

2009-2010

Revised and Edited • 8/25/09



PANDEMIC PLAN

Brownsburg Community School Corporation H1N1 Flu • Pandemic Preparedness Plan Contents

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General Rules for the Prevention of the Spread of the Virus

1. Prevent the number of infected persons in the schools by keeping sick children and staff at home and by separating sick children from healthy ones.
2. Postpone school events during the most severe periods of the pandemic to emphasize social distancing.
3. Clean and disinfect facilities and buses often.
4. Communicate with and educate stakeholders by providing accurate, up-to-date information as it becomes available.
5. Assist Hendricks County Health Department throughout the vaccination process when the vaccine becomes available.

Section #1 – Introduction

The Brownsburg Community School Corporation H1N1 Pandemic Preparation Committee began developing this plan in August of 2009 in preparation for the expected H1N1 influenza pandemic expected in the fall of that year. The committee was charged by the superintendent to devise a comprehensive readiness plan. The primary members of the committee included the following individuals:

- BCSC Teacher Anne Lesko,
- BCSC Communications Director Donna Petraits,
- BCSC Director of Facilities John Voigt,
- BCSC Police Chief Ginnie Wing,
- BCSC Director of Health Services Macey Ward, RN•BSN, and
- BCSC Assistant Superintendent Dan Shepherd.

Sarah Thompson of the Hendricks County Health Department provided support and assistance throughout the initial planning. The plan was also developed with the involvement of administrators, teachers, support staff members, community agency representatives. Finally, this document is based on the latest information provided by the Center for Disease Control and other public health agencies and is current as of August 19, 2009.

The purpose of this plan is two-fold: (1) to reduce the spread of the virus to students and staff members within school facilities, and (2) to sustain school functions with as little disruption as possible.

Section #2 – Plan Basics

Definitions

1. **Flu.gov** - One-stop access to U.S. Government H1N1, avian, and pandemic flu information can be easily accessed at www.flu.gov.
2. **H1N1 Symptoms** – According to the Center for Disease Control (CDC) website, the symptoms of novel H1N1 flu virus in people include fever, cough and/or sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Severe illnesses and death have occurred as a result of illness associated with this virus.
3. **Pandemic vs. Epidemic** - Epidemic usually refers to an infectious disease that affects an unusually large proportion of the population within a specific region at the same time. A pandemic occurs over a very wide geographical area and affects an exceptionally high proportion of the population.

4. **Closure of School** – School closures, if ordered by the Hendricks County Health Department, will be 7 to 10 days in length and may occur if 20% of students or staff are affected by the H1N1 flu. A school closure for flu will be treated like a closure for snow. Additional information about school closure can be found on page 12.
5. **Return to School** - Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medicines. They should stay home even longer if they are using antiviral medications to control flu-like symptoms. This general guidance is subject to change based upon the most current information from the CDC.
6. **Tiered Vaccination** – Because the availability of H1N1 vaccine may be limited during its initial release, the CDC will provide the vaccination to the individuals who are determined most at-risk by healthcare professionals. For the most up-to-date information on tiered vaccination, individuals should access www.flu.gov.
7. **CHIRP** – CHIRP stands for Children and Hoosiers Immunization Registry Program. CHIRP is a statewide computer-based system designed to help parents and pediatricians maintain comprehensive records of children’s immunizations.

Importance of Preparation

- Each year, an average of 200,000 people are hospitalized and 36,000 die in the United States from influenza infection or a secondary complication. During an influenza pandemic, levels of illness and death will likely increase dramatically worldwide.
- In the United States, as of August 1, 2009, 6,506 hospitalizations and 436 deaths associated with novel influenza A (H1N1) viruses have been reported to the CDC.
- As of August 1, 2009, the Indiana State Department of Health reported a total of 312 confirmed cases of the pandemic H1N1 influenza in the state.
- Four deaths associated with the pandemic H1N1 influenza have been reported in Indiana since April 20, 2009.
- According to the CDC as of August 21, 2009, the individuals most at-risk for complications from the H1N1 influenza are young children (including pre-school special education students), pregnant women (including pregnant BCSC students), infant caregivers, healthcare workers with direct patient care, and any person with a health condition associated with a higher risk of medical complications from influenza.

It is anticipated that during this H1N1 pandemic, large percentages of the population may be unable to work for days to weeks. As a result, large numbers of staff and students may be absent, and schools may be closed as a result.

