



Clarke County Schools

Pandemic Preparedness Response Plan

I. Background

This emergency preparedness planning document addresses how the State of Alabama Department of Education (ALSDE) and the Clarke County Board of Education (CCBOE) responds to pandemic influenza through its School System and Individual School Safety Plan. This document will be periodically reviewed and updated by the CCBOE Health Services Director, directed by the ALSDE Pandemic Preparedness Executive Planning Committee and the State School Nurse Consultant, to ensure that information contained within the document is consistent with current knowledge and changing infrastructure.

While this content was developed to prepare for, or respond to an influenza (flu) pandemic, the newly emerged Coronavirus disease 2019 (COVID-19) is a respiratory disease that seems to be spreading much like flu. Guidance and tools developed for pandemic influenza planning and preparedness can also serve as appropriate resources in the event the current COVID -19 outbreak triggers a pandemic (ADPH Pandemic Influenza Website)

II. Purpose

The CCBOE has developed the Pandemic Preparedness Plan (PPP) to appropriately prepare and respond to a pandemic outbreak.

III. Assumptions

Pandemic preparedness planning is based on the following general assumptions:

- Susceptibility to the pandemic influenza subtype will be universal.
- The clinical disease attack rate will be 30% in the overall population. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- Of those who become ill with influenza, 50% will seek outpatient medical care.
- The number of hospitalizations and deaths will depend on the virulence of the pandemic virus. Estimates differ about 10-fold between more and less severe scenarios. Because the virulence of the influenza virus that causes the next

pandemic cannot be predicted; two scenarios are presented based on extrapolation of past pandemic experience.

- Risk groups for severe and fatal infections cannot be predicted with certainty. During the annual fall and winter influenza season, infants and the elderly, persons with chronic illnesses and pregnant women are usually at higher risk of complications from influenza infections. In contrast, the 1918 pandemic, most deaths occurred among young, previously healthy adults.
- The typical incubation period (the time between acquiring the infection until becoming ill), for influenza averages 2 days. We assume this would be the same for a novel strain that is transmitted between people by respiratory secretions.
- Persons who become ill may shed virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk for transmission will be greatest during the first 2 days of illness. Children will shed the greatest amount of virus and therefore are likely to pose the greatest risk for transmission.
- On average about 2 secondary infections will occur as a result of transmission from someone who is ill. Some estimates from past pandemics have been higher, with up to someone who is ill. Some estimates from past pandemics have been higher, with up to about 3 secondary infections per primary case.
- In an affected community, a pandemic outbreak will last about 6-8 weeks. At least two pandemic disease waves are likely. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to seasonal influenza.
- The seasonality of a pandemic cannot be predicted with certainty. The largest waves in the U.S. during 20th century pandemics occurred in the fall and winter. Experience from the 1957 pandemic may be instructive in that the first U.S. cases occurred in June, but no community outbreaks occurred until August and the first wave of illness peaked in October.

-Pandemic preparedness planning is based on the following ALSDE assumptions:

- In the event of a pandemic the ALSDE will have minimal resources available for LEA assistance, therefore, LEAs will be responsible for school specific pandemic preparedness and response plans, including the modification of this document to be LEA specific.
- Local communities may have emergency preparedness plans and/or pandemic preparedness plans in place. The local community leaders and LEAs will

communicate existing plans for effective implementation to minimize the pandemic effect. Clarke County Schools partners with the Clarke County Emergency Management Agency. The health services director as well as the school safety officer, are members of the EMA infectious disease task force.

