Operational Services

Administrative Procedure - School Action Steps for Pandemic Influenza or Other Virus/Disease

Building a strong relationship with the local health department and emergency medical agencies is critical for developing a meaningful school action plan to address pandemic influenza (flu) or other viruses/diseases. The key planning activities in this checklist should build upon the District's existing contingency plans.

The following is a list of important step-by-step actions school officials should take before a pandemic flu or other virus/disease outbreak. This list needs to be repeated when an outbreak has several cycles or waves.

Prior to Outbreak/Preparedness and Planning Phase

Actor	Action
Superintendent or designee	Identify Pandemic Planning Team to operate as a Superintendent Committee that includes one or two School Board members, administrators, and staff members.
Superintendent and School Board	Identify, modify, and monitor relevant policies that a pandemic may possibly affect, including but not limited to: 1:20, *District Organization, Operations, and Cooperative Agreements* 2:20, *Powers and Duties of the School Board; Indemnification* 2:70, *Vacancies on the School Board - Filling Vacancies* 2:200, *Types of School Board Meetings* 2:220, *School Board Meeting Procedure* 3:70, *Succession of Authority* 4:130, *Free and Reduced-Price Food Services* 4:180, *Pandemic Preparedness; Management; and Recovery* 5:35, *Compliance with the Fair Labor Standards Act* 5:40, *Communicable and Chronic Infectious Disease* 5:180, *Temporary Illness or Incapacity* 5:185, *Family and Medical Leave* 5:200, *Terms and Conditions of Employment and Dismissal* 5:250, *Leaves of Absence* 5:270, *Employment At-Will, Compensation, and Assignment* 5:300, *Schedules and Employment Year* 5:330, *Sick Days, Vacation, Holidays, and Leaves* 6:20, *School Year Calendar and Day* 6:60, *Curriculum Content* 6:120, *Education of Children with Disabilities* 6:150, *Home and Hospital Instruction* 7:70, *Attendance and Truancy* 7:280, *Communicable and Chronic Infectious Disease* 8:100, *Relations with Other Organizations and Agencies*
Superintendent or designee and Pandemic	Begin review and use of the following publications: For flu season:

Actor	Action
Planning Team	*School District (K-12) Pandemic Influenza Planning Checklist* at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_checklist.pdf. For MPox: *Human Mpox Virus Interim Guidance for Schools* at: https://dph.illinois.gov/topics-services/diseases-and-conditions/mpox/guidance/school-guidance.html For infections, generally: *Preventing Spread of Infections in K-12 Schools* at: www.cdc.gov/children-and-school-preparedness/infection-prevention/index.html. Review and ensure a succession of authority plan exists in case Board members, administrators, and/or others are unable to fulfill duties during the pandemic. Succession plans for Board members unable to fulfill duties during the pandemic may create a vacancy on the Board. Discuss the issues of succession plans for elected officials with the Board Attorney. See Board policies 2:70, *Vacancies on the School Board - Filling Vacancies*, and 3:70, *Succession of Authority*. Work with local health and emergency preparedness officials. They may want to use the schools to disseminate information to families about a crisis. Train employees about the Fair Labor Standards Act, overtime, and recordkeeping requirements necessary to work during a pandemic while the District is closed. Open communications with employee unions regarding "wages, hours and terms and conditions of employment" during a pandemic. Address policies for employee absenteeism, identifying critical job functions, plans for alternate coverage, and return-to-work policies as well as disease symptom recognition. Ensure resources for nurses and staff to receive training and personal protective equipment to identify flu or other pandemic disease symptoms. For flu reporting, see administrative procedure 4:180-AP2, *Pandemic Influenza Surveillance and Reporting*. Remember that a person who is infected does not show symptoms right away, but children becoming ill may show different behavior than usual, such as eating less or being irritable. Knowing the differences between seasonal and pandemic flu is also critical to pandemic preparedness. See https://dph.illinois.gov/topics-services/diseases-and-conditions/respiratory-disease/diseases/influenza/pandemic-flu.html. Train staff to protect themselves from occupational exposure to flu or other disease through workplace *social distancing* based upon the Occupational Safety and Health Administration's (OSHA*), Guidance on Preparing Workplaces for an Influenza Pandemic*, which may be found at: www.osha.gov/pandemic-influenza. Ensure that **Standard Surveillance** disease recognition procedures are in place and implemented. See administrative procedure 4:180-AP2, *Pandemic Influenza Surveillance and Reporting*.