Seasonal Flu	Pandemic Flu
Outbreaks follow predictable seasonal patterns; occurs annually, unusually in winter, in temperate climates	Occurs rarely (three times in the 20th Century – last in 1968)
Usually some immunity built up from previous exposure	No previous exposure; little or no pre-existing immunity
Healthy adults usually not at risk for serious complications; the very young, the elderly, and those with certain underlying health conditions at increased risk for serious complications	Healthy people may be at increased risk for serious complications
Health systems can usually meet public and patient needs	Health systems may be overwhelmed

Vaccine developed on known flu strains and available for annual flu season	Vaccine would not be available in the early stages of a pandemic
Adequate supplies of antivirals are usually available	Effective antivirals may be limited in supply
Average US deaths approximately 36,000 per year	Number of deaths could be quite high (In 1918, the death toll in the United States was 675,000.)
Symptoms include fever, cough, runny nose, muscle pain. Deaths often caused by complications such as pneumonia.	Symptoms may be more severe and complications more frequent
Generally causes modest impact on society	May cause major impact on society (widespread school closings, cancellation of large public gatherings, etc.)
Manageable impact on domestic and world economy	Potential for severe impact on domestic and world economy

Parties Involved & Their Responsibilities

The next few pages of this pandemic plan include position specific information about the pandemic-related responsibilities of several essential categories of Brownsburg Community School Corporation employee.



Brownsburg Community School Corporation
Pandemic Plan Responsibilities Checklist • 2009

ADMINISTRATORS

- Remain calm and controlled.
- Develop a school level plan for the coverage of staff members who are ill and unable to begin their day or who become ill during the school day. This plan should potentially provide for coverage if up to 20% of staff members are absent with the flu. Everyone must be flexible with the coverage of classes and other necessary school functions like bus duty and recess coverage.
- Follow up with nurses that all individuals in the school (students and employees) have been trained on hand washing and coughing procedures.
- Communicate with parents via central office-approved letters as the pandemic develops and potentially worsens.
- Ensure that your reception area has a procedure for mandating the need to handwash before visitors enter classrooms. (While hand sanitizer is NOT preferred, it may be used.)
- Identify with a the school nurse a location for the holding of students with flu-like students that is away from the general student population and monitored by an adult.
- Cancel **ALL** school events when school is closed for pandemic flu (athletic competitions and practices, music concerts, dramatic performances, etc.).
- Follow up with custodians to ensure that high traffic areas are sanitized as much as possible. These areas include door handles, banisters, restrooms, cafeteria tables (especially between lunches – Delay children from lunch if necessary.), water fountains, computer keyboards, handicap buttons, and desk tops.
- Follow up with the parents of students who do not return the permission form for the vaccination.
- Have a fully effective phone chain for the communication of information to staff members quickly and accurately.
- Communicate with your stakeholders and report to your supervisor any necessary or important pandemic information.
- Remind attendance officials in your building that during this flu pandemic students with an identified "Other Health Impairment" and their siblings are eligible for a special Section 504 plan that prevents them from being counted as absent.
- Coordinate with cafeteria staff to reserve a select number of tables for non-food service activities throughout the day.



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SCHOOL NURSES/HEALTH SERVICES DIRECTOR

- Monitor student illness daily and complete the Hendricks County Health Department's required "Daily Attendance Form." E-mail this PDF form to Macey Ward at 852-1012 by 3:00 PM each day.
- Verify the training all students, teachers, staff members, and administrators on the correct hand washing and coughing procedures.
- Immediately send all individuals home who develop a high fever or exhibit other flu-like symptoms. Separate these individuals from everyone else until they leave the building. Students exhibiting the symptoms of coughing or sneezing should wear surgical masks while in the building.
- Communicate with parents as appropriate.
- Identify with your school's principal a location for the holding of students with flu-like students that is away from the general student population and monitored by an adult. These supervising adults should be pre-determined by school administration.
- Answer questions (using most accurate, up-to-date information available) and serve as a resource when asked.
- Use gloves and N-95 masks as much as possible to protect your own health. Nurses, especially, are needed during a pandemic.
- Clean the clinic regularly and correctly with the BCSC-Approved Sanitizer/Viricide.
- Communicate with your stakeholders and report to your supervisor.
- Remain calm and controlled.

The health services director has the authority to determine who may and who may not report for or remain at work. Staff members may be asked to have their temperature taken; a temperature that measures over 100° will result in that staff member's dismissal from work until s/he is fever free for 24 hours without the aide of fever-reducing medication. The staff member, of course, may access accumulated sick leave to receive pay for days missed, or if those days are exhausted, then the staff member will have those days off without pay but without additional penalty.