- An effective response to pandemic influenza will require coordinated efforts of a wide variety of organizations, including public, private, health and non-health related.
- The federal government has limited resources allocated for State and local plan implementation, therefore, the ALSDE will provide supplementary resources in the event of a pandemic, which may include the redirection of personnel and monetary resources from other programs.
- The federal government has assumed the responsibility for developing materials and guidelines, to include basic communication materials for the general public on influenza, influenza vaccine, antiviral agents and other relevant topics., information and guidelines for health care providers and training modules. Until these materials are developed, the ALSDE in conjunction with the Alabama Department of Public Health provides such materials for the LEAs.
- A novel influenza virus strain will likely emerge in a country other than the United States, but could emerge in the United States and possibly Alabama.
- According to the federal government, it is highly likely that a moderate to severe shortage and possibly no vaccine will exist early in the course of the pandemic.
- The supply of antiviral medications for prevention and treatment of influenza will be limited.
- Infection control measures such as, isolating the sick, screening travelers and reducing the number of public gatherings may help to slow the spread of influenza early in the pandemic period.
- Federal and State declarations of emergency will change legal and regulatory aspects of providing educational services during a pandemic.
- A pandemic will pose significant threats to the educational process due to widespread absenteeism.

IV. Pandemic Influenza Phases

The World Health Organization (WHO) and the CDC have defined phases of pandemic influenza in order to assist with planning and response activities in states. Identification and declaration of stages outlined in Table 1 will be done at the national level

Table 1. WHO Pandemic Phases

<p><i>Interpandemic period</i></p> <p>Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p>
<p>Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>
<p><i>Pandemic alert period</i></p> <p>Phase 3. Human infection(s) with a new subtype, but no human-to-human spread or at most rare instances of spread to a close contact.</p>
<p>Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans .</p>
<p>Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk)</p>
<p><i>Post Pandemic period</i></p> <p>Return to phase interpandemic period</p>

¹ The distinction between phase 1 and phase 2 is based on the risk of human infection or disease resulting from circulating strains in animals. The distinction would be based on various factors and their relative importance according to current scientific knowledge. Factors may include: pathogenicity in animals and humans; occurrence in domesticated animals and livestock or only in wildlife; whether the factors may include; pathogenicity in animals and humans; occurrence in domesticated animals and livestock or only in wildlife; whether the virus is enzootic or epizootic, geographically localized or widespread; other information from the viral genome; and /or other scientific information.

² The distinction between phase 3, phase 4 and phase 5 is based on an assessment of the risk of a pandemic. Various factors and their relative importance according to current scientific knowledge may be considered. Factors may include; rate of transmission; geographical location and spread; severity of illness; presence of genes from human strains (if derived from an animal strain); other information from the viral genome; and/or other scientific information.

Reference: WHO/CDS/CSR/GIP/200.5; WHO global influenza preparedness plan. World Health Organization, Department of Communicable Disease Surveillance and Response. Global Influenza Programme. 2005.

Table 2. LEA Pandemic Influenza Alert Matrix (Epidemic Respiratory Infection)

What type of transmission if confirmed?	Where are the cases?	Are the cases in Alabama/at LEA?	Alert Level
None or sporadic cases	Anywhere in the world, outside the United States, and bordering countries (Canada, or Mexico)	No	Preparation/Ready (Novel Virus Alert)
Person to Person transmission	Anywhere outside the United States, and bordering countries	No	Level 1 Green (Pandemic Alert)
Person to person transmission	In the United States, Canada and Mexico	No	Level II-Yellow (Pandemic Imminent)
Person to person transmission	In Alabama or bordering states	Yes	Level III-Orange (Pandemic)
Person to person transmission	In Alabama/ at LEA	Yes	Level IV – Red (Pandemic)

V. Authority/ Legal Preparedness

The ALSDE has designated the U.S. Department of Health & Human Services (HHS) to oversee the influenza pandemic planning process in cooperation with local health agencies and partners. During a pandemic, HHS will have primary responsibility for:

- Making recommendations to local health departments, health care providers and facilities, and the general public to aid in minimizing the spread of influenza.
- Maintaining surveillance systems to monitor the spread of disease.
- Keeping the public informed.

While no provision of law addresses pandemic influenza specifically, some statutory provisions authorize relevant actions. The ALSDE and LEAs should be knowledgeable of the following legal issues to effectively plan and respond to influenza pandemic:

- Alabama laws and procedures on quarantine, isolation, closing premises, and suspending public meetings to minimize the spread of the virus.

