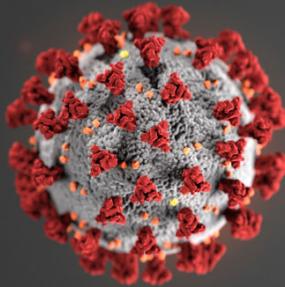


# Emergency Operations Plan: PANDEMIC OUTBREAK



## INCIDENT:

## PANDEMIC OUTBREAK

### PANDEMIC ALERT SYSTEM

Six phases established by the World Health Organization

<b>Inter-Pandemic Phase</b>	Low risk of human cases	1
New virus in animals, no human cases	Higher risk of human cases	2
<b>Pandemic Alert</b>	No, or very limited, human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
New virus, causes human cases		
<b>PANDEMIC</b>	Efficient and sustained human-to-human transmission	6

It is impossible to anticipate when the next pandemic might happen or how severe its consequences might be. County Offices of Education play an integral role in protecting the health and safety of the district's staff, students, and their families. Because of the complicated issues that SCOE would face, should a true pandemic occur, it is imperative that we plan and prepare now. It is only a matter of time before the next pandemic arises, so by developing a strong response plan now, we are prepared for what will inevitably happen in the future.

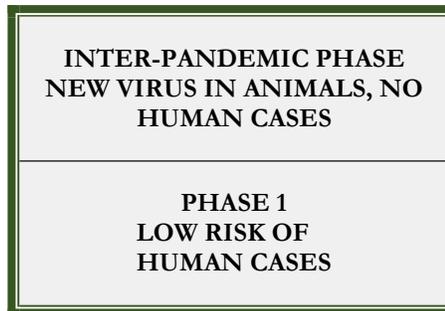
The World Health Organization uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities. The Director-General of the World Health Organization makes the designation of phases, including decisions on when to move from one phase to another.

Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses. It is important for SCOE officials to designate someone to monitor Coronavirus surveillance systems and help gather and disseminate information as needed to staff, students, and parents.

To help school officials address the different phases of this alert system, the following set of guidelines for has been developed. These are general actions for schools to take that coincide with each pandemic phase level. In the event that the World Health Organization changes from one phase to another, specific protective actions may or may not need to be implemented.

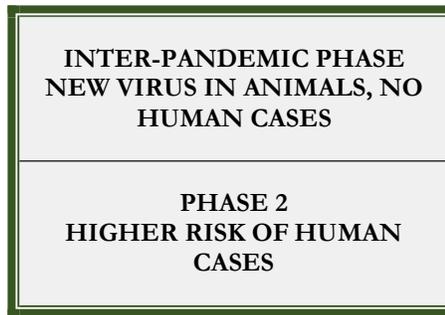
## PHASES OF PANDEMIC AND RECOMMENDATIONS

Each of the following pandemic phases represents an increasing risk to the general population.



This phase is declared when there is a low risk of human cases. The following actions should be considered:

- Implement a sound health and hygiene program for all staff and students to follow.
  - SCOE Leadership will identify handouts and posters through CDC to distribute:
    - <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- Develop specific pandemic response procedures and add to existing emergency plans.
  - Contact local health department immediately if there is an individual infected, area at one of our SCOE sites, or county outbreak
  - If an individual is infected, separate the individual from others as much as possible and make arrangements for the individual to go home.
- Conduct routine inventories of first aid and medical supplies.
  - First aid/medical supplies inventory checked every 30 days
  - Specific supplies will be identified and inventoried to address containment.
- Verify that illnesses are properly monitored at each school site or facility.
- Increase pandemic awareness and strengthen training for school staff.
  - Send out Keenan Safe Schools Pandemic Online Training-Mandatory completion

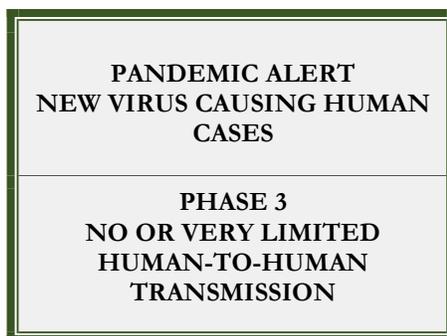


This phase is declared when there is a higher risk of human cases. The following actions should be considered:

- Review and update school emergency plans; include pandemic response procedures.
- Review current communication plan to students and staff.
  - Email, Web Banner, SCOE Bulletin, E-Mail, Social Media
- Provide staff members and students with any information that would strengthen a school's ability to respond to a pandemic.
  - Provide preventative actions
  - Encourage staff and students to monitor SCOE website and email for ongoing updates.
  - Share information from local Public Health resources.
- Promote the importance of reducing the spread of illness; remind students and staff to stay home when they are sick.
  - Stay home when sick. Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.
  - Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
  - Use "respiratory etiquette". Cover cough with a tissue or sleeve.
  - Provide adequate supplies within easy reach, including tissues, sanitizing supplies, etc.
  - Wash hands frequently. Encourage hand washing by students and staff through education, and the provision of adequate supplies.
  - Routinely clean frequently touched surfaces.
  - Encourage students and staff members who become ill after traveling to affected countries to see their health care provider.

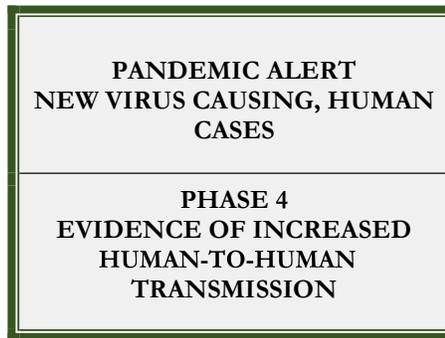
# Emergency Operations Plan

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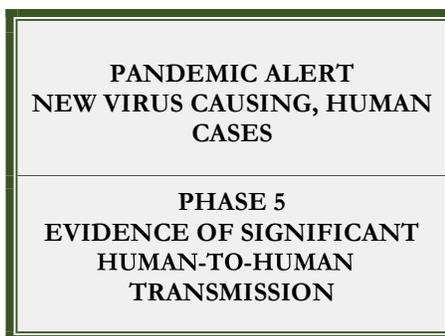
This phase is declared when there is no, or very limited transmission among humans, but the virus continues to spread rapidly among animals. The following actions should be considered in addition to any specific plans that are developed and implemented:

- Communicate the current phase level to all staff members and train them in pandemic response plans as they are developed.
  - All communication will be communicated through SCOE Bulletin or E-mail as needed
  - Determination to release response plan to staff members involved in emergency response will be made
- Identify a person in your agency who will monitor government sources for warnings.
  - Associate Superintendent - Administrative Services
- Gather and disseminate pertinent information as it becomes available.
  - All communication will be communicated through SCOE Bulletin, E-mail or website as needed
- Review whether the precise characteristics of the pandemic threat require the refinement of any current emergency plans.
  - Establishing specific flowcharts to meet needs of response to pandemic.
- Establish an internal planning team and develop specific pandemic response procedures.
  - Contact local health department immediately if there is an individual infected, area on one of SCOE sites, or county outbreak
  - If an individual is infected, separate the individual from others as much as possible and make arrangements for the individual to go home.
  - If outbreak occurs on any SCOE campuses, follow steps to determine campus closure.
  - Coordinate communications with SCOE administrators and county superintendents.
- Identify who will make the decision to close schools and at what point that decision will be made.
  - Associate Superintendent of Instructional Services for SCOE programs.
  - Superintendents of individual school districts, public health mandate or executive order.
- Continue to make sure that proper health and hygiene procedures are being followed by staff and students.
  - All communication will be through the SCOE bulletin, E-mail or website.
- Begin to consider the possibility of site closures and that staff members may not be able to report to work.
  - Human Resource Director will create communication templates in collaboration with SCOE nurses and program supervisors



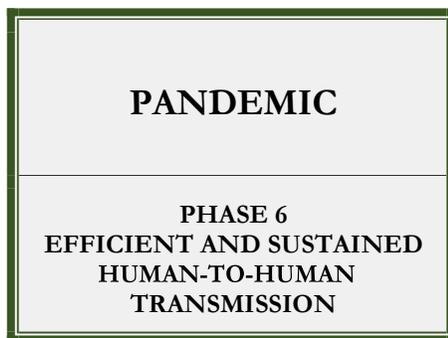
This phase is declared when there is evidence of an increased number of human-to-human transmissions. The following actions should be considered:

- Communicate the increase in phase level to all staff members.
  - All communication will be communicated through SCOE Bulletin, website or email as needed
- Monitor infectious disease surveillance systems for the current characterization of the illness.
  - SCOE Leadership or designee, CDC, WHO, CDPH, local county Health Departments
- Identify the need to implement any recommended social distancing measures.
  - Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.
  - Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.
  - Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.
  - <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Report an increase in student and staff illness to the County Department of Public Health (Shasta).



This phase is declared when there is significant transmission among humans. The following actions should be considered in addition to any specific recommendations from local and state health officials:

- Communicate the increase in phase level to all staff members and students.
  - All communication will be communicated through SCOE Bulletin, website or E-mail as needed
- Monitor infectious disease systems for the current characterization of the illness.
  - Cabinet Level Administrator or designee, follows CDC, WHO, CDPH, local county Health Departments
- Identify the need to implement any **additional** social distancing measures.
  - Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.
  - Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.
  - Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.
  - <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Evaluate your communication plan and identify key decision makers.
  - The Cabinet Management Team
  - Administrative Council Members as applicable
- Assess programs, staff development, professional growth trainings, etc., and take additional precautions, if necessary.
  - Teleconferencing, postponements, cancellations of activities at SCOE sites or training centers.
- Consider assigning mental health counselors for students and staff members, if needed.
  - Consult the Human Resource Department or the Bridges program.
  - Work with Public Health Department to hold forum to discuss students' fears concerning a pandemic and offer available resources.
  - Work with Human Resources and Anthem EAP (Employee Assistance Program) for staff mental health needs or leave availability.



This phase indicates the presence of a true pandemic. In conjunction with local and state health officials, determine the appropriate response with these considerations in mind:

- Communicate the increase in phase level to all staff members.
  - All communication will be communicated through Cabinet Designee as needed
- Review the SCOE communication chart ensuring that a decision maker is available at all times.
  - The Cabinet Management Team
    - See Immediate Notification Procedures (Chart T1)
- Gather and provide pertinent information to students and staff.
  - Cabinet will develop message and disseminate
- Assess the pandemic condition on a regular basis and evaluate whether any further protective measures are needed.
- Evaluate recommendations from health officials for social distancing and quarantine and be prepared to respond accordingly.
- Consider cancelling special events.
- Mobilize Response Teams to meet the mental health needs of students and staff members, if needed.
  - Work with BRIDGES and Human Resources for student mental health needs
  - Work with HR and Anthem EAP (Employee Assistance Program) for staff mental health needs

# Emergency Operations Plan

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## **Additional Resources**

Centers for Disease Control & Prevention

World Health Organization

California Department of Public Health

Shasta County Public Health

## **Additional Steps to Take**

- Monitor SCOE Website for announcements and follow their guidance.
- Contact SCOE HR for additional information.

## **Actions**

- Cancellation/Closure of School/Programs with notices to appropriate departments.

## EMERGENCY INCIDENT: IMMEDIATE NOTIFICATION PROCEDURE

Emergencies may range from inclement weather, to building evacuations, to SCOE site closures, or threats that are more serious. Upon analyzing this information, and depending on the type of emergency or the confirmation of the significance of the emergency, the Superintendent will activate the phone tree: Cabinet members, Administrative Council members and Leadership Team members. Immediate notification will be made to all effected staff members and students, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