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Pandemic Plan Responsibilities Checklist • 2009

SECRETARIES/RECEPTIONISTS

- Work with your principal to ensure that approved parent letters are sent to parents as needed.
- Create and clearly communicate a procedure for visitors to wash hands before interacting with people in the school. This procedure may include directional posters.
- Ask what illnesses a child has when a parent calls to report an absence. Keep an accurate record of those with flu-like symptoms for inclusion on the required HCHD H1N1 form.
- Spray down office areas often with the BCSC-Approved Sanitizer/Viricide after you have received training.
- Answer questions from parents calmly, referring to the talking points below:
 - a. Children and staff members with flu-like symptoms should stay home.
 - b. Parents will be informed if a confirmed case of H1N1 in the district occurs.
 - c. The decision to close school will only occur if the situation requires it. That decision can be made by the county health department or by the superintendent. A closure for flu could last up to several days.
- Report any concerns to your principal.



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CAFETERIA WORKERS

- Maintain the cleanliness of self-service areas.
- Clean and sanitize tables and other food service areas regularly using approved products.
- Stay home if you are ill.



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Pandemic Plan Responsibilities Checklist • 2009

CUSTODIANS/FACILITIES WORKERS

- Keep areas clean, using the BCSC-Approved Sanitizer/Viricide, according to the approved priorities during a flu pandemic, checking the following items and locations regularly, up to hourly as the flu becomes worse.
 - a. Door handles
 - b. Banisters
 - c. Restrooms
 - d. Cafeteria tables
 - e. Water fountains
 - f. Desk tops
 - g. Chairs (cafeteria, desk, etc.)
- While not unimportant, please remember that vacuuming and chalkboards have a much lower priority during a flu pandemic.
- Train all users of the BCSC-Approved Sanitizer/Viricide in the correct use of that product.
- Provide the correct solution of the BCSC-Approved Sanitizer/Viricide to identified co-workers.
- Monitor CDC/BCSC websites and other information sources for correct training and supplies.



Brownsburg Community School Corporation
Pandemic Plan Responsibilities Checklist • 2009

TEACHERS

- Require correct hand washing with soap and water regularly, especially at the beginning and end of each school day, after restroom visits, and before meals. Hand sanitizer (Purell) should only be permitted when hand washing cannot occur.
- Make sure to have an effective and efficient plan for dealing with increased absences.
- Assist in seeking and receiving H1N1 flu vaccine parent permission slips from each student. Also, provide upon request documentation of student and teacher training about correct hand washing and sleeve sneezing procedures.



Brownsburg Community School Corporation
Pandemic Plan Responsibilities Checklist • 2009

CENTRAL OFFICE ADMINISTRATION

- Be prepared with daily and accurate information to close school if the local situation warrants that.
- Activate clearly and specifically this pandemic plan when necessary.
- Cooperate with the Hendricks County Health Department when requested for the provision of the H1N1 vaccination.
- Expect 12-month employees to continue working when school is closed unless a full closure is ordered by county health officials.
- Develop and implement a plan to continue to provide essential services such as payroll and benefit management when schools are closed.
- Provide daily and accurate information to the Hendricks County Health Department.
- Receive building level adaptations and implementation plans based on this district-wide document for review.
- Adapt attendance policies. Perfect attendance awards and pandemics are incompatible. Incentives for attendance will be eliminated until additional discussion can occur.
- See to it that all information is updated regularly on the website and is checked frequently for accuracy and timeliness.
- Develop an aggressive communication plan to keep people informed of pandemic-related information in a timely and effective manner.



Brownsburg Community School Corporation
Pandemic Plan Responsibilities Checklist • 2009

BUS DRIVERS

- Spray down all seat areas and surfaces at the end of each route with the BCSC-Approved Sanitizer/Viricide after receiving the necessary and appropriate training.
- Inform the school immediately of any noticeably sick children and wait with the children until the school nurse arrives to assess him or her.

SCHOOL POLICE OFFICERS

- Spray cars regularly with the BCSC-Approved Sanitizer/Viricide after receiving the necessary and appropriate training.
- Monitor school buildings during ordered closings to ensure that people are not inappropriately accessing the school facilities.
- Provide social order at vaccination events.
- Coordinate with local police and other safety officials about the school response to the pandemic.

