



**Official Policy  
of  
Ogden Preparatory Academy**

**8. Parents and Community**

**8.05.POL Pandemic Influenza Plan**

**Effective/Revision Date:** 02/23/2017

**Page 1 of 8**

**Purpose of School Pandemic Planning**

Ogden Preparatory Academy (the “School”) recognizes that children play a critical role in the transmission of influenza because they are infectious for a longer period of time, they secrete more viruses, and they have limited hygiene. Additionally, influenza is transmitted very efficiently in school settings because of high contact rates and close proximity. Children infected with influenza at school can then introduce the virus to their household and the community at large. Therefore, pandemic planning in the School is a critical component of effective pandemic influenza planning.

**Background**

A pandemic is an outbreak of a disease that is happening in many places around the world at the same time. A pandemic flu is a new strain of influenza virus that is making people sick in many places and for which most or all people do not have any immunity. A pandemic can spread very easily and quickly and cause many people to become seriously ill.

Of particular concern was the 2009 H1N1 influenza virus, which caused world-wide illness and was declared by the World Health Organization (WHO) to be a pandemic in June 2009. This virus has also been referred to as “swine flu” or “novel influenza”. The virus affected the young disproportionately.

Another virus that has caused concern in recent years is the H5N1 virus that caused illness in Asia, Africa and parts of Europe. This virus, which has been referred to as “bird flu”, is especially virulent, and in limited situations has spread to humans. More than half of the people who have contracted H5N1 have died. While this virus has primarily affected birds, there is concern that it could mutate into a virus that is easily spread from person-to-person and could cause many people worldwide to become very ill. Because the virus is constantly changing, scientists are not able to create a vaccine to prevent the disease until the new pandemic influenza virus becomes apparent and is isolated.

It is also believed that antiviral medications would be of limited value and limited supply in the event of a pandemic flu. Health experts believe that the effects of a potential influenza pandemic can be lessened with careful planning by everyone, including schools.

The World Health Organization has designated several phases of pandemic flu, and this response plan will correlate with these phases:

1. The *Interpandemic Period* is a time when no new influenza virus subtypes have been identified or when cases of an influenza subtype are causing infection primarily in animals. Animal influenza infection may be occurring in countries other than the U.S. but have yet to be reported domestically or in neighboring countries.
2. The *Pandemic Alert Period* occurs when a new pandemic influenza is infecting humans but no sustained human-to-human spread has occurred or there are small or larger clusters of limited human-to-human spread.
3. The *Pandemic Period* is the time when there is evidence of widespread sustained human-to-human transmission in the general population.

## Definitions

The U.S. Department of Health and Human Services has provided the following definitions for understanding the different kinds of flu illnesses (source [www.pandemicflu.gov](http://www.pandemicflu.gov)):

1. Seasonal (or common) flu: a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.
2. Avian (or bird) flu (AI): influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is virtually no human immunity and human vaccine availability is very limited.
3. Novel Influenza A H1N1 (or swine flu): an influenza virus causing illness in people. This new virus was first detected in the U.S. in April 2009, and has spread to many countries around the world.
4. Pandemic: the worldwide outbreak of a disease in humans in numbers clearly in excess of normal. Pandemic flu is a virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

## Utah Pandemic Response Levels

The Utah Department of Health (“UDOH”) has stated that its actions will be specific to pandemic influenza activity in the state of Utah and the surrounding region. Depending on how the pandemic spreads, different states and regions in the US may be at different stages in the activation of pandemic influenza control measures. UDOH has established Utah-specific response levels to describe the threat of pandemic influenza to Utah in relation to pandemic influenza activity outside of Utah and to aid in Utah-specific communications and responses.

Level A: Widespread transmission in humans outside of North America.

Level B: Detection of human case(s) in North America, without detection in Utah.

- Level C: Detection of human case(s) in Utah.
- Level D: Established epidemic(s) in Utah.
- Level E: Period after an initial wave in Utah.

UDOH will use the Utah Pandemic Response Levels to trigger specific communications and actions. The following details what actions UDOH will take and recommend that other individuals and organizations take during various stages of a pandemic.

Level A: Widespread transmission in humans outside of North America.

- UDOH and local health departments will discuss the extent of student dismissal and childcare closure to be enacted once a case is detected in Utah.

Level B: Detection of human case(s) in North America, without detection in Utah.

- Local health departments will communicate with school officials what is expected to happen once a case is detected in Utah.
- Schools will notify staff, students, and parents regarding what is expected to happen once a case is detected in Utah.
- Schools will initiate pandemic influenza infection control policies.