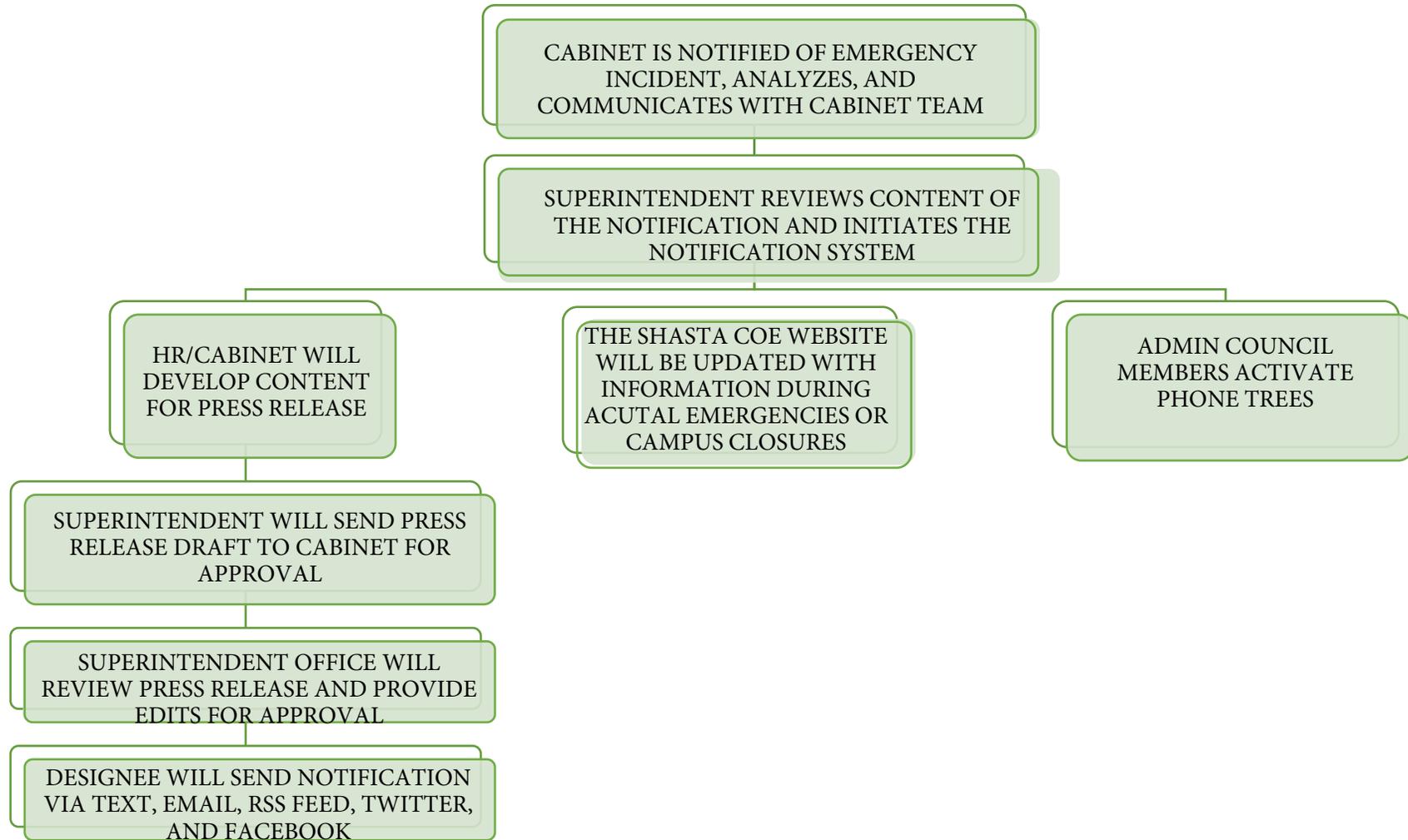
### SCOE CABINET EMERGENCY MANAGEMENT TEAM

- Superintendent of County Schools:
  - Judy Flores
- Associate Superintendent of Administrative Services:
  - Adam Hillman
- Assistant Superintendent of Instructional Services:
  - Brien McCall
- Sr. Executive Director, Business Services:
  - De'An Chambless
- Sr. Executive Director, Human Resources:
  - Jodie VanOrnum

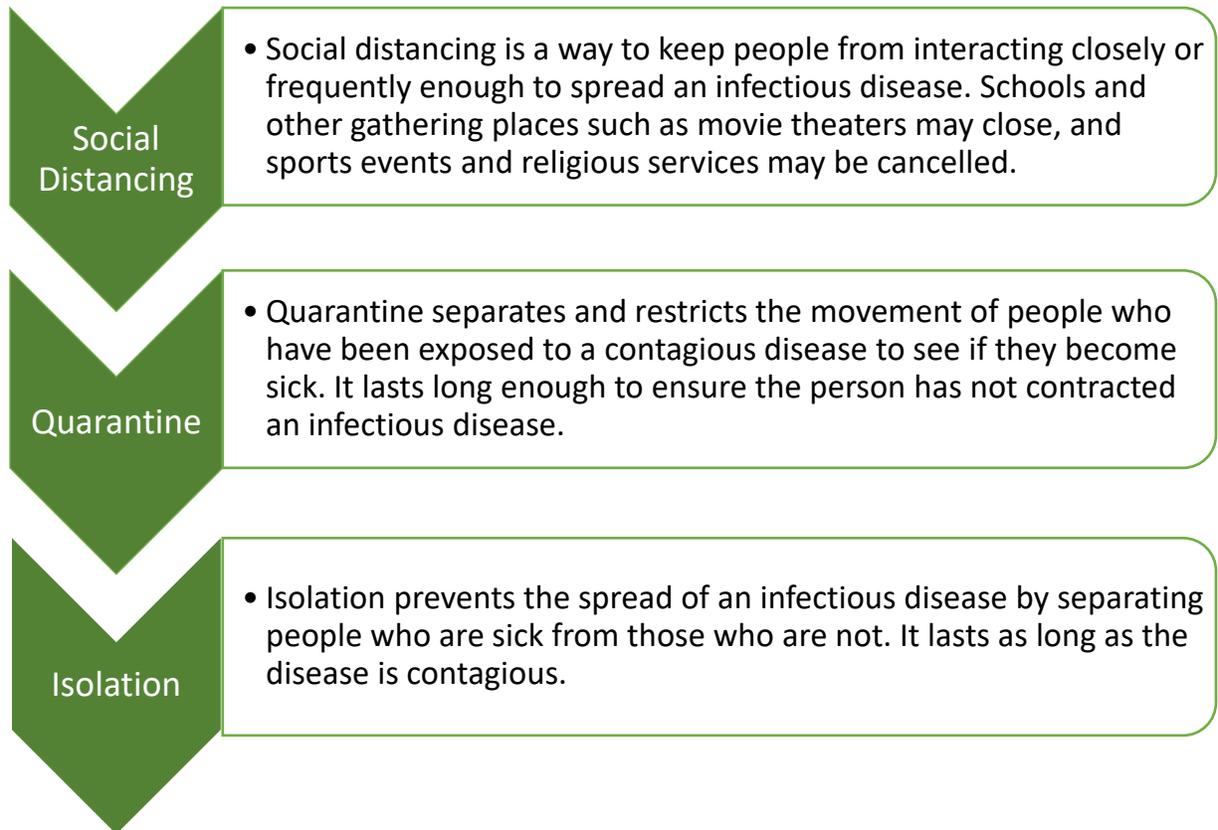
### EMERGENCY MANAGEMENT TEAM INCLUDES BUT NOT LIMITED TO:

- Cabinet Member
  - Cabinet Designees
- Administrative Council Members
- Leadership Team Members as applicable
- Injury Illness Prevention Program Committee:
  - Senior Executive Director -Human Resource Services
  - Human Resource Analyst
  - Director - I.T. Facilities & Maintenance and Operations
  - Assistant Superintendent-Administrative Services
  - Project Coordinator - M&O
  - Executive Assistant

## EMERGENCY INCIDENT: IMMEDIATE NOTIFICATION PROCEDURE



# SOCIAL DISTANCING, QUARANTINE, AND ISOLATION



Notify Supervisor and Cabinet  
Designee

## BUILDING CLOSURE FLOWCHART

EXPOSURE IDENTIFIED  
IN FACILITY

OCCUPIED

Follow building  
evacuation procedures

M&O and Administrator  
monitors until arrival of  
Public Health and/or  
medical professionals

M&O coordinates  
facility cleaning,  
maintenance, etc.