HENDRICKS COUNTY HEALTH DEPARTMENT

- Order school closures if the situation warrants.
- Provide vaccinations.
- Review daily flu census information.

Section #3 – Education & Communication

1. Flu Basics

- a. Stakeholders should be informed that in a pandemic the 1st wave is often very mild, but the 2nd wave is much more serious.
- b. Stakeholders should be informed that children with flu-like symptoms will be separated from the general school population. They will be held in a separate room under an adult's supervision until a parent arrives to take them home. During a flu pandemic, a parent or his/her designee must arrive as soon as possible to take the sick child away from the school environment. In extreme circumstances, when parents simply refuse to assist the school in this manner, a child may be picked up by Child Protective Services.

2. Hand Washing

- a. All students and staff members receive training via videotape or another approach. Nurses will verify this training.
- b. The suggested technique is 20 seconds with soap and clean flowing water. Warm water is preferred if available.
- c. The recommended times include before meals and after bathroom visits; however, additional times during the day would provide better preventative care.
- d. The health department will provide "glow germs" for improved elementary student training.
- e. Purell can only be substituted if hand washing is simply not possible.
- f. A videotaped training on hand washing, coughing, and the correct use of the BCSC-Approved Sanitizer/Viricide will be produced and made available on the local cable access television channel, on the BCSC website, and frequently in the weekly school newsletters.
- g. Posters about correct hand washing will also be made available to schools.

3. Covered Coughing/Sleeve Sneezing

- a. All students and staff members receive training via videotape or another approach. Nurses will verify this training.
- b. The suggested technique is into the sleeve at the elbow.
- c. A videotaped training on hand washing, coughing, and the correct use of the BCSC-Approved Sanitizer/Viricide will be produced and made available on the local cable access television channel, on the BCSC website, and frequently in the weekly school newsletters.
- d. Posters about correct coughing will also be made available to schools.

4. Vaccination

- a. Since parent permission forms will be provided by the county health department, these will not be available until provided by HCHD.
- b. The H1N1 vaccine will be initially administered as a tiered vaccination.
- c. The H1N1 vaccine will be administered at school by the HCHD with the assistance of BCSC personnel. The HCHD will give the shots, but BCSC will assist in the provision of signed parent permission forms, a location, student supervision, and system to order the immunization procedures.
- d. Hendricks County Health Department will receive the vaccination and determine who is eligible to receive it. It will then be entered into CHIRP. HCHD will contract with schools to get permission slips. Schools will provide necessary support services. HCHD physically comes to each school as a traveling team. The vaccine will be delivered in two doses at no cost to recipients. The vaccine is provided by the federal government. HCHD may request storage for vaccine.
- e. Vaccination can be refused for any reason; however, sick children will be sent home immediately.

5. BCSC-Approved Sanitizer/Viricide

- a. BCSC uses an EPA-approved influenza A sanitizer and viricide.
- b. This cleaning product for the management of the H1N1 virus should not be overdiluted. It is left on surfaces to air dry for not less than 12 minutes in order to be effective.
- c. Bus drivers and other members of the transportation department will require training for the correct use of the BCSC-Approved Sanitizer/Viricide for the cleaning of their buses at the end of each route.

Section #4 – Additional Issues

1. The Hendricks County Health Department (317-745-9217) can provide upon request community resources for those in financial or medical insurance coverage need.
2. During a HCHD-declared pandemic flu emergency, school perfect attendance policies are suspended; however, it is only during the period officially prescribed by the HCHD.
3. Because of the special risk to pregnant women, if a doctor's note is provided, they may access accumulated sick leave even if they are not exhibiting symptoms of the flu.
4. School closures, if ordered by the HCHD, will be 7 to 10 days in length and may occur if 20% of students or staff are affected by the H1N1 flu. A school closure for flu will be treated like a closure for snow. Days will be made up, so teachers will not be asked to provide any services during periods of closure.

Section #5 – Implementation Steps with Approximate Dates

AUGUST • LEVEL 1 – PLANNING & PREPARATION

1. Phone call to families and include message on TV, on internet, and within parent newsletters.
2. Verify stocks of the BCSC-Approved Sanitizer/Viricide and related materials to provide greater cleanliness.
3. Develop a plan for the use of Purell but emphasize hand washing.
4. Present this plan to the board on the 24th.
5. Begin communication with all stakeholders and provide necessary face-to-face training when and where applicable.
 - a. Bus drivers, receptionists, school police officers, and technology specialists receive training on the BCSC-Approved Sanitizer/Viricide
 - b. Food services will clean and maintain cafeteria and kitchens during the school day; custodial services assumes this responsibility before and after.
 - c. Provide, whenever and as frequently as possible, training on hand washing and covered coughing to all students and staff members and also to the community via the local access television station and via the internet.
6. Translate all pandemic plan materials into Spanish.
7. Continued improved partnerships and communication with HCHD.

