

# ***LEE COUNTY***

LEE COUNTY SCHOOLS  
PANDEMIC ACTION PLAN  
OCTOBER 8, 2009

LEE COUNTY BOARD OF EDUCATION

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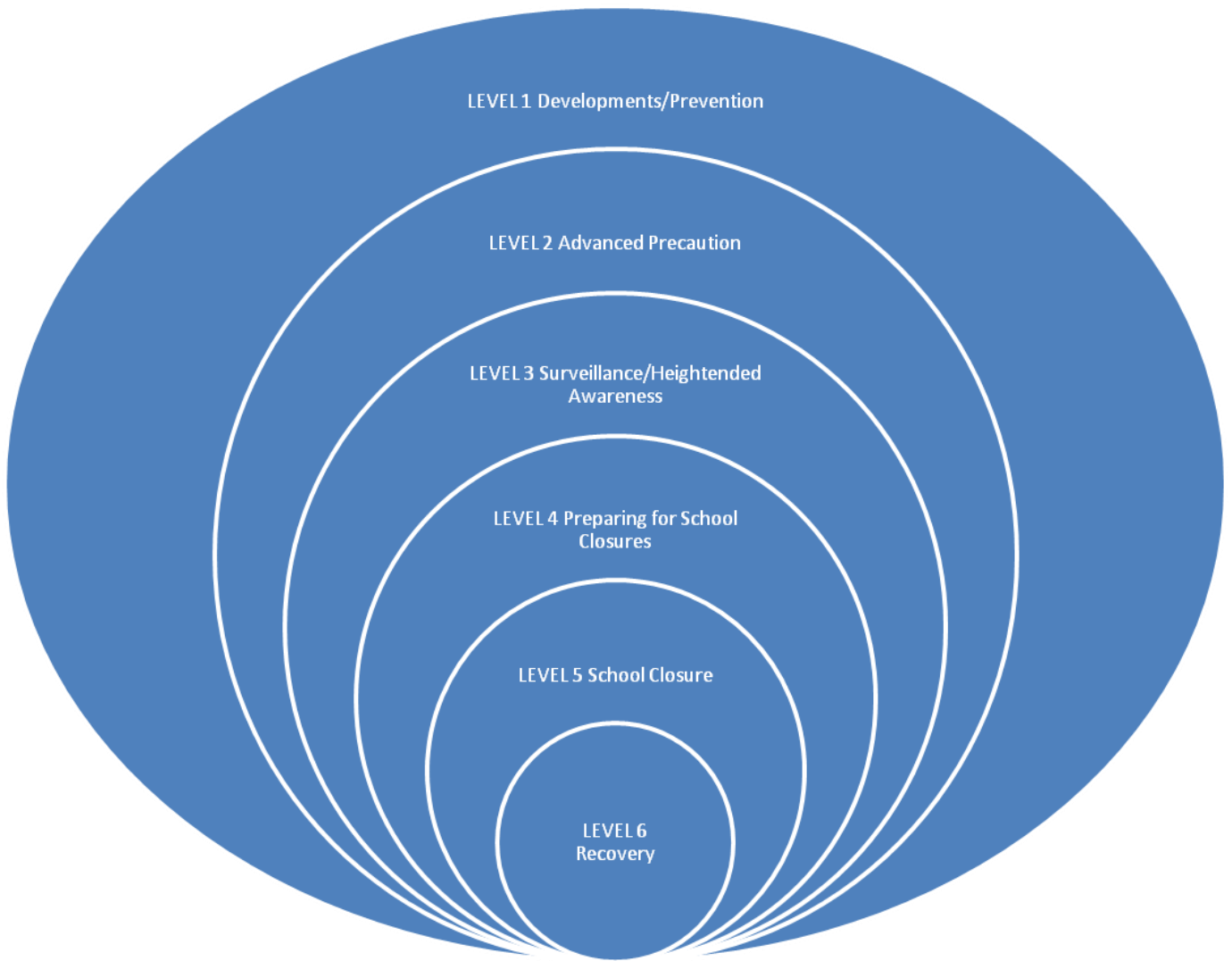
This action plan has been developed to assist administrative personnel such as: the superintendent, principal's department heads, and custodians in preventing and preparing for a health-related emergency such as the H1N1 or any other health pandemic.