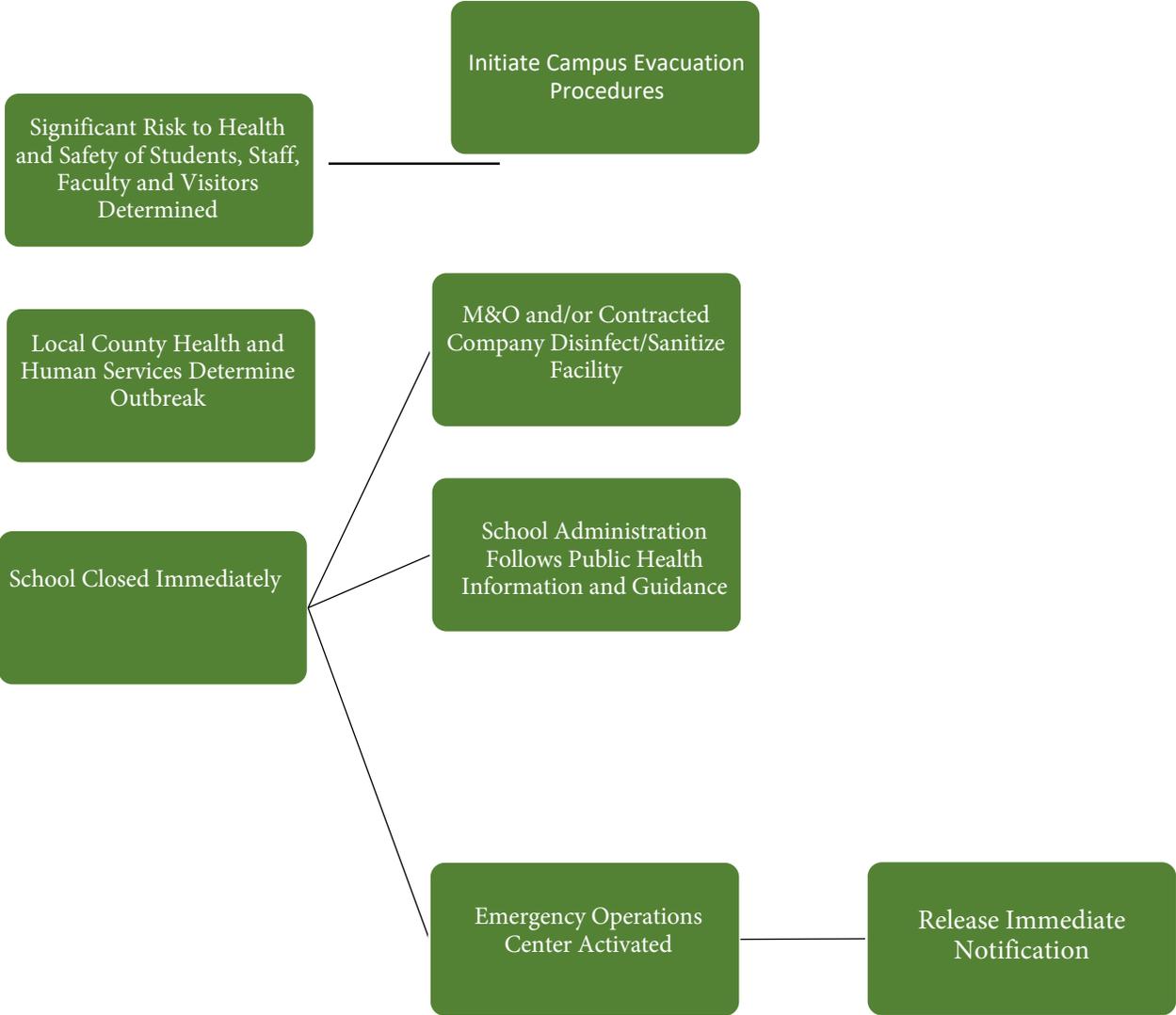
UNOCCUPIED

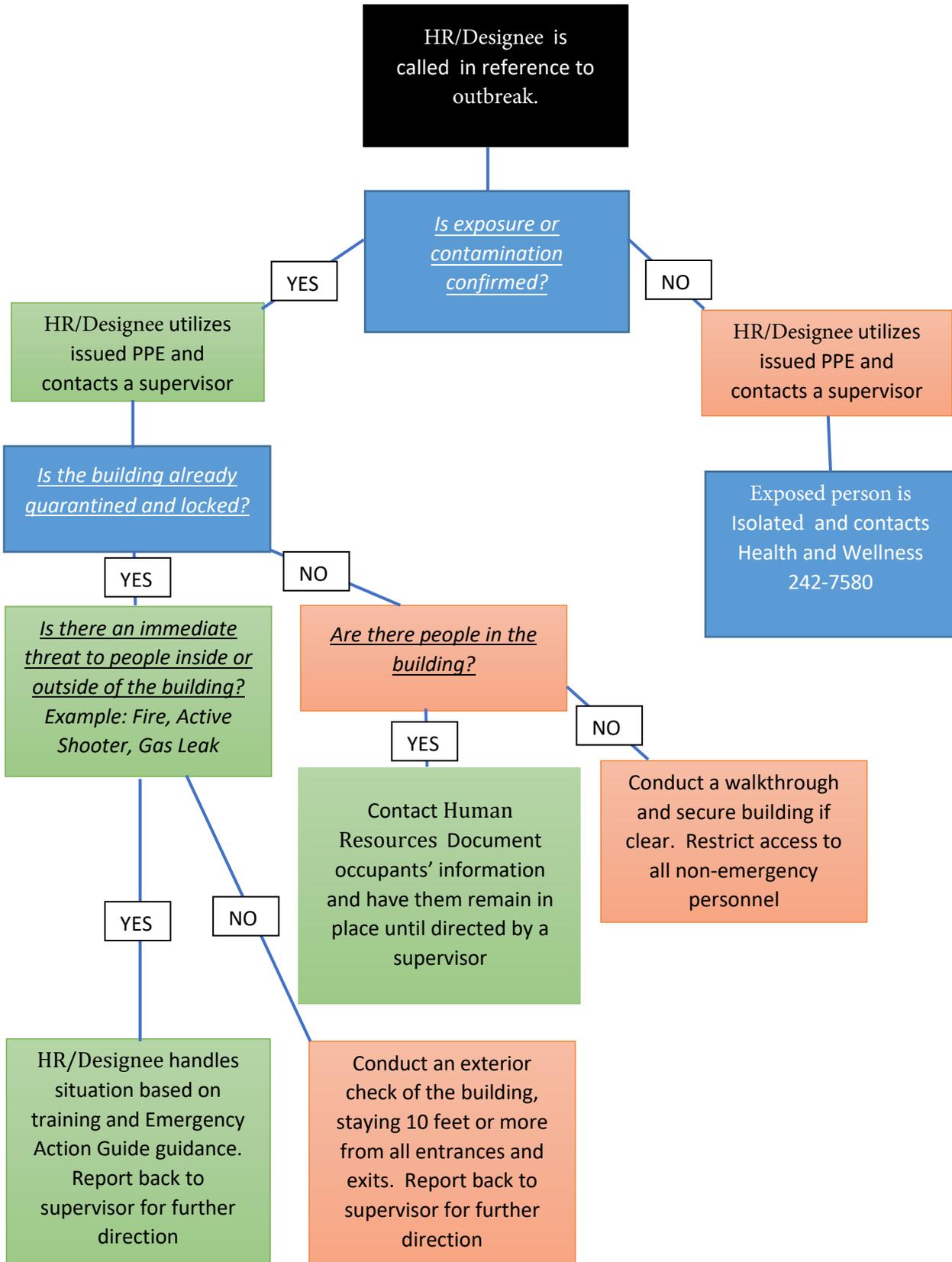
Building Physically Closed,  
Locked, and Immediate  
Notification of Closure  
Disseminated