Level C: Detection of human case(s) in Utah.

- Local health departments will issue student dismissal and childcare closure orders within their jurisdiction.
- Schools will notify staff, students, and parents of closure orders.

Level D: Established epidemic(s) in Utah.

- Local health departments and schools will issue weekly updates on the status of the pandemic and school closures to staff, students, and parents.
- UDOH and local health departments will meet to discuss the length of student dismissal and childcare closures in Utah.

Level E: Period after an initial wave in Utah.

- Local health departments will lift student dismissal and childcare closure orders within their jurisdiction.
- Schools will notify staff, students, and parents of school reopening.

As noted above, in general, the first documented case of pandemic influenza in Utah will trigger student dismissal. The School’s responses to a pandemic situation—particularly school closure—will be correlated with UDOH’s determination of the threat level faced in Utah. The School will consult with and follow the lead of state and local health officials.

**PLANNING, COORDINATION, AND COMMUNICATION**

<b>8.05.POL Pandemic Influenza Plan</b>	
Effective/Revision Date: 02/23/2017	Page 3 of 8

The School's Safety Committee will oversee the development, implementation, and periodic review and revision of this pandemic plan.

The School recognizes that a good communication plan is essential to prevent chaos and panic in a pandemic. If staff, students, and families know how to find correct information, they may be better prepared and less likely to panic during a pandemic.

### **Communication Plan**

The Director or the Director's designee will serve as the Communication Coordinator and have primary responsibility for the execution of the various communication duties required by this plan.

The Communication Coordinator will ensure that the School maintains contact information for key public health and education stakeholders; maintains regular contact with health officials; and updates the Safety Committee regarding recommendations of health officials.

### **Education Campaign**

The Director will identify individual(s) to serve as an Education Committee/Coordinator, who will have primary responsibility for the education campaign under this plan.

1. The Education Committee/Coordinator will have primary responsibility for educating families and the school community about the necessity of preparation prior to a pandemic.
2. The Education Committee/Coordinator will advise staff, students, and families where to find up-to-date and reliable information regarding pandemic influenza.
3. The Education Committee/Coordinator will monitor messages, fact sheets, and forms provided by federal, state and local health officials. Appropriate items will be distributed to students, families, and staff. The School will coordinate messages with the local health department as necessary. Information is available at the Utah Department of Health's website: [www.pandemicflu.utah.gov](http://www.pandemicflu.utah.gov).
4. The Education Committee/Coordinator will anticipate potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan how to address them.

## **DISEASE PREVENTION AND CONTROL PRIOR TO A PANDEMIC**

### **Disease Prevention**

Prior to the outbreak of any pandemic, the School will implement the following disease prevention procedures in order to help limit the spread of all disease, including influenza, at school:

<b>8.05.POL Pandemic Influenza Plan</b>	
Effective/Revision Date: 02/23/2017	Page 4 of 8

1. The School will provide sufficient and accessible infection prevention supplies throughout the School (e.g. warm water, soap, alcohol based/waterless hand hygiene products, tissues, trash receptacles).
2. The School will encourage good hygiene practices, especially meticulous and regular hand washing and hand sanitizing.
3. Every student and staff member will be encouraged to wash hands before eating, after using the bathroom, and after coughing/sneezing.
4. Students will be discouraged from sharing food, drinks, etc.
5. Students and staff members will be encouraged to practice good cough/sneeze etiquette.
6. Administrators will work with custodial staff to ensure desks and countertops, etc. are sanitized routinely and properly.

### **Disease Control**

Additionally, the School will implement the following disease control procedures:

1. Students and staff with known or suspected influenza should not remain at school and should return only after symptoms have resolved.
2. The parents of students with flu-like symptoms will be called and asked to pick up the student, and the students will be isolated while waiting to be picked up from school.  
Flu-like symptoms include:
  - a. fever (usually high)
  - b. headache
  - c. extreme tiredness
  - d. cough
  - e. sore throat
  - f. runny or stuffy nose
  - g. muscle aches, and
  - h. nausea, vomiting, and diarrhea, (much more common among children than adults)
3. Staff members with flu-like symptoms will be asked to return home.
4. The isolation room will be out of constant traffic flow and be stocked with supplies such as masks, gowns, gloves, tissues, germicide/viricide, trash bags, hand sanitizer, etc.
5. The Administration will consult with the Board of Directors in the event they determine that changes to the student absence and employee leave policies would be advisable in order to reduce the spread of disease.