SEPTEMBER • LEVEL 2 – ALERT & PREPAREDNESS

1. Complete communication to all stakeholders.
2. Await parent permission forms from HCHD and distribute to students as soon as possible.

OCTOBER • LEVEL 3 – STANDBY & SURVEILLANCE

1. Participate in initial vaccination process with HCHD.
2. Enact the plan as needed.
3. Adapt the plan as needed.

NOVEMBER • LEVEL 4 – ACTIVATION & CLOSURE *(if necessary)*

1. Complete the vaccination cycle.
2. Prepare for regular seasonal flu season.

DECEMBER • LEVEL 5 – RECOVERY & REOPENING

1. Prepare for grief counseling, crisis intervention teams.
2. Debrief pandemic plan's effectiveness and revise as needed.
3. Get back to normal.
4. Prepare for next wave of pandemic flu.

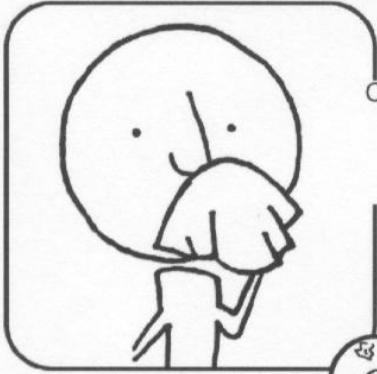
Section #6 – Attachments

The following documents are attached to this pandemic plan as resources:

1. Wash Your Hands poster
2. Cover Coughs and Sneeze poster
3. Websites
 - a. Recommended websites for credible information regarding H1N1 influenza
 - i. www.cdc.gov/h1n1flu
 - ii. www.pandemicflu.gov
 - iii. www.who.int/en/
 - b. Recommended video parents should watch with children about covering coughs
 - i. www.youtube.com/watch?v=Wju7F5ytk6M
 - c. Recommended video parents should watch with children about hand hygiene
 - i. www.youtube.com/watch?v=3boxQwSpv-8
 - ii. www.youtube.com/watch?v=YcVivmcBi8M

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



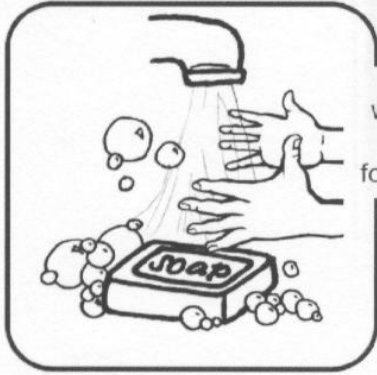
or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.



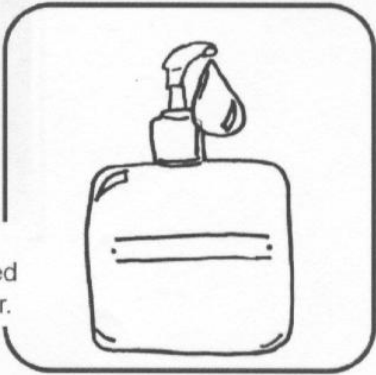
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or clean with alcohol-based hand cleaner.