Notify Public Health

Building Remains Closed  
Until Deemed Safe by  
Medical Personnel or  
County Health  
Professionals

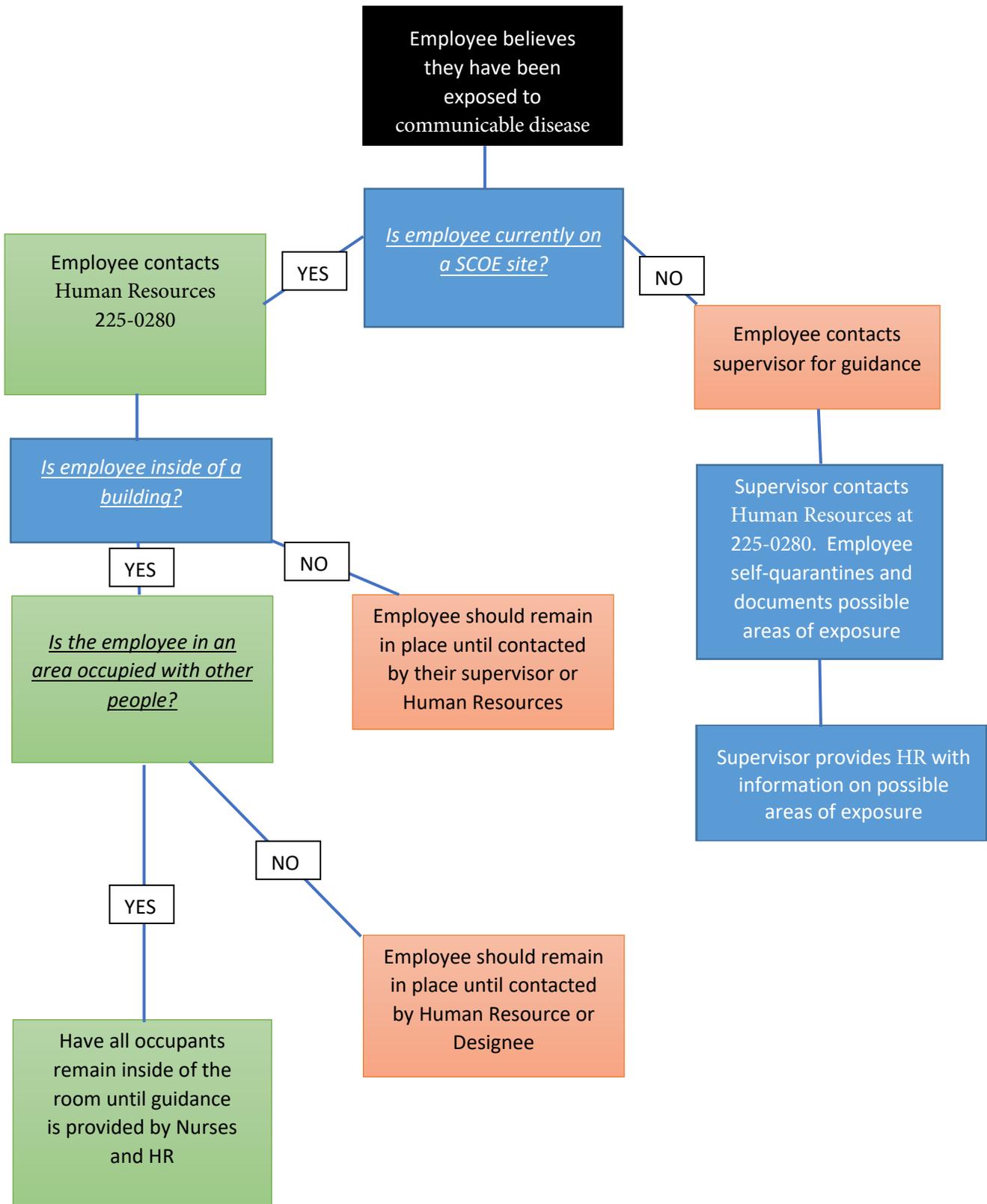