The action plan includes six levels of response. The action plan includes guidelines and provides the steps our schools should take given specific triggers and events. Wider research regarding ongoing events world-wide and nationally will help the plan be revised to best meet the new information.

This plan is intended to provide the most up to date information based on current data and direction from the Lee County Health Department and other organization engaged in planning for a pandemic event, and as such, is working document that will be updated as needed.

Initial Pandemic Planning Workgroup Members

NAME	TITLE
James Evans, Jr.	Superintendent
Glenn Kincaid	Director of Pupil Personnel
Nancy Abner	District Nurse
Glenna Cummins	Director of Sp Ed/Athletic Director
J. D. Sipple	Maintenance Supervisor
Ray Shuler	Transportation Director
Teresa Thomas	Food Service Director
Lynda Congleton	Technology Integration Specialist



**LEVEL OF RESPONSE TO HEALTH RELATED INCIDENTS**

## Level One – Plan for Developments/Prevention

Trigger: H1N1 flu has been confirmed in the pigs in other countries, with limited pig to human transmission and no/little human to human transmission. Health officials are concerned that the H1N1 Swine Flu could mutate and cause a global/local pandemic.

*Goal: Lee County Schools are prepared as well as they can be for a pandemic. The plan will allow staff, students and parents to be well informed and understand their roles in preventing a general influenza spread.*

Developments and Prevention Working with the School District Community	Who will complete or if completed
1. Identify the authority for declaring a public emergency at the state and local levels and for officially activating the district's pandemic influenza management plan.	Health Dept.
2. Develop and distribute information on awareness of Influenza general precaution and pandemic preparation. To be distributed to all building principals, bus drivers, ground maintenance and custodial staff.	J. Evans, Jr. G. Kincaid G. Cummins R. Shuler N. Abner, RN L. Congleton
3. Appoint a manager to co-coordinate development of the district's pandemic plan.	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN
4. Review the districts emergency and response and infectious disease policies and procedures for any important information.	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN
5. Identify and purchase resources for immediate and long-term purchases e.g., hand sanitizers, first aid kits, masks etc.	G. Kincaid J. D. Sipple
6. Review cleaning policies, practices and supplies for revisions and needed staff developments. <ul style="list-style-type: none"> <li>• Give directions to Custodial and Cleaning staff</li> <li>• Review Health Dept. and U.S. Dept of Agriculture food service procedures for food sanitation and safety.</li> </ul>	G. Kincaid J. D. Sipple

Developments and Prevention (cont.) Working with the School District Community	Who will complete or if completed
<p>7. Identify policies and procedures that need to be in place to be revised e.g., sick leave and sick leave bank.</p> <ul style="list-style-type: none"> <li>• <i>Investigate waiver for unexcused absences being made excused and allow for work to be made up.</i></li> <li>• <i>Review any Declared Emergency Leave policies to include several provision for medical leave for staff.</i></li> <li>• <i>Review and incorporate health department policies for students and staff regarding procedures to be followed returning from illness</i></li> </ul>	J. Evans, Jr.
<p>8. Distribute hand washing and influenza posters for each school in the district and department.</p>	G. Kincaid G. Cummins
<p>9. Give directions to each school to insure that all restrooms have enough soap in dispensers and paper towels.</p>	G. Kincaid J. D. Sipple
<p>10. Establish an Incident Reporting System for a pandemic outbreak identifying appropriate personnel and chain of command in case of illness.</p>	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN
<p>11. Establish a communication process to initiate plan: that includes recovery information, to be triggered by notification by Health Dept. of significant incident(s).</p>	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN
<p>12. Establish information to be translated for website and letters for use at school.</p> <ul style="list-style-type: none"> <li>• <i>Ensure language, culture and reading level are appropriate with communications, include community leaders.</i></li> </ul>	Central Office Staff
<p>13. Collaborate with Health Dept. for public service announcements and updates.</p>	J. Evans, Jr. G. Kincaid G. Cummins
<p>Develop a continuity of operation plan for essential central office functions, including payroll.</p>	Central Office Staff
<p>14. Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.</p> <ul style="list-style-type: none"> <li>• <i>Coordinate local media and radio stations for communications of pandemic status and actions to be taken with the school district, staff, students and families.</i></li> <li>• <i>Produce parent letter from Superintendent with general influenza precautions with needed information about the H1N1 virus for students and families.</i></li> <li>• <i>Develop and maintain up-to-date communications contacts of