- Statutes for mandatory vaccination during an infectious disease emergency.
- Medical volunteer licensure, liability, and compensations for ALSDE and LEA health care providers.
- Workers' compensation laws as they apply to health care providers and other essential personnel who have taken antivirals for prophylaxis.

VI. Response Activities by Level of Alertness

A. Level Ready & Green (LEA alert matrix) /Interpandemic Period (WHO)

1. Access Control
2. Surveillance, Screenings and Triage
3. Infection Control/ Precautions
4. Communication/ Education
5. Additional Preparedness Activities

B. Level Yellow & Orange (LEA alert matrix) /Pandemic Alert Period (WHO)

1. Access Control
2. Surveillance, Screenings and Triage
3. Infection Control/ Precautions
4. Communication/ Education
5. Additional Preparedness Activities

C. Level Red (LEA alert matrix) /Pandemic Period (WHO)

1. Access Control
2. Surveillance, Screenings and Triage
3. Infection Control/ Precautions
4. Communication/ Education
5. Additional Preparedness Activities

CLARKE COUNTY SCHOOLS PANDEMIC PREPAREDNESS MATRIX

Pandemic Phase	Preparedness/Readiness (Novel Virus Alert)	Level I-Green (Pandemic Alert) In addition to Preparedness/Readiness	Level II Yellow (Pandemic Imminent) (In addition to Level I)	Level III-Orange (Pandemic) (In addition to Level II)	Level IV-Red (Pandemic) (In addition to Level III)
<p><u>SUPERINTENDENT OF EDUCATION</u></p> <p>In the absence of the Superintendent, the Assistant Superintendent will assume all duties.</p>	<p>1. Maintain quarterly contact with the Health Services Director for updates on the pandemic.</p> <p>2. Direct Maintenance, Principals and department heads to monitor periodic cleaning of work areas.</p> <p>3. Direct the Health Services Director to report all suspected and confirmed cases of the pandemic to the Superintendent, County Health department and appropriate medical personnel.</p>	<p>1. Maintain monthly contact with the Health Services Director for updates on the pandemic through regularly scheduled staff meetings.</p> <p>2. Authorize distribution of informational posters that promote respiratory hygiene cough/sneeze etiquette within work areas.</p> <p>3. Offer and encourage staff to receive annual on-site influenza vaccine.</p> <p>4. Direct Health Services Director to provide staff training on pandemic awareness, proper hand hygiene, cough/sneeze etiquette and use of PPE</p>	<p>1. Maintain weekly contact with the LEA Health Services Director for updates on the pandemic.</p> <p>2. Authorize Distribution of PPE to appropriate personnel.</p> <p>3. Implement a work area periodic cleaning plan.</p> <p>4. Implement the ALSDE Health Services plan for suspected and confirmed cases of pandemic infections.</p> <p>5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent.</p>	<p>1. Maintain daily contact with the Health Services Director for updates on the pandemic.</p> <p>2. Direct system administrators to limit or discontinue travel within the school district.</p> <p>3. Authorize distribution of surgical masks to appropriate personnel. As directed by CDC.</p> <p>4. Direct Health Services Director to notify ALSDE, county health department and appropriate medical personnel of detected cases of the pandemic.</p>	<p>1. Maintain daily or more frequent contact, via web, dedicated phone line and/or email, with the Health Services Director for updates on the pandemic.</p> <p>2. The Health Services Director, with guidance from the County Health Department, will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines.</p> <p>3. Decisions re: School Closures will be made in Conjunction with ALSDE State Superintendent and ADPH. At their direction, the Superintendent will Direct system administrators to suspend all work from work areas.</p> <p>4. Superintendent will transition to working remotely.</p> <p>5. Work with the Board Attorney on granting administrative leave on a case by case basis.</p>

