



SHUSD Infectious Disease Outbreak Plan

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INTRODUCTION

Respiratory viruses, such as influenza are highly contagious, seasonal outbreaks of often occur in communities during the fall and winter. During a typical flu season, 5% - 20% of the U.S. population becomes ill; more than 200,000 are hospitalized, and about 36,000 die. Influenza spreads from person to person mainly in respiratory droplets from coughs and sneezes or handling contaminated objects. Yearly immunization with the influenza vaccine is the most effective way of preventing influenza.

At unpredictable intervals, a novel (new) virus, such as the Corona virus, appear in humans for which there is no immunity. If the novel virus is transmitted easily from person to person and causes significant illness, this creates the setting for a pandemic, a large-scale outbreak of illness with the rapid spread from person to person and country to country. The World Health Organization (WHO) is responsible for announcing a global influenza pandemic.

Pandemics are about people and the interruptions in their everyday life. It is expected that a pandemic may have a worldwide impact with an unpredictable timeline, comprising multiple events or waves, and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, education, and other public services. Higher education may be severely impacted because of the age of students and the population density in classrooms.

As more information and response strategies develop and become available the Infectious Disease Outbreak Plan will be updated. Should you have questions or concerns related to the information shared within this document please contact your individual school or the District office.

PURPOSE

The St. Helena Unified School District (SHUSD) Infectious Disease Outbreak Plan is a companion document to the District's Comprehensive Safety Plan. The plan serves as the overarching guidance in developing response plans and subsequent activities, leading to pandemic preparedness. School Sites may need to develop their own internal response plans to address specific issues related to excessive absenteeism of their students and/or campus closures necessitated by a pandemic or serious influenza outbreak.

SHUSD has an obligation to be responsive to any outbreak as the safety and health of our students and staff are our number one priority. Further planning, collaboration and training will prove to be essential in reducing the impact of a pandemic outbreak while maintaining the critical operations of SHUSD.

This plan is a living document and will be revised as dictated by circumstances or changes in information.

OBJECTIVES

The greatest effect of an infectious outbreak/pandemic on SHUSD will be absenteeism of students and staff. The focus of this plan is to prepare the District to respond to high absenteeism and the possible curtailment of specific activities and or school closure.

This plan is guided by the following principles:

- Protect and support the health, safety, and welfare of our faculty, staff and students, as well as the assets of the District;
- Maintain a commitment to the District's mission to provide instruction and services;
- Maintain school and administrative operations;
- Recover as quickly and efficiently as possible if any activities are interrupted or suspended;
- Ensure multi-modal communications within the school communities, the local communities, and with all stakeholders;
- Establish benchmarks or "triggers" to prompt prudent actions;
- To the extent feasible, extend the services and or expertise of the District to benefit our community neighbors.

AUTHORITY

The State of California has the primary responsibility for public health matters within its borders, including isolation and quarantine authority. That authority is usually exercised locally by the Napa County Department of Health and Human Services. In a pandemic the Department of Health and Human Services collects and analyzes health information, conducts epidemiologic investigations, institute isolation and quarantine measures, and may close any facility if there is reasonable cause to believe that the facility may endanger the public health. SHUSD and the School Board have the authority to also take actions to minimize the impact of a pandemic on the District.

INFECTIOUS DISEASE OUTBREAK EMERGENCY RESPONSE TEAM

The Superintendent and The Emergency Team will act as the coordinators for SHUSD. They are responsible for monitoring and managing the day-to-day response for the District and providing information to parents, students, and employees via the Infectious Disease Outbreak Plan and Comprehensive Safety Plan. In addition, the Emergency Response Team will:

- Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette.
- Monitor bulletins and alerts from the Department of Health and Human Services.
- Keep staff informed of developing issues.
- Assist the Department of Health and Human Services in monitoring outbreaks.
- Respond to media inquiries regarding school attendance status.
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

Should a infectious disease outbreak become more severe than anticipated, it will be the responsibility of the Napa County Public Health department to issue quarantine orders, direct facilities/school closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications. That authority encompasses SHUSD. The Napa County Public Health Department will take the lead in mobilizing a local response to a pandemic influenza. Public health reports will be issued to the community and schools. It will be the responsibility of the Superintendent and the SHUSD Emergency Team to disseminate this information to parents, students, and employees. Individual schools within the District may need to be closed temporarily in order to prevent the spread of the contagion.