# SCHOOL OUTBREAK CLOSURE FLOWCHART



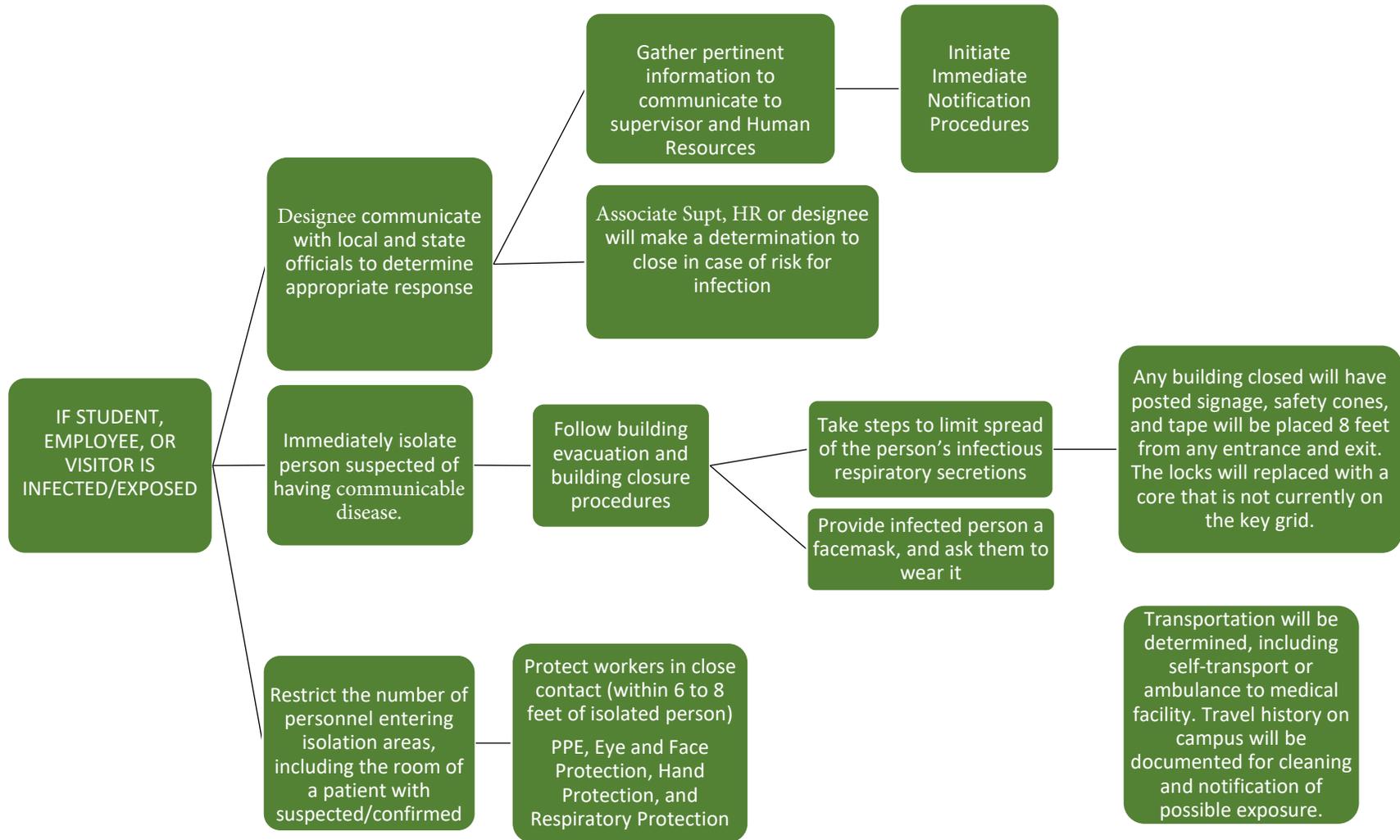


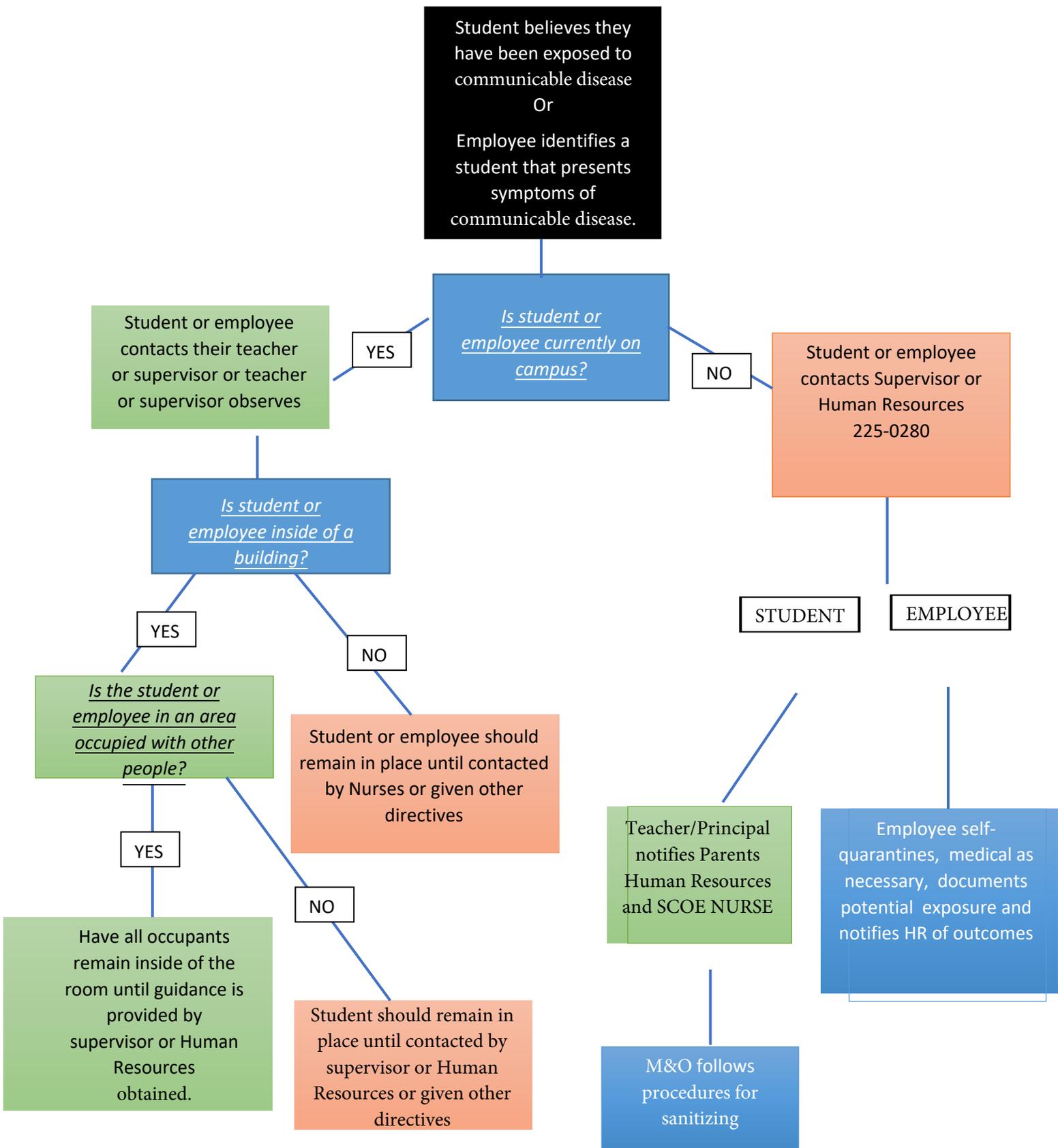
# WHAT TO DO IF EMPLOYEE SELF-REPORTS OR IS SHOWING SYMPTOMS OF COMMUNICABLE DISEASE



