

## Operational Services

### **Administrative Procedure – Cooperative Action Steps for Pandemic Influenza**

Building a strong relationship with the local health department and emergency medical agencies is critical for developing a meaningful Cooperative action plan to address pandemic influenza. The key planning activities in this checklist should build upon the Cooperative’s existing contingency plans.

The following is a list of important step-by-step actions Cooperative officials should take before a pandemic influenza outbreak. This list needs to be repeated when an outbreak has several cycles or waves.

#### **Prior to Outbreak/Preparedness and Planning Phase**

<b>Actor</b>	<b>Action</b>
Executive Director or designee	Identify Pandemic Planning Team to operate as an Executive Director committee and includes one or two administrators and staff members.
Executive Director and NDSEC Board	Identify, modify, and monitor relevant policies which a pandemic may possibly affect, including but not limited to: 1:20, 2:20, 2:200, 3:70, 4:130, 5:35, 5:40, 5:180, 5:185, 5:200, 5:270, 5:300, 5:330, 6:20, 6:120, 6:150, 7:70, 7:280, 8:100.
Executive Director or designee and Pandemic Planning Team	<p>Begin use of the <i>School District (K-12) Pandemic Influenza Planning Checklist</i>, online at:  <a href="http://www.flu.gov/planning-preparedness/school/schoolchecklist.html">www.flu.gov/planning-preparedness/school/schoolchecklist.html</a></p> <p>Ensure a succession plan exists in case committee members, administrators, and/or others are unable to fulfill duties during the pandemic.</p> <p>Work with local health and emergency preparedness officials. They may want to use the schools to disseminate information to families.</p> <p>Train employees about FLSA, overtime, and recordkeeping requirements necessary to work during a pandemic while the Cooperative is closed.</p> <p>Open communications with employee unions regarding “wages, hours and terms and conditions of employment” during a pandemic.</p> <p>Address policies for employee absenteeism, identifying critical job functions, plans for alternate coverage, and return-to-work policies as well as flu symptom recognition.</p> <p>Train staff in flu symptom recognition. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>. Remember that a person who is infected does not show symptoms right away, but children becoming ill may show different behavior</p>

Actor	Action
	<p>than usual, such as eating less or being irritable. Knowing the differences between seasonal and pandemic flu is also critical to pandemic preparedness</p> <p>Train staff to protect themselves from occupational exposure to influenza through workplace “social distancing” based upon the Occupational Safety and Health Administration’s (OSHA), <i>Guidance on Preparing Workplaces for an Influenza Pandemic</i>, which may be found online at:  <a href="http://www.osha.gov/Publications/influenza_pandemic.html">www.osha.gov/Publications/influenza_pandemic.html</a>.</p> <p>Ensure that <b>Standard Surveillance</b>/disease recognition procedures are in place and implemented. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.</p> <p>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.</p> <p>Decide to what extent the Cooperative 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.</p> <p>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 provider.</p> <p>Assess nutritional assistance needs for students who receive free and reduced-price food programs.</p> <p>Through consultation with the Regional Office of Education and local authorities, develop strategies for remote learning through collaborative agreements (television or other local cable stations, teleconferencing, electronic instructional resources, etc.).</p> <p>Educate staff, students, and parents/guardians about the differences between the various types of flu, best hygienic practices to prevent any sort of flu, and what could occur in a pandemic.</p> <p>Review Sections IV and V of <i>School Guidance During an Influenza Pandemic</i>, online at:  <a href="http://www.idph.state.il.us/pandemic_flu/schoolguide.htm">www.idph.state.il.us/pandemic_flu/schoolguide.htm</a>.</p>

Outbreak of Flu Disease

Actor	Action
Executive Director or designee	<p>Consider issuing <i>Sample Parent Letter</i> recommended by Illinois Department of Public Health (IDPH). Include tip sheets and information resource list.</p> <p>Begin <b>Heightened Surveillance</b> responses. See 4:180-AP2,</p>

	<i>Pandemic Influenza Surveillance and Reporting.</i>
Pandemic Planning Team	Work with local health department regarding a press release announcing that schools will remain open and advising parents/guardians of their need to prepare.
Building Principal/Coordinator	Post flu prevention signs on campuses.

### Expansion of the Outbreak

<b>Actor</b>	<b>Action</b>
Local Health Department	Issue epidemic statement to general public.
Executive Director or designee	Begin <b>Intensive Surveillance</b> responses. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting.</i>

### Continued Expansion of the Outbreak

<b>Actor</b>	<b>Action</b>
Local Health Department	Evaluate the need for school closure with local school officials.
Executive Director or designee	In consultation with local health department, emergency management agencies, and Regional Office of Education, close school(s).  Issue press release and parent letter as recommended by IDPH.
Executive Committee and/or Executive Director	Cancel any non-academic events.

### Following the Outbreak

<b>Actor</b>	<b>Action</b>
Local Health Department	Evaluate the advisability of opening school(s) with school officials.
Executive Director or designee	Issue press release that schools are open and parent letter as recommended by IDPH.
Pandemic Planning Team	Continue communicating with local health department.
Executive Director or designee	Return to <b>Heightened Surveillance</b> response. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting.</i>  Begin checklist again if an outbreak recurs.

**Local Health Department:**

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Name  
DuPage County Health Department

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Address  
111 N. County Farm Road  
Wheaton, IL 60187

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Telephone 630-682-7400

**Emergency Management Agencies:**

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Name  
IDPH

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Address  
535 West Jefferson Street  
Springfield, IL 62761

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Telephone 217-782-4977

**Regional Office of Education:**

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Name  
DuPage ROE

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Address  
421 N. County Farm Road  
Wheaton, IL 60187

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Telephone 630-407-5800

**Important Resources**

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

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

[www.pandemicflu.gov](http://www.pandemicflu.gov)

[www.cdc.gov/flu](http://www.cdc.gov/flu)

[www.redcross.org](http://www.redcross.org)

[www.cchealth.org](http://www.cchealth.org)

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