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<p>TECHNOLOGY DIRECTOR</p> <p>In the absence of the Director, the Network Manager will assume all duties.</p>	<ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Coordinator for updates on the pandemic. 2. Personal protective equipment (PPE), gloves, wipes, hand sanitizer. Will be distributed as needed under the direction of the health services department. 3. Monitor the periodic cleaning of work areas. 4. Develop a plan to support digital communications by the Health Services Coordinator of suspected and confirmed cases of the pandemic to the Superintendent, County Health Department, and appropriate medical personnel. 5. Identify key personnel as defined by the superintendent and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 6. Ensure cross training within the department on how to setup/maintain remote access process for Level III. 	<ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Coordinator for updates on the pandemic through regularly scheduled staff meetings. 2. Post informational posters that promote respiratory hygiene cough/sneeze etiquette within work area. 3. Offer and encourage staff to receive annual on-site influenza vaccine. 4. Staff training pandemic awareness. 5. Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE. 6. Train key personnel each summer on the remote computer access process in the event of a Level III Pandemic. 7. Train additional personnel on how to access and update the emergency hotline. 	<ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Coordinator for updates on the pandemic. 2. Distribute PPE to personnel. 3. Implement work area periodic cleaning plan. 4. Implement the plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 6. Support and facilitate the communication of PSAs on public website as directed by the superintendent. 	<ol style="list-style-type: none"> 1. Maintain daily contact with the Health Services Coordinator for updates on the pandemic. 2. When directed by the Superintendent, limit or discontinue travel within the school district. 3. Notify Superintendent, Health Services Coordinator of detected cases of the pandemic within my department. 	<ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the LEA Nurse/Health Officer for updates on the pandemic. 2. The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the LEA Superintendent, suspend all work from work areas (Central Office, etc.).

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<p>COORDINATOR OF CURRICULUM & INSTRUCTION</p> <p>*Both Superintendents currently serve in this role. Should one of them be absent, the other will fulfill all duties. If both are absent, The Human Resources Director will assume these duties.</p>	<p>1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. Place pandemic updates on regularly scheduled staff meeting agendas, as needed.</p> <p>2. Coordinate with Maintenance Director re: additional antibacterial agents/wipes needed for teachers. Maintenance Director will provide needed information re: cleaning.</p> <p>3. School administrators will report suspected and confirmed cases to the Health Services Director who will in turn report these to the Superintendent and to the Clarke County Health Department.</p> <p>4. Essential staff are identified and will include the local school administrator, school bookkeeper and custodial staff. LEA curriculum framework in place on the website can serve as a pacing guide. Teachers will be encouraged to place course assignments on Google classroom, Facebook, individual webpages and school website.</p>	<p>1. Maintain monthly contact with the Health Services Director for updates on the Pandemic through regularly scheduled staff meetings.</p> <p>2. Post informational posters (provided by the Health Services Department) that promote respiratory hygiene cough/sneeze etiquette within the work area.</p> <p>3. Publicize dates of flu Vaccine availability to all staff members.</p> <p>4. Health Services staff will train employees on pandemic awareness.</p> <p>5. Staff will be trained on methods of curriculum delivery during a pandemic at the curriculum project update .</p>	<p>1. Maintain weekly contact with the Health Services Director for updates on the pandemic by weekly staff meetings or email.</p> <p>2. Distribute antibacterial wipes and/or fitted masks as appropriate.</p> <p>3. Custodial staff will implement periodic cleaning plan for schools.</p> <p>4. Coordinate with the Maintenance Director to begin distribution of antibacterial wipes to schools.</p> <p>5. School Custodial staff will implement periodic cleaning plan for school.</p> <p>6. Students seen in the school nurse's office will be monitored for confirmation of suspected cases. Parents will be notified of procedure for reporting suspected or confirmed cases that are diagnosed outside of school.</p> <p>7. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and/ or discontinued by the superintendent.</p>	<p>1. Maintain daily contact via Email/phone, with the Health Services Director for updates on the pandemic.</p> <p>2. Notify Health services Director of detected cases of the pandemic influenza.</p> <p>3. Monitor activities of substitutes to reduce chance of exposure to students and staff.</p>	<p>1. Maintain daily or more frequent contact, via web, dedicated phone line and/or email with the Health Services Director.</p> <p>2. The Health Services Director, with guidance from the County Health Department, will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines.</p> <p>3. When confirmed cases are in the county or in LEA schools, eliminate itinerant teacher travel, close CTC to reduce chance of exposure to all communities.</p> <p>4. When directed by the superintendent, schools in communities where disease is confirmed will be closed. Programs in which students from affected school communities participate will also be closed. (CTC, gifted education programs).</p> <p>5. Transition to providing instruction remotely.</p> <p>6. Days missed due to closing of schools may be made up. (We will follow the direction of ALSDE if the governor declares a state of Emergency) Instruction will pick up where left off upon closing of schools.</p>