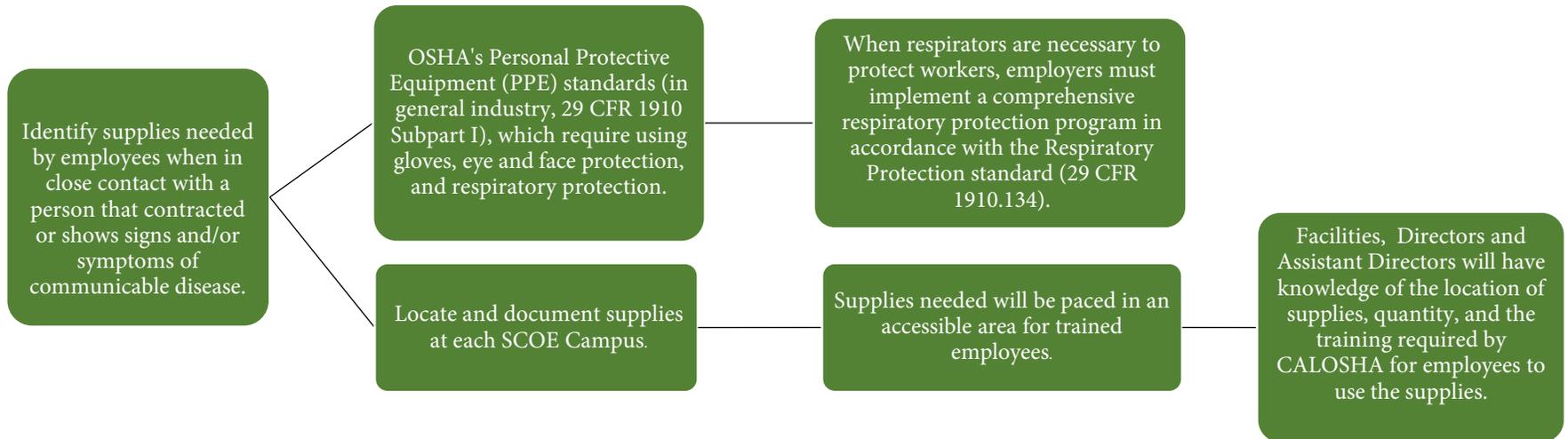


# STUDENT, EMPLOYEE, OR VISITOR INFECTED/EXPOSED FLOWCHART

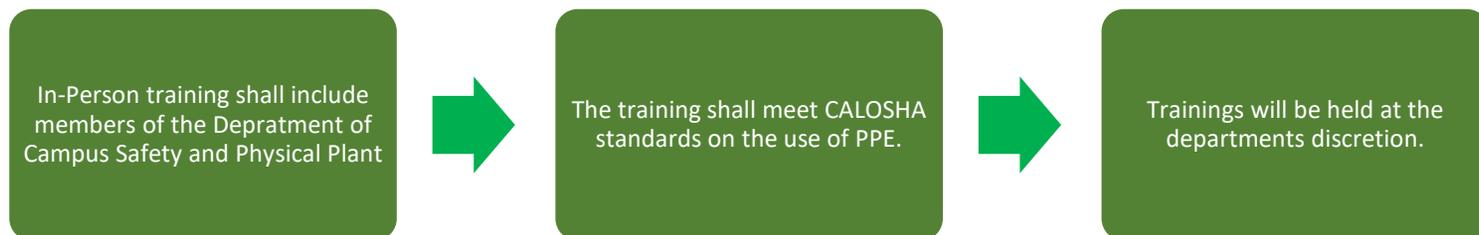
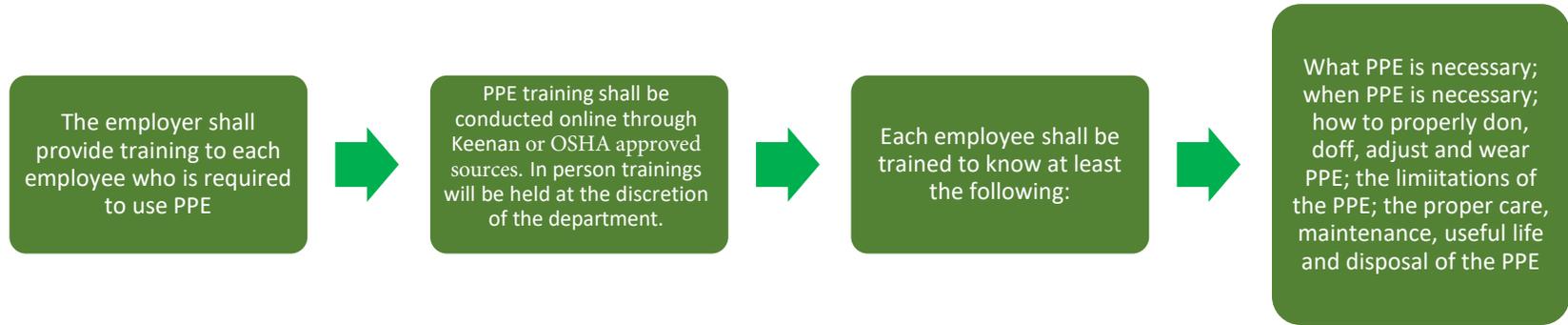




## IDENTIFY AND DISTRIBUTE SUPPLIES TO EMPLOYEES



# Employee Training for Communicable Diseases



# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

Evite el contacto cercano con las personas enfermas.



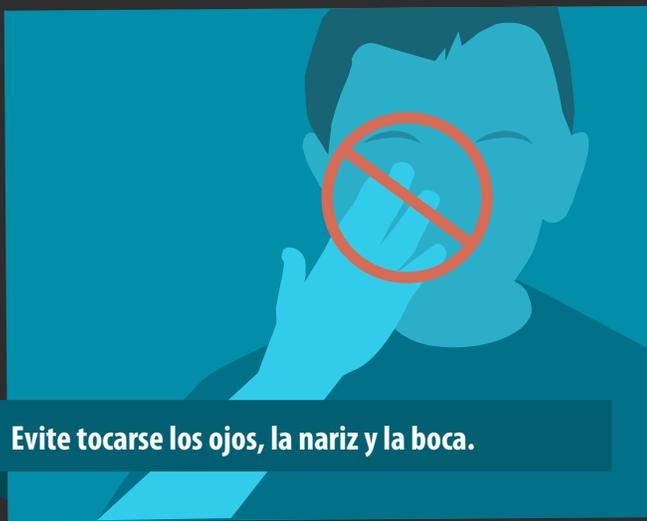
Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Evite tocarse los ojos, la nariz y la boca.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



## **OFFICE**

# **COMMUNICABLE DISEASE MANAGEMENT GUIDELINES**

In order to facilitate effective management of communicable disease within school programs and office facilities, the following guidelines be followed in any communicable disease situation.

### **INITIAL DISEASE NOTIFICATION**

#### *Student Program*

Upon receiving information that a contagious condition is suspected in a student, Communicable Disease Guidelines for Schools are to be followed.

The program administrator is to notify their Administrative Council representative/Cabinet Member.

#### *Office Facility*

Upon receiving information that a contagious condition is suspected in a SCOE employee:

- The condition is to be reported to the program administrator who is to notify their Administrative Council representative/Cabinet Member.
- The Administrative Council representative/Cabinet Member will notify the Human Resource Benefits Analyst/HR Director and the SCOE Nurse.
- The HR Designee or SCOE Nurse will contact Public Health at 225-5591 or 395-0132 (after hours).
  - If Public Health is not the notifying agency and provide pertinent contact and other information to Public Health. If necessary, the SCOE employee's emergency contacts will be contacted.

### **CONTROL AND PREVENTION IN OFFICES**

A plan for the control and prevention of a communicable disease will be developed in consultation with SCOE Cabinet, Program Administrator, SCOE Nurse and Public Health and any other referring agency if appropriate. Steps may include the following:

- A.** Coordinate contact tracing with Public Health
- B.** Determine who may be at risk:
  - a. staff with close contact,
  - b. staff in the same facility, external customers,
  - c. family members or others living with affected staff
- C.** Determine necessary interventions
- D.** Determine who will provide the required intervention
- E.** Determine necessity of exclusion such as quarantine or isolation
- F.** Referral procedures for treatment of any suspected cases

## **COMMUNICATION**

A plan for communications regarding the communicable disease will be developed in consultation with SCOE Cabinet, Program Administrator, SCOE Nurse and Public Health and any other referring agency if appropriate.

- A. Determine who will notify the at-risk population by verbal and/or written information.
- B. Develop content of verbal and/or written information which may include:
  - a. Name of diagnosed condition
  - b. How the disease is transmitted
  - c. Who is at risk
  - d. Signs and symptoms of illness
  - e. When to see a doctor
  - f. Precautions to take to prevent the spread of disease
  - g. Exclusion policy and office/school re-entry, if applicable based on communicable disease.

If the communicable disease is a reportable condition (as described in Title 17 California Code of Regulations), the Superintendent, SCOE Cabinet, Program Administrator, SCOE Nurse and Public Health will review any disease related communication before release. The school district and Public Health may issue communications jointly; i.e., letter, fact sheet or other health message.

Determine how to educate other SCOE staff, which may include written information and availability of face-to-face consultation or in-service with staff and/or parents. SCOE will work collaboratively with Public Health in the process. All communication to internal school employees and volunteers to be approved by administrator(s), school nurse and, if appropriate, Public Health.

## **FOLLOW-UP**

The SCOE Cabinet, Program Administrator, SCOE Nurse, M&O Director, in consultation with Public Health will determine appropriate follow-up plan to include:

- Determine plan for sanitizing and disinfecting facilities
- Develop a follow-up system for monitoring new cases in consultation with Human Resources
- Enforce any exclusion policy or requirements for personnel to enter facilities

## **SCHOOL**

### **COMMUNICABLE DISEASE MANAGEMENT GUIDELINES**

In order to facilitate effective management of communicable disease within schools, the following guidelines were developed by Shasta County School Nurses in collaboration with Shasta County Public Health. It is recommended that these guidelines be followed in any communicable disease situation.

#### **INITIAL DISEASE NOTIFICATION**

School is notified of a contagious condition in a student or staff. The teacher, or first person notified, will immediately contact the school nurse/administrator.

School nurse/administrator will:

- Contact Public Health at 225-5591 or 395-0132 (after hours)
- If Public Health is not the notifying agency and provide pertinent contact and other information to Public Health

Attempt to contact the affected child's parents/guardian or staff to obtain the health history and discuss the school's procedures to control the transmission of a communicable disease in the classroom, assuring the affected parents or staff of confidentiality. The school nurse or administrator shall make parents or staff aware of the need to confirm the medical diagnosis with the health care provider.

#### **CONTROL AND PREVENTION IN SCHOOL PROGRAMS**

A plan for the control and prevention of a communicable disease will be developed by the school nurse/administrator in consultation with Public Health, and any other referring agency if appropriate.

- A.** Determine who, if anyone, is at risk:
  - a. students or staff with close contact,
  - b. students or staff in the same classroom, other students, other staff (including transportation and itinerant),
  - c. family members or others living with affected student or staff.
- B.** Determine what intervention, if any, is indicated.
- C.** Determine who will provide the required intervention.
- D.** Develop strategy for early identification of additional cases, an exclusion policy, if warranted, and referral procedures for treatment of any suspected cases.
- E.** If a parent/guardian chooses not to have their child receive recommended preventive treatment, the child will be excluded, until the incubation period is over or clearance from his/her health care provider. (Exclusion also applies to any staff choosing not to receive recommended preventive treatment.)

## **COMMUNICATION**

School nurse/administrator, in consultation with Public Health, will develop a plan of communication.

- A. Determine who will notify the at-risk population by verbal and/or written information.
- B. Develop content of verbal and/or written information which may include:
  - a. Name of diagnosed condition
  - b. How it is transmitted
  - c. Who is at risk
  - d. Signs and symptoms of illness
  - e. When to see a doctor
  - f. Precautions to take to prevent the spread of disease
  - g. Exclusion policy and school re-entry, if applicable

If the communicable disease is a reportable condition (as described in Title 17 California Code of Regulations), the school superintendent, principal, school nurse and Public Health will review any disease related communication before release. The school district and Public Health may issue communications jointly; i.e., letter, fact sheet or other health message.

Determine how to educate the rest of the school site, which may include written information and availability of face-to-face consultation or in-service with staff and/or parents. School district will work collaboratively with Public Health in the process. All communication to internal school employees and volunteers to be approved by administrator(s), school nurse and, if appropriate, Public Health.

## **FOLLOW-UP**

The school nurse/administrator in consultation with Public Health will determine appropriate follow-up plan.

- Determine what classroom/environment cleanup, if any, is medically indicated per organism and route of transmission.
  - Maintenance Supervisor and/or staff may be contacted for some classroom needs.
- Develop a follow-up system for monitoring new cases.
- Enforce any exclusion policy which may include proof of treatment from the health care provider for readmission.
- Ensure follow-up of preventive treatment, which may be recommended depending upon the degree of exposure and organism.
- Notify other appropriate nurses, school sites and superintendents if indicated.