Actor	Action
	For flu, encourage the use of simple non-medical ways to reduce the spread of flu by *cough and sneeze etiquette* and cleansing of hands and work areas. For infections, generally, see *Preventing Spread of Infections in K-12 Schools* at: www.cdc.gov/children-and-school-preparedness/infection-prevention/index.html. Decide to what extent the District will encourage or require students and staff to stay home when they are mildly ill. Some parents/guardians may need to be more cautious in keeping their students out of school. Identify students who have a greater risk of infection and are most vulnerable to serious illness. Review their health needs and encourage those families to talk with their health care providers. Assess nutritional assistance needs for students who receive free and reduced-price food programs. For more information about providing continuity of meal distribution for students eligible for reimbursable meals, see Q & A #5 at: www.isbe.net/Documents/usda_qa072309.pdf and monitor for any Ill. State Board of Education (ISBE) guidance at: www.isbe.net/nutrition. Through consultation with the Regional Office of Education or Intermediate Service Center and local authorities, develop strategies for remote learning through collaborative agreements (television or other local cable stations, teleconferencing, electronic instructional resources, etc.). 105 ILCS 5/10-30 and see administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*. Educate staff, students, and parents/guardians about the differences between the various types of flu, other viruses, and/or other diseases, best hygienic practices to prevent them, and what could occur in a pandemic. See **Sample Parent Letter #1, Preparation and Planning** at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_preparation.pdf. Also see, **Preparing for the Flu** at: www.dph.illinois.gov/topics-services/diseases-and-conditions/influenza#publications-publications-influenza. Review Sections IV and V of **School Guidance During an Influenza Pandemic** at: www.idph.state.il.us/pandemic_flu/schoolguide.htm.

Outbreak of Flu or Other Virus/Disease

Actor	Action
Superintendent or designee	For flu, consider issuing **Sample Parent Letter # 2, First Bird Case** at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_bird.pdf. Begin Heightened Surveillance responses. See administrative procedure 4:180-AP2, *Pandemic Influenza Surveillance and Reporting*. Issue **Sample Parent/Guardian Letter #3, Illinois/Regional Cases**, informing parents/guardians that some students are sick but schools remain open, include tip sheets and information resource list. A sample letter is at:

Actor	Action
	www.idph.state.il.us/pandemic_flu/school_guide/sppg_il_cases.pdf. **Note**: If this sample is used for another infection, such as COVID-19, amend it with those specifics.
Pandemic Planning Team	When a confirmed case has entered a school, regardless of community transmission, work with the local health department to issue a press release announcing that schools will remain open, if applicable, and advising parents/guardians to prepare. A sample, titled **Schools Open**, is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_open.pdf. **Note**: If this sample is used for another infection, such as COVID-19, amend it with those specifics.
Building Principal	Post flu or other virus/disease prevention signs on campuses. See Section V of **School Guidance During an Influenza Pandemic** at: www.idph.state.il.us/pandemic_flu/schoolguide.htm. For infections, generally, see *Preventing Spread of Infections in K-12 Schools* at: www.cdc.gov/children-and-school-preparedness/infection-prevention/index.html.

Expansion of the Outbreak

Actor	Action
Local Health Department	Issue epidemic statement to general public.
Superintendent or designee	For flu, begin **Intensive Surveillance** responses. See administrative procedure 4:180-AP2, *Pandemic Influenza Surveillance and Reporting*.

Continued Expansion of the Outbreak

Actor	Action
Local Health Department	Evaluate the need for school closure with local school officials.
Superintendent or designee	In consultation with local health department, emergency management agencies, and Regional Office of Education, close school(s). Issue press release. A sample, titled **School Closures**, is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_closed.pdf. **Note**: If this sample is used for another type of infection, such as COVID-19, amend it with those specifics. Issue **Sample Parent Letter #4, School Closures**. A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_closures.pdf. **Note**: If this sample is used for another type of infection, such as COVID-19, amend it with those specifics.

Actor	Action
School Board and/or Superintendent	Cancel any non-academic events.

Following the Outbreak

Actor	Action
Local Health Department	Evaluate the advisability of opening school(s) with school officials.
Superintendent or designee	Issue press release that schools are open. Issue **Sample Parent Letter #5, Schools Reopen**. A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_reopening.pdf. **Note**: If this sample is used for another type of infection, such as COVID-19, amend it with those specifics.
Pandemic Planning Team	Continue communicating with local health department.
Superintendent or designee	For flu, return to **Heightened Surveillance** response. See administrative procedure 4:180-AP2, *Pandemic Influenza Surveillance and Reporting*. Begin checklist again if an outbreak recurs.

Local Health Department:

Name
Cook County Dept. of Public Health

Address
7556 Jackson Blvd., Forest Park, IL 60130

Telephone (708) 836-8600

Regional Office of Education:

Name
South Cook ISC4

Address
253 W. Joe Orr Road, Chicago Heights, IL 60411

Telephone (708) 754-6600

Emergency Management Agencies:

Name
Calumet City Police Dept.-Non-Emergency

Address
1200 Pulaski Rd., Calumet City, IL 60409

Telephone (708) 868-2500

Name
Calumet City Fire Dept.-Non-Emergency

Address
204 Pulaski Rd., Calumet City, IL 60409

Telephone (708) 891-8145

Important Resources

ISBE and the Ill. Dept. of Public Health (IDPH) released a publication titled *School Guidance During an Influenza Pandemic*, December 2006 at:

www.idph.state.il.us/pandemic_flu/schoolguide.htm.

The resource is meant to guide and supplement, not replace, school districts' existing plans.

Further information on pandemic flu can be found by calling 1-800-CDC-INFO or at the following websites:

https://dph.illinois.gov/topics-services/diseases-and-conditions/respiratory-disease/diseases/influenza/pandemic-flu.html

www.cdc.gov/flu/pandemic-resources/index.htm

www.cdc.gov/flu

www.redcross.org

Further information on COVID-19 is subject to continual change. Follow the HHS/CDC and IDPH websites or call 1-800-CDC-INFO.

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