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BOARD MEMBERS (CLARKE COUNTY BOARD OF EDUCATION)	<ol style="list-style-type: none"> 1. Maintain quarterly contact with the Superintendent and Health Services Director for updates on the Pandemic. 2. Collaborate with the Technology Director to develop a plan to Hold Board meetings using online options. 3. Collaborate with the Superintendent to identify Essential Staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 	<ol style="list-style-type: none"> 1. Maintain monthly contact with the Superintendent and Health Services Director for updates on the pandemic. 2. Help promote annual onsite influenza vaccine clinics. 3. Support staff training of pandemic Awareness. 4. Support staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE if required. 	<ol style="list-style-type: none"> 1. Maintain weekly contact with the Superintendent and Health Services Director for updates on the pandemic. 2. Support work area periodic cleaning plan. 3. Support the plan for suspected and confirmed cases of pandemic infections. 4. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<ol style="list-style-type: none"> 1. Maintain daily contact with the Superintendent and the Health Services Director for updates on the pandemic. 2. Collaborate with the Superintendent re: limiting or discontinuing travel within the school district. 3. Collaborate with the Superintendent for notification when confirmed cases are present in the school system. 	<ol style="list-style-type: none"> 1. Maintain daily or more frequent contact via web, dedicated phone like and/or email with the Superintendent or Health Services Director for updates on the pandemic. 2. The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. Collaborate with the Superintendent, to suspend all work from work areas and school closures

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<p><u>SAFETY DIRECTOR</u></p> <p>*In the event of the absence of the Safety Director, the SRO will assume all duties.</p>	<ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the Pandemic. 2. Coordinate with School resource officers re: PPE if needed. 3. Develop a plan for periodic cleaning of SRO office areas. 4. Develop a contingency plan in conjunction with the Sheriff's department for prolonged shortages/Absences of SRO's and shortages of other resources. 5. Develop a plan to monitor building access. 6. Develop a plan to monitor visitor and vendor access to buildings. 7. Develop a plan to report suspected or confirmed cases of SROs to Superintendent and Health Services Director. 8. Staff training-Universal Precautions, hand Hygiene and cough/sneeze etiquette. 9. Develop a plan to notify area Superintendents of School Closures. 	<ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the Pandemic. 2. Encourage Staff to receive annual influenza vaccine. 3. Staff training on pandemic awareness. 4. Staff training on proper hand washing/Universal Precautions. 	<ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Director for updates on the Pandemic. 2. Collaborate with the Sheriff's department to distribute PPE to SRO's if indicated. 3. Implement work area cleaning plan for SROs. 4. Implement plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<ol style="list-style-type: none"> 1. Maintain daily contact with the Health Services Director for updates on the pandemic. 2. When directed by the Superintendent, limit or discontinue access to vendors and visitors. 3. Distribution of surgical masks to appropriate personnel. As directed by CDC. 4. Notify Superintendent and Health Services Director of suspected or Confirmed cases of pandemic infections. 	<ol style="list-style-type: none"> 1. Maintain daily or more frequent contact via web, dedicated phone line, radio's and/or email with Health Services Director for updates on pandemic. 2. The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the Superintendent, suspend all access to the identified facilities.

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<p>CSFO</p> <p>*In the absence of the CSFO, the accountants will assume all designated responsibilities.</p>	<p>Administration/Personnel</p> <ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. 2. Develop a plan to distribute personal protective equipment (PPE). If indicated. 3. Develop a plan to monitor periodic cleaning of work areas. 4. Develop a plan to report suspected and confirmed cases of the pandemic to the Superintendent and Health Services Director. 5. Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 6. Collaborate with technology director to work remotely. 	<p>Administration/Personnel</p> <ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the pandemic. 2. Post informational posters that promote respiratory hygiene cough/sneeze etiquette within the work area. Offer and encourage staff to receive annual onsite influenza vaccine. 3. Staff training pandemic awareness. 4. Staff training on proper hand hygiene and cough/sneeze etiquette (Universal Precautions) And use of PPE if indicated. 	<p>Admin./Personnel</p> <ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Director for updates on the pandemic. 2. Distribute PPE to personnel. If indicated. 3. Implement a work area periodic cleaning plan. 4. Implement the plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<p>Admin./Personnel</p> <ol style="list-style-type: none"> 1. Maintain daily contact with the Health Services Director for updates on the pandemic. 2. When directed by the LEA Superintendent, limit or discontinue travel. 3. Distribution of surgical masks to appropriate personnel. As directed by CDC. 4. Notify Superintendent and Health Services Director of suspected or confirmed cases of the pandemic infection. 	<p>Admin/Personnel</p> <ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the Health Services Director for updates on the pandemic. 2. The Health Services Director, with guidance from the County Health Department, will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the Superintendent, suspend all work from work areas and prepare to work remotely.

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<p>CSFO</p> <p>*In the event of the absence of the CSFO the accountants will assume all responsibilities.</p>	<p>Financial Services</p> <ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. 2. Develop a plan to distribute personal protective equipment (PPE) If indicated. 3. Develop a plan to monitor periodic cleaning of work areas. 4. Develop a plan to report suspected and confirmed cases of the pandemic in your department, to the Superintendent, Health Services Director and appropriate medical personnel. 5. Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 6. Collaborate with the Technology Director for staff to work remotely to include billing and payroll capabilities. 	<p>Financial Services</p> <ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the pandemic. 2. Post informational posters that promote respiratory hygiene cough/sneeze etiquette within the work area. 3. Offer and encourage staff to receive an annual onsite influenza vaccine. 4. Staff training pandemic awareness. Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE if indicated. 	<p>Financial Services</p> <ol style="list-style-type: none"> 1. Maintain weekly contact with the LEA Nurse/Health Officer for updates on the pandemic. 2. Distribute PPE to personnel. 3. Implement a work area periodic cleaning plan. 4. Implement the plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<p>Financial Services</p> <ol style="list-style-type: none"> 1. Maintain daily contact with the LEA Nurse/Health Officer for updates on the pandemic. 2. When directed by the Superintendent, limit or discontinue travel within the school district. 3. Distribution of surgical masks to appropriate personnel. As directed by CDC. 4. Notify Superintendent, Health Services Director of suspected or confirmed cases. 	<p>Financial Services</p> <ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the Health Services Director for updates on the pandemic. 2..The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the Superintendent, suspend all work from work areas and transition your department to working remotely

CLARKE COUNTY SCHOOLS PANDEMIC PREPAREDNESS MATRIX

Pandemic Phase	Preparedness/Readiness (Novel Virus Alert)	Level I-Green (Pandemic Alert) In addition to Preparedness/Readiness	Level II Yellow (Pandemic Imminent) (In addition to Level I)	Level III-Orange (Pandemic) (In addition to Level II)	Level IV-Red (Pandemic) (In addition to Level III)
<p>TRANSPORTATION DIRECTOR</p> <p>*In the absence of the Transportation Director the shop foreman will assume all duties.</p>	<p>Student Transportation</p> <ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. 2. Develop a plan to distribute personal protective equipment (PPE). If indicated. 3. Develop a plan to monitor periodic cleaning of work areas (buses and bus shop). 4. Develop a plan to report suspected and confirmed cases of the pandemic to the Superintendent and Health Services Director. 5. Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 	<p>Student Transportation</p> <ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the pandemic. 2. Post informational posters that promote respiratory hygiene cough/sneeze etiquette within the work area. 3. Offer and encourage staff to receive annual onsite influenza vaccine. 4. Staff training pandemic awareness. 5. Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE if indicated. 	<p>Student Transportation</p> <ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Director for updates on the pandemic. 2. Distribute PPE to personnel. If indicated. 3. Implement a work area periodic cleaning plan. 4. Implement the plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<p>Student Transportation</p> <ol style="list-style-type: none"> 1. Maintain daily contact with the/Health Services Director for updates on the pandemic. 2. When directed by the Superintendent, continue review limit or discontinue travel. 3. Distribution of surgical masks to appropriate personnel. As directed by CDC. 4. Notify Superintendent, and Health Services Director of suspected or confirmed cases of pandemic infections within your department. 	<p>Student Transportation</p> <ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with Health Services Director for updates on the pandemic. 2. The Health Services Director, with guidance from the County Health Department, will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the Superintendent, suspend all transportation and work at the bus shop.

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<p>MAINTENANCE DEPARTMENT</p> <p>*In the event of the absence of the Maintenance Director, the assistant Maintenance supervisor will assume all duties.</p>	<p>School Facilities</p> <ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. 2. Develop a plan to distribute personal protective equipment (PPE). If indicated. 3. Develop a plan to monitor periodic cleaning of physical spaces. 4. Develop a plan to report suspected and confirmed cases of the pandemic to the Superintendent and Health Services Director. 5. Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. 	<p>School Facilities</p> <ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the pandemic. 2. Post informational posters that promote respiratory hygiene cough/sneeze etiquette within the work area. 3. Offer and encourage staff to receive annual onsite influenza vaccine. 4. Staff training pandemic awareness. 5. Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE if indicated. 	<p>School Facilities</p> <ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Director for updates on the pandemic. 2. Distribute PPE to personnel. If indicated 3. Implement a work area periodic cleaning plan. 4. Implement the plan for suspected and confirmed cases of pandemic infections. 5. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent. 	<p>School Facilities</p> <ol style="list-style-type: none"> 1. Maintain daily contact with the Health Services Director for updates on the pandemic. 2. When directed by the LEA Superintendent, limit or discontinue travel within the school district. 3. Distribution of surgical masks to appropriate personnel. As directed by CDC. 4. Notify Superintendent, County Health Services Director of suspected or confirmed cases. 	<p>School Facilities</p> <ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the Health Services Director for updates on the pandemic. 2. The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the Superintendent, suspend all work in the Maintenance Department.

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<p>CNP DIRECTOR</p> <p>In the absence of the CNP Director, the CNP bookkeeper will assume all duties.</p>	<ol style="list-style-type: none"> 1. Maintain quarterly contact with the Health Services Director for updates on the pandemic. 2. Monitor the daily cleaning of work areas. 3. Inventory amount of cleaning materials and hand sanitizer etc. Order additional needed items. 4. Report known cases of employees to School Nurse. 5. Cross train employees to assume duties of those who are absent. 6. Develop plan for designated employees to monitor kitchen equipment and report to CNP Director 	<ol style="list-style-type: none"> 1. Maintain monthly contact with the Health Services Director for updates on the pandemic. 2. Distribute informational posters that promote respiratory hygiene cough/sneeze etiquette within the work area. 3. Offer and encourage staff to receive annual on-site influenza vaccine. 4. Conduct Staff training pandemic awareness. 5. Staff training-Universal Precautions, hand Hygiene and cough/sneeze etiquette. 	<ol style="list-style-type: none"> 1. Maintain weekly contact with the Health Services Director for updates on the pandemic. 2. Implement work area cleaning plan. 3. Implement plan for reporting confirmed cases of flu within your department. 	<ol style="list-style-type: none"> 1. Maintain daily contact with Health Services Director for updates on the pandemic. 2. Suspend self service for students in Lunchrooms. 3. CNP staff will begin entering lunch numbers for students. 4. When directed by the Superintendent, continue review limit or discontinue travel. 6. Distribution of surgical masks to appropriate personnel. As directed by CDC. 	<ol style="list-style-type: none"> 1. Maintain daily or more frequent contact, via web, dedicated phone line and/or email with the Health Services Director. 2. The Health Services Director, with guidance from the County Health Department will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines. 3. When directed by the LEA Superintendent, suspend all work in the lunchroom. And notify vendors of closure. 4. Activate designated employees to monitor kitchen equipment. 5. Transition to working remotely

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<p>HEALTH SERVICES DIRECTOR</p> <p>*In the absence of the Health Services Director, the designated RN, will assume all duties.</p>	<p>1. Maintain quarterly contact with the Alabama Department of Public Health, the CDC and the State School Nurse Consultant for updates on the pandemic. Relay information to the superintendent as well as all department directors at staff meetings.</p> <p>2. Inventory amount of N95 masks, surgical masks, gloves hand sanitizer, etc. Order additional needed items.</p> <p>3. Plan Fit Testing of N-95 Masks for school nurses.</p> <p>4. Direct School nurses to continue daily cleaning and disinfecting of school health rooms.</p> <p>5. Introduce a plan of reporting confirmed cases of flu.</p> <p>6. Coordinate a plan to cover schools when multiple nurses are absent.</p> <p>7. Coordinate with the Technology Director to place “flu updates” on the website for parent access.</p>	<p>1. Maintain monthly contact with the Alabama Department of Public Health, CDC and State School Nurse Consultant. Relay information to the Superintendent as well as department heads at regularly scheduled staff meetings.</p> <p>2. Distribute informational posters that promote respiratory hygiene, cough/sneeze etiquette within work areas.</p> <p>3. Offer and encourage staff to receive annual on-site influenza vaccine. Coordinate vaccine clinics for staff/students with the Immunization Coordinator from ADPH.</p> <p>4. At each school: Identify the holding area for sick students waiting to be picked up.</p> <p>5. Conduct staff training pandemic awareness.</p> <p>6. Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE.</p> <p>7. Visit school health rooms to access Pandemic Preparedness</p>	<p>1. Maintain weekly contact with the Alabama Department of Public Health, CDC and State School Nurse Consultant, for updates on the pandemic. Relay these updates through email to Superintendent and all department directors.</p> <p>2. Place weekly flu updates on the county website for parent access.</p> <p>3. Distribute PPE to Nurses according to CDC recommendations.</p> <p>4. Implement plan for reporting confirmed cases of flu in schools.</p> <p>5. Instruct nurses to follow state algorithm for suspected cases of flu.</p> <p>6. Implement infection control plans/procedures as directed by CDC.</p> <p>7. When influenza is confirmed in Alabama or bordering states, travel will be reviewed, limited and or discontinued by the superintendent.</p>	<p>1. Maintain daily contact with the Alabama Department of Public Health, CDC and State School Nurse Consultant, for updates on the pandemic. Relay these updates through email to Superintendent and all department directors.</p> <p>2. Place daily (if needed) pandemic updates on the county website for parent access.</p> <p>3. When directed by the Superintendent, continue to review, limit or discontinue travel.</p> <p>4. Notify the Superintendent and Public Health of confirmed cases of the pandemic (Students or Employees).</p> <p>5. Activate Holding area for sick students waiting to be picked up.</p> <p>6. Students who become quarantined due to contact or infection, will require a release from a physician before returning to school.</p> <p>7. Health Services Director or Safety and Security Director will inform essential staff members of special job responsibilities during the pandemic, if this plan does not address them.</p>	<p>1. Maintain daily or more frequent contact via web, dedicated phone line and/or email, with the CDC and the Alabama Department of Public Health for updates on the pandemic.</p> <p>2. The Health Services Director, with guidance from the County Health Department, will identify close contacts in the school system of a suspect or confirmed case of the pandemic. Contacts are defined in current CDC guidelines.</p> <p>3. Students who become quarantined due to contact or infection, will require a release from a physician before returning to school.</p> <p>4. When directed by the Superintendent, suspend all work from work areas and transition to working remotely.</p>