RISK ASSESSMENT

As a novel (new) disease spreads throughout the world, people have little or no immunity and there will be limited vaccine available during the initial onset, which may result in a pandemic. The assumptions used in this planning process are:

1. A pandemic is a public health emergency that takes on significant political, social, and economic dimensions and will be governed by factors that cannot be known in advance.
2. A pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.
3. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply.
4. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
5. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
6. If the pandemic becomes severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
7. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
8. High absenteeism rates (students and staff) constitute the greatest challenge to the District.

RESPONSE GUIDELINES

The following “triggers” are used to monitor the impact of a pandemic on the District and to provide a consistent response.

Pandemic Response Triggers				
1. Preparation	2. Minimal	3. Moderate	4. Severe	5. Subsidence
No significant number of reported flu cases.	10% of Students and /or critical staff are absent	20% of Students and/or critical staff are absent	30% of Students and/or critical staff are absent	No increase in absenteeism over 2 weeks.
Novel Influenza				
Seasonal Influenza -	Ongoing			
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August 2009 – The following “triggers” were developed by the DRCCC and based upon information from the CDC and DHS – Pandemic Influenza Planning and Preparedness course (CDP001-06)

Level One - Preparation

Assess the possible impact on school campuses and develop a response plan to mitigate those impacts. The Emergency Team along with site administration and key staff will be responsible for implementing the response plan upon direction from the Superintendent’s Office.

- 1) Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocol.
 - a) Obtain poster information from relevant sources for print, distribution, and posting.
 - b) If available, post videos demonstrating proper coughing/sneezing techniques on the school and district website.
 - c) Provide disinfecting dispensers in high use areas.
 - d) Provide disinfecting wipes in offices and labs where equipment is shared.
 - e) Provide custodial staff training on viral cleaning and disinfecting protocols.
 - f) Educate students on wiping keyboards and headsets with disinfecting wipes.
 - g) If possible, stock small disinfecting hand gels in main offices, classrooms, cafeterias, libraries, etc.

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- 2) Utilize AERIES to track attendance for monitoring changes in absenteeism at each school site. Each school will report daily/weekly their individual school attendance to the District Emergency Team.

 - 3) Develop mitigation strategies
 - a) Human Resources policies that address:
 - (1) Mandatory release from work due pandemic illness
 - (2) Use of sick leave for primary illness
 - (3) Extended use of sick leave for care of family member with pandemic illness
 - (4) Employees sick with no sick/vacation leave remaining
 - (5) Social distancing recommended for all especially high-risk employees (i.e. pregnant, immune suppressed, etc.)
 - (6) Limiting or minimizing person-to-person contact (i.e. handshakes or “high fives”)

 - 4) Remind District employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.

 - 5) Teachers are encouraged to consider alternative methods of delivering instruction.
 - a) Teachers should provide guidance on attendance.
 - b) If necessary, teachers will utilize alternative methods of delivering instruction to ill students, such as, PowerSchool, email, and or other methods to accommodate student absences.
 - c) When appropriate, plans for teacher coverage should be created in the event a teacher becomes ill and will be out for a protracted amount of time. Procedures for providing substitutes will be followed.

 - 6) Purchase Personal Protective Equipment (PPE)
 - a) Purchase respiratory protective items (if available and appropriate)
 - b) Hand sanitizers
 - c) Gloves
 - d) Others as determined by the Emergency Team (refer to the District disinfecting policy)

Level Two – Minimal Infection Rate

Continue to monitor and track staff and student absenteeism.

- 1) Student attendance
 - a) All students will be encouraged to stay home with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
 - b) Student attendance will be taken and monitored through AERIES.

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- c) Attendance clerks and or main secretaries will provide site administration and the District office with daily attendance percentages.
 - d) Teachers, office staff, and administrators should heighten surveillance of the illness by gathering data on symptoms of students and staff who are sick at home.
 - e) Students who are ill, will be sent home immediately. If possible, all areas where students are waiting for pickup will be immediately disinfected after they are picked up (waiting areas, nurse offices, etc.).
 - f) Albeit situational, student usually may return to school without a medical provider clearance once they have not had a fever without medication for 24 hours and are not exhibiting flu symptoms.
- 2) Administration attendance
 - a) If site administrators report symptoms and/or are home ill, the administrator or supervisor will contact the Superintendent's office.
 - b) Administrators will inform the Superintendent's office if they have family who are exhibiting symptoms as they may be required to stay home.
- 3) Staff attendance
 - a) All staff will be encouraged to stay home with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat, etc.).
 - b) If multiple teachers report flu-like symptoms or are home ill, they will notify their site administrator and utilize the sub system to secure a substitute.
 - i) All teachers are responsible for creating emergency lesson plans.
 - c) Staff will report to their site administrators if they have family who are exhibiting symptoms as they may be required to stay home.
 - d) Albeit situational, staff usually may return to school without a medical provider clearance once they have not had a fever without medication for 24 hours and are not exhibiting flu symptoms.
- 4) Initiate a District-wide media awareness program
 - a) Hygiene campaign on proper coughing, sneezing and hand washing.
 - b) "Wipe Away" campaign to disinfect shared keyboards, telephones, and desks/workspaces.
 - c) Social Isolation when flu-like symptoms are present – stay home when sick campaign.
 - i) Blackboard or mass communication system:
 - Email
 - Text
 - Phone
 - ii) Utilize appropriate social media