### **RESPONSE DURING PANDEMIC**

In the event UDOH raises the threat level to Level B, the School will implement the following procedures.

### **Coordination**

<b>8.05.POL Pandemic Influenza Plan</b>	
Effective/Revision Date: 02/23/2017	Page 5 of 8

Upon notification of a pandemic, the School's Safety Committee will do the following:

1. Identify the number of staff and students daily absent with pandemic flu.
2. Hold faculty/staff meetings and provide information on extent of infection at the School and possible changes that may take place at the School.
3. Conduct timely debriefings to identify lessons learned and make necessary changes to response plan.

### **Reducing Spread of Disease**

In order to reduce the spread of illness, the School will implement the following strategies:

1. Student Spacing (also known as social distancing, refers to distancing individuals and other strategies to reduce the spread of virus between people.)
  - a. The Education Committee/Coordinator should distribute information on student spacing to all staff, students and parents.
  - b. Student spacing strategies may include:
    - i. Spacing students' desks three (3) feet apart, in small pods or clusters.
    - ii. Discourage prolonged congregation in hallways, lunch rooms, etc.
    - iii. Staggered school times
    - iv. Limit group activities and interaction between classes
    - v. Cancelling gym classes, choir, or other activities that place individuals in close proximity.
2. School Cleaning
  - a. Disinfect shared work areas, counters, railings, doorknobs, and stair wells more frequently during a pandemic.
  - b. Filters of air conditioning/heating systems should be cleaned and changed frequently.
  - c. Telephones should be cleaned and should not be shared.
  - d. Specialized cleaning solutions are not essential; standard cleaning products are adequate (including soap and water).
  - e. Where possible, increase ventilation to the facility, either by opening all doors and windows or turning up heating/cooling systems at the end of the day.

### **Managing Illness in Students and Staff**

1. The Education Committee/Coordinator will ensure that information on what to do if people get sick while at school is posted throughout the School building.
2. The Education Committee/Coordinator will educate staff and students regarding symptoms of illness, when they should stay home, and when they may return. An example of an informational statement may include:

“Stay home when you are sick and check with a health care provider when needed. When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health

care provider as needed. Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and
- nausea, vomiting, and diarrhea, (much more common among children than adults).”

3. The Education Committee/Coordinator will inform the school community that if a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza at the School, they should make sure the ill person is isolated until he or she is able to leave the School.

## **CONTINUITY OF STUDENT LEARNING AND CORE OPERATIONS**

The School recognizes that the ability to continue with student learning and essential school functions is critical during and after a pandemic.

### **Student Learning**

Alternative Instruction –

In the event of school closure, the School will implement web-based distance instruction, telephone trees, mailed lessons/assignments, instruction via other means of communication in order to provide continuity of instruction to the maximum extent possible:

Lesson Plans/Substitute Teachers –

The School will encourage all teachers to create extensive lesson plans that will be ready for substitute teachers. The School will work to identify a number of substitute teachers that will be available in the event a high number of faculty members are out sick.

### **Core Operations**

Continuity of Essential Functions –

In the event the School faces a reduced workforce because employees are out sick, the School will consider alternatives in order to ensure that the functions essential to the School’s operations continue to be provided.

School Closure –

If the School is closed, the administration and the Board of Directors will consult to determine the implications of the closure, including how missed days of school will be made up.

### **Recommended Supplies**

The following are suggested medical supplies to stockpile for an emergency:

- Alcohol wipes
- Band-Aids
- Gauze
- Gloves
- Biohazard bags/ containers
- Plastic trash bags
- Waste containers
- Hand sanitizers/soap/paper towels
- Lysol spray
- B/P cuffs/ stethoscopes
- PPE (personal protective equipment)
- Tongue depressors
- Pen lights
- Sharps containers
- Bleach solution
- Boxes of tissues
- Bleach sanitizing wipes
- Masks - N95 or surgical (for staff members)
- Medicine for fever

### **Additional Resources**

<http://www.flu.gov/plan/school/toolkit>  
<http://www.flu.gov/plan/school/index>  
<http://health.utah.gov/epi/h1n1flu/index.html>

### Document History

Approved: Unknown

Revised: 02/23/2017 *Minor wording and grammar changes.*

### Legal References

<b>8.05.POL Pandemic Influenza Plan</b>	
Effective/Revision Date: 02/23/2017	Page 8 of 8