

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

Actor	Action
Executive Director or designee	Identify Pandemic Planning Team to operate as an Executive Director committee that includes one or two administrators and staff members.
Executive Director and NDSEC Board	Identify, modify, and monitor relevant policies that a pandemic may possibly affect, including but not limited to: 1:20, <i>Special Education Cooperative Organization and Operations</i> 2:20, <i>Powers and Duties of Cooperative Boards</i> 2:200, <i>Types of Board Meetings</i> 3:70, <i>Succession of Authority to the Executive Director</i> 4:130, <i>Free and Reduced-Price Food Services</i> 4:180, <i>Pandemic Preparedness</i> 5:35, <i>Compliance with the Fair Labor Standards Act (FLSA)</i> 5:40, <i>Communicable and Chronic Infectious Diseases</i> 5:180, <i>Temporary Illness or Temporary Incapacity</i> 5:185, <i>Family and Medical Leave</i> 5:270, <i>Employment At-Will, Compensation, and Assignment</i> 5:300, <i>Schedules and Employment Year</i> 5:330, <i>Sick Days, Vacation, Holidays and Leaves</i> 6:20, <i>School Year Calendar and Pay</i> 6:120, <i>Education of Children with Disabilities</i> 6:150, <i>Home and Hospital Instruction</i> 7:70, <i>Attendance and Truancy</i> 7:280, <i>Communicable and Chronic Infectious Disease</i> 8:100, <i>Relations With Other Organizations and Agencies</i>
Executive Director or designee and Pandemic Planning Team	Begin use of the School District (K-12) Pandemic Influenza Planning Checklist at: www.flu.gov/planning-preparedness/school/schoolchecklist.html Ensure a succession plan exists in case committee members, administrators, and/or others are unable to fulfill duties during the pandemic. Work with local health and emergency preparedness officials. They may want to use the schools to disseminate information to families. Train employees about FLSA, overtime, and recordkeeping requirements necessary to work during a pandemic while the Cooperative 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

Actor	Action
	<p>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 than usual, such as eating less or being irritable. Knowing the differences between seasonal and pandemic flu is also critical to pandemic preparedness. A fact sheet is available at: www.cdc.gov/flu/pandemic-resources/basics/about.html</p> <p>Train staff to protect themselves from occupational exposure to influenza through workplace <i>social distancing</i> 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/Publications/influenza_pandemic.html.</p> <p>Ensure that Standard Surveillance 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 <i>cough and sneeze etiquette</i> 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 providers.</p> <p>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</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. See Sample Parent Letter #1, Preparation and Planning at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_preparation.pdf</p> <p>Also see, Preparing for the Flu at: www.cdc.gov/h1n1flu/schools/toolkit/pdf/schoolflutoolkit.pdf and</p>

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	<p>www.dph.illinois.gov/topics-services/diseases-and-conditions/influenza#publications-publications-influenza</p> <p>Review Sections IV and V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm.</p>

Outbreak of Flu Disease

Actor	Action
Executive Director or designee	<p>Consider issuing Sample Parent Letter #2, First Bird Case at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_bird.pdf</p> <p>Begin Heightened Surveillance responses. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.</p> <p>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 is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_il_cases.pdf</p>
Pandemic Planning Team	<p>Work with local health department regarding a press release announcing that schools will remain open and advising parents/guardians of their need to prepare. A sample, titled Schools Open is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_open.pdf</p>
Building Principal/Coordinator	<p>Post flu prevention signs on campuses. See Section V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm</p>

Expansion of the Outbreak

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

Continued Expansion of the Outbreak

Actor	Action
Local Health Department	Evaluate the need for school closure with local school officials.
Executive Director or designee	<p>In consultation with local health department, emergency management agencies, and Regional Office of Education, close school(s).</p> <p>Issue press release. A sample, titled Schools Closed, is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_closed.pdf</p> <p>Issue Sample Parent Letter #4, School Closure. A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_closures.pdf</p>
Executive Committee and/or Executive Director	Cancel any non-academic events.

Following the Outbreak

Actor	Action
Local Health Department	Evaluate the advisability of opening school(s) with school officials.
Executive Director 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
Pandemic Planning Team	Continue communicating with local health department.
Executive Director or designee	Return to Heightened Surveillance response. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i> . Begin checklist again if an outbreak recurs.

Local Health Department:DuPage County Health Department

Name

111 N County Farm Rd
Wheaton, IL 60187

Address

630-627-1700

Telephone

<http://www.dupagehealth.org/>**Regional Office of Education:**DuPage Regional Office of Education

Name

421 N. County Farm Rd
Wheaton, IL 60187

Address

630-407-5800

Telephone

<https://www.dupageroe.org/>**Emergency Management Agencies:**Illinois Emergency Management Agency

Name

2200 South Dirksen Parkway
Springfield, IL 62703

Address

IEMA Main Office 217-782-2700

24-hour Response 800-782-7860

Telephone

<https://www2.illinois.gov/iema/Pages/default.aspx>Important Resources

The Illinois State Board of Education and Department of Public Health 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' or cooperatives' existing plans.

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

www.pandemicflu.gov

www.cdc.gov/flu

www.redcross.org

www.cchealth.org

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