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- iii) Update School and District websites with bulletins and reports from the Napa County Public Health Department and or Napa County School Board.
 - iv) Flyers and/or posters
 - v) Provide script/talking points for all school site office staff for communicating with parents.
- 5) Initiate Virial Cleaning and Disinfection Protocols
- a) All school employees will practice “Respiratory Hygiene Etiquette.”
 - i) Cover your cough and sneeze with a tissue
 - ii) Wash hands with soap and water or a waterless hand hygiene product
 - iii) Place used tissue in a trash receptacle.
 - b) Maintenance and Operations
 - c) High use areas i.e. computer labs, cafeterias, libraries, etc.

Level Three – Moderate Infection Rate

Continue all activities outlined in the previous levels.

- 1) Initiate educational and work distancing
 - a) Distance learning/Short-term independent study programs should be available to impacted students.
- 2) Social Distancing should be implemented
 - a) Minimize sport and public events.
 - b) Cancel field trips and travel to areas with high infection rates.

Level Four – Severe Infection Rate

Continue all activities outlined in the previous levels.

- 1) Work with the Napa County Health Department to determine whether mandatory school closure of schools is necessary.
- 2) If closure is ordered:
 - a) Follow the SHUSD School Closure Plan and reduce school operations and services appropriately.
 - b) For academic continuity, while simultaneously recognizing the impact to students, teachers, and all families, teachers may recommend reading or other learning activities, and are not expected or encouraged to facilitate remote direct instruction.
 - c) Clean and disinfect schools in preparation for re-opening.

Level Five – Subsidence

- 1) Continue to monitor staff and student absenteeism until trend is confirmed.
- 2) Continue hygiene campaign of handwashing and the proper way to sneeze/cough.
- 3) Continue disinfecting protocol.

- 4) Return to normal school campus functions.
- 5) Assess and debrief to determine the effects of a pandemic wave.
- 6) Offer support services to affected individuals as appropriate.

PLANNING CONSIDERATIONS

Human Resources

The primary effects of a novel pandemic will be on staffing levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity, caring for other family members, or school closures. The Chief Academic and Human Resources office will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

Public Health/Hygiene Etiquette

Access to vaccines and antiviral drugs during the pandemic will be extremely limited. Non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions include limiting social gatherings and using infection control measures to avoid spreading the disease. According to the Centers for Disease Control and Prevention (CDC), influenza-like illness may include some or all of the following symptoms: fever (or feeling feverish/ chills), cough, sore throat, congestion, muscle aches, headache, and fatigue. The best guidance to avoid infection is:

- Avoid close contact with people who are sick.
- Stay home from work until you are fever-free for 24 hours without the use of fever reducing medications.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – schools/colleges/units should consider providing waterless antibacterial hand cleansing solutions to individuals.
- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

COMMUNICATION

Communication strategies are an essential component in managing any disease outbreak and are crucial in a novel pandemic. Accurate, timely, and consistent information at all levels is critical to minimize unwanted and unforeseen consequences and to maximize the practical outcome of the response.

The Coordinators and Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the District's website, school websites, publications, posters and flyers, voice mail, e-mail, and regular mail.

RECOVERY

SHUSD's Emergency Team will oversee the recover process. Recovery begins immediately and continues throughout the response phase of any emergency/disaster. With the novel pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff, and students affected.

Business Resumption

Based on the best available information, the Chief Business Officer will conduct ongoing reviews of the international/national/local and District situation and make a recommendation to the Superintendent about the appropriate response level and recommend a partial, incremental, or total return to normal operations.

Psychological Support for Staff, Faculty, Students

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue, or have financial losses as a result of the interruption of work. Services available to the staff, faculty, and students through the District will be communicated through all available means.

Analysis and After-Action Reports

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters.