, etc.
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Educate staff, students and parents about: the differences between seasonal flu, bird flu and pandemic flu and best hygienic practices to prevent any sort of flu or other infectious illness.
- Develop alternative learning strategies such as collaborative agreements (teleconferencing, lessons on CDs, etc.)
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.).

## **Infectious Illness present in United States but no rapid Person-to-Person Transmission**

- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.)
- Review the health needs of students. Some students may have greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school.
- Send out Parent Letter #2 Virus Present, informing parents that the virus is now present in the United States but there is at this time no rapid person-to-person transmission.
- Maximize communication with parents and school community related to health and safety and any pandemic episode. Educate about what each person can do to prepare or respond to minimize health risks. Information may be disseminated through parent letters, website postings or school announcements via text or recorded voice message.

## **Infectious Illness Activity in the Community / Outbreak of Infectious Disease in the School**

LESS THAN 10% STUDENTS ILL

*\*(Percentages are for common flu, triggers may occur sooner in the event of a pandemic event.)*

- Begin Heightened Surveillance Reporting
- Ensure that all personnel are informed on the latest developments.
- Send out Parent Letter #3 Initial Outbreak, informing parents that some students are sick but schools remain open, include tip sheets and info resource list.
- Continue to educate employees, students, parents and visitors on how to stop the spread of the virus. Appropriate signage may be placed around the school (including entrances, notice boards, meeting rooms and restrooms.) Signage and fact sheets should contain information regarding hand hygiene, covering coughs and sneezes, and student spacing.
- Set up prominent notices at all entry points to the facility, advising staff, students and visitors not to enter if they have symptoms of influenza or other viruses.
- Ensure maximum support and education for ill and affected children.
- Enhanced Environmental Management:
  - ✓ Monitor for adequate supplies of tissues, hand sanitizing gels, hand soap, and cleaning supplies.
  - ✓ Increase frequency of disinfecting shared work areas, counters, railings, door knobs, keyboards, etc.
  - ✓ Filters of air conditioning systems should be cleaned and changed frequently.
  - ✓ Telephones, keyboards, coffee cups, etc. should not be shared if at all possible.

- ✓ Conduct review of disinfection and cleaning procedures with janitorial staff to ensure all product directions are being followed to ensure maximum disinfection rates.
- ✓ Where operationally possible, during the day increase ventilation to the facility to decrease spread of disease. At the end of each day the school may be thoroughly ventilated and cleaned (either opening all doors and windows or turning up the air conditioning/heating systems.)

### **Expansion of the Outbreak**

10-30% OR MORE OF STUDENTS ILL (but less than 30%)

*\*(Percentages are for common flu, triggers may occur sooner in the event of a pandemic event.)*

- Local Health Officer issues ADA Support Letter to schools/Epidemic Declaration
- Begin Intensive Surveillance Reporting
- Send Parent Letter #4 Expanded Outbreak, include prevention tip sheets, etc.
- Follow the health department recommendations/guidelines related to NPI's, extracurricular activities, and school closing. Student spacing refers to distancing individuals and strategies to reduce the spread of the virus between people; information should be distributed to all staff students and parents.
- Support and work with local and state health departments in the event vaccinations are offered through school sites.
- Maximize space between students
- Discourage prolonged congregation in the hallways, lunch rooms, etc. Limit group activities and interaction between classes.
- Send out Parent Letter #5 School Closure, announcing closure(s) when guided to do so by local and state health departments.
- Cancel any non-academic events and extra-curricular sports practices and games
- Cleveland Public Schools issues Declaration and press release closing schools

### **Outbreak is well-established in the Community**

- Health Department may recommend re-opening of schools

### **Following the Outbreak**

- Cleveland Schools issues declaration/press releases that announce schools are open
- Issue Parent Letter #6 Schools Reopen
- Continue communicating with local health department
- Return to heightened surveillance reporting

If students get sick again, start a checklist again at the Outbreak section.



## **INFLUENZA CASE SYMPTOMS**

The Centers for Disease Control and Prevention (CDC) 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

A student with flu-like symptoms must be sent to the office for screening (symptom check and/or taking temperature). If a student meets the case definition as described above, he/she should be excluded from school until the illness has run its course and the child is free of flu symptoms.

## **COVID-19 SYMPTOMS**

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 cases.

The following symptoms may appear 2-14 days after exposure.

- ✓ Fever
- ✓ Cough
- ✓ Shortness of breath
- ✓ Sore throat
- ✓ Headache
- ✓ Muscle ache

## TIPS FOR PARENTS COPING WITH PANDEMIC

### Plan for an extended stay at home during a pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books on hand.
- Plan recreational activities that your children can do at home.

### Items to have on hand for an extended stay at home.

Examples: Non-perishable foods

- Ready to eat canned meats, such as fruits, vegetables, soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter and jelly
- Dried fruit, nuts, trail mix
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food
- Baby formula
- Pet food

### Health and emergency supplies:

- Prescribed medical supplies glucose and blood pressure monitoring
- Soap and water or alcohol based hand wash
- Medicines for fever, such as Tylenol or Ibuprofen
- Thermometer
- Vitamins
- Fluids with electrolytes, such as Pedialyte
- Flashlight with extra batteries
- Portable radio with extra batteries
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers

If someone in your home develops symptoms (fever, cough, muscle aches):

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- Keep tissues and a trash bag for their disposal within reach of the patient.
- All members of the household should wash their hands frequently.
- Keep other family members and visitors away from the person who is ill.
- 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.

### **Resources available online:**

<https://www.cdc.gov/flu/pandemic-resources/basics/faq.html>

<https://www.cdc.gov/flu/pandemic-resources/archived/schools-child-care-planning.html>

<https://www.cdc.gov/flu/pandemic-resources/index.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>

<https://www.ok.gov/health/Prevention>

<https://www.ready.gov/pandemic>