



**Official Policy
of
Ogden Preparatory Academy**

8. Parents and Community

8.05.POL Pandemic Plan

Effective/Revision Date: 04/16/2020

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Purpose of School Pandemic Planning

Ogden Preparatory Academy (the “School”) recognizes that children play a critical role in the transmission of a virus. Additionally, a virus is transmitted very efficiently in school settings because of high contact rates and close proximity. Children infected with a virus 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 community pandemic 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 is a new strain of 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 may 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 . Health experts believe that the effects of a potential pandemic can be lessened with careful planning by everyone, including schools.

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

1. The *Interpandemic Period* is a time when no new virus subtypes have been identified or when cases of an influenza subtype are causing infection primarily in animals. Animal 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 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):

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. A pandemic virus is a virulent human virus 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 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 control measures. UDOH has established Utah-specific response levels to describe the threat of pandemic to Utah in relation to pandemic 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.

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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 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 a pandemic virus 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

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

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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 Principal(s) will have primary responsibility for the execution of the various communication duties required by this plan.

The Business Administrator will ensure that the School maintains contact information for key public health and education stakeholders; maintains regular contact with health officials; and updates the Administration and Board regarding recommendations of health officials.

Education Campaign

The OPA Administration will have primary responsibility for the education campaign under this plan.

1. The Administration will have primary responsibility for educating families and the school community about the necessity of preparation prior to a pandemic.
2. The Principal(s) will advise staff, students, and families where to find up-to-date and reliable information regarding pandemic influenza.
3. The Administration 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.
4. The Administration 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:

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 illness should not remain at school and should return only after symptoms have resolved.
2. The parents of students with illness-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. illness-like symptoms may 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)
 - i. Other symptoms as identified during the current pandemic.
3. Staff members showing any illness-like symptoms will be asked to return home.
4. The isolation area will be out of constant traffic flow.
5. The School will maintain an adequate stock of supplies such as masks, gowns, gloves, tissues, germicide/viricide, trash bags, hand sanitizer, etc.
6. 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

Upon notification of a pandemic, the Administration will do the following:

1. Identify the number of staff and students daily absent with pandemic illness.

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2. Provide staff with information on the 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 the 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 Principal(s) 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.

Managing Illness in Students and Staff

1. The Administration will ensure that information on what to do if people get sick while at school is posted throughout the School building.
2. The Administration 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 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 may 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 Administration will inform the school community that if a person becomes ill, or if someone observes that another person is exhibiting symptoms 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. Administration will monitor teacher and student activities and make adjustments as necessary to continue student learning and core operations.

REDUCED WORKFORCE, NON-CLOSURE

Lesson Plans/Substitute Teachers

The School Administration will encourage all teachers to create extensive lesson plans that will be ready for substitute teachers. The School Administration and Secretaries 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.

Continuity of Essential Functions

The School Administration will consider alternatives in order to ensure that the functions essential to the School’s operations continue to be provided.

Sick leave

Administration will work with the Board to make adjustments to sick leave policy if necessary.

SCHOOL CLOSURE, OR SOFT CLOSURE

Student Learning

The School will implement web-based distance instruction, telephone and digital communication, mailed/picked up lessons/assignments, instruction via other means of communication in order to provide continuity of instruction to the maximum extent

possible. Information and device pick up will be scheduled to allow for social distancing as much as possible.

Special Services

Special services staff will continue to provide services to individual students via digital means whenever available. Depending on the directives from the UDOH, individual or small groups of students may have services provided on site.

Educational Equity

Administration and Staff will work to ensure that all students have access to learning.

Student Data Privacy

All student data privacy policies and rules will apply to elearning during school closure.

Meal Service

Whenever possible, meal service will continue. In the event of a soft closure, meal service will continue via a drive through option. Hours of pick up will be limited to limit exposure of kitchen staff.

Make up days

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 if required.

Attendance

Teachers will use alternate methods to take student attendance during remote learning. Attendance shall be communicated by teachers through the School Student Information System.

Staffing

To the extent practicable, all employees should work on project activities as intended by the funding category from which they are paid. Due to a shift in learning activities, employees may be asked to work remotely, and/or with varying projects. Employees shall return to their regular duties as soon as possible. Opportunities for work shall be provided to all employees, consideration shall be made for abilities and social distancing. Administration will work with department heads and staff to determine supported, meaningful, and appropriate activities for all employees. Employee activities shall be documented.

Payroll

All employees will continue to be paid according to their pre-established agreements except in refusal to work instances. Employees who choose not to accept opportunities shall forfeit wages. Administration shall make adjustments to work assignments and

payroll as needed and as advised by the State and Federal authorities. Any adjustments shall be made equally regardless of funding category.

Recommended Supplies

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

- Alcohol wipes
- Band-Aids
- Gloves
- Biohazard bags/ containers
- Plastic trash bags
- Waste containers
- Hand sanitizers/soap/paper towels
- Disinfectant spray
- PPE (personal protective equipment)
- Boxes of tissues
- Bleach sanitizing wipes
- Masks - N95 or surgical (for staff members)

Additional Resources

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

Document History

Approved: Unknown

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

04/16/2020 *Added staffing, learning, and attendance instructions.
Removed the requirement to appoint a staff member to run the process.
Broadened the scope beyond the Influenza.*

Legal References

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