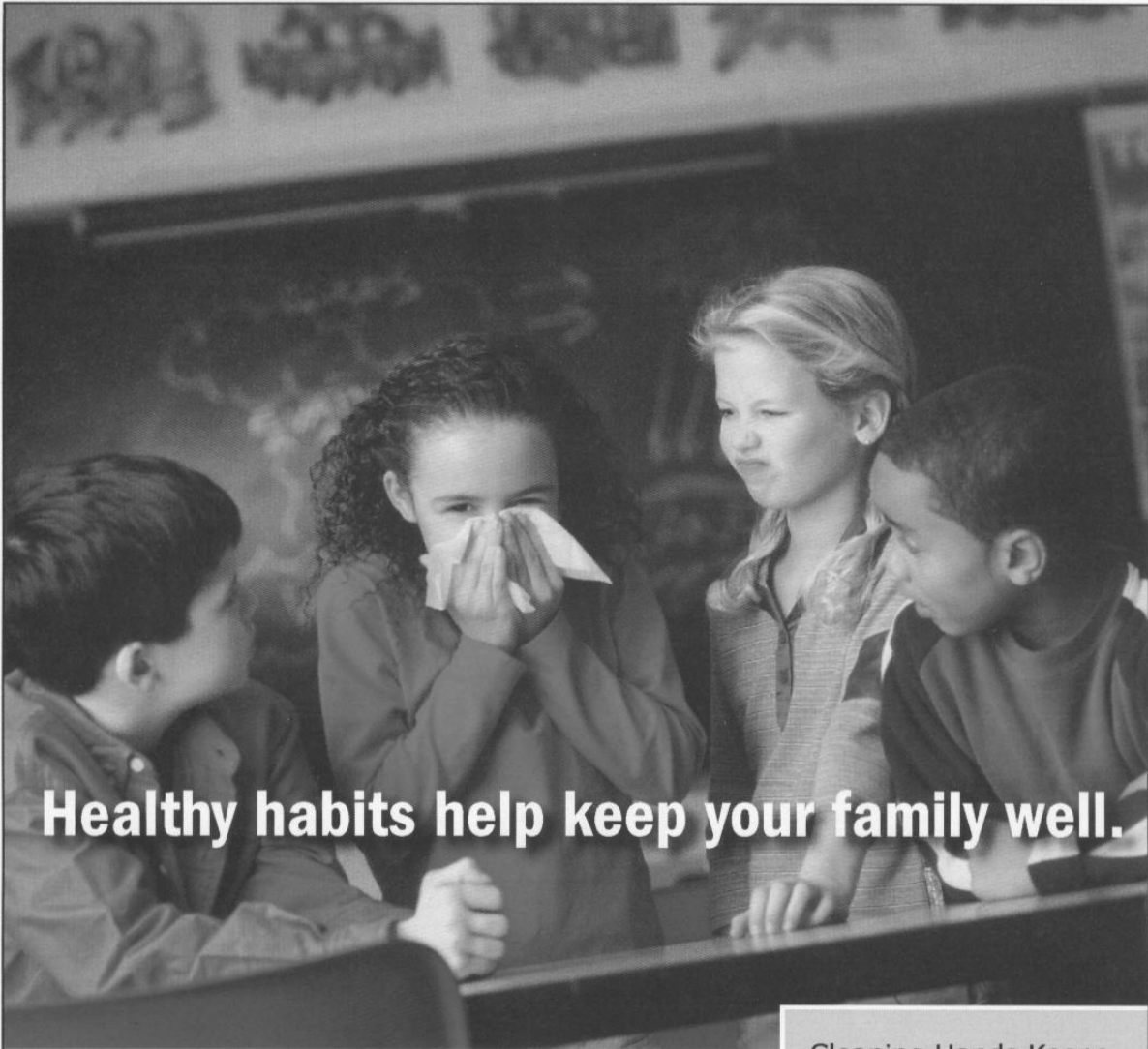


Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota Antibiotic Resistance Collaborative





Healthy habits help keep your family well.

**Take care: Cover coughs and sneezes.
Keep hands clean.**

Healthy habits can protect you and your children from getting germs or spreading germs at home, work and school. Simple actions can stop germs and prevent illnesses.

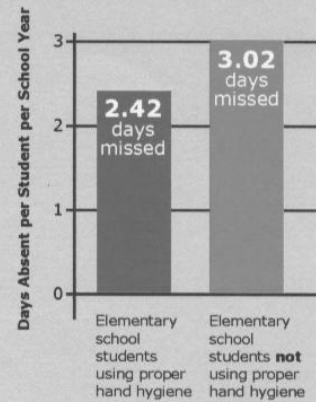
Cover your mouth and nose. Use a tissue when you cough or sneeze and drop it in the trash. If you don't have a tissue, cover your mouth and nose as best you can.

Clean your hands often. Clean your hands every time you cough or sneeze. Hand washing stops germs. Alcohol-based gels and wipes also work well.

Remind your children to practice healthy habits, too. Germs that cause colds, coughs, flu and pneumonia can spread easily.

Healthy habits help reduce illnesses and sick days. Feel good about doing the right things to stay well.

Cleaning Hands Keeps Students In School



Healthy habits stop germs. At home, work and school.

This message is from the Centers for Disease Control and Prevention and the Department of Health and Human Services. To learn more, please visit www.cdc.gov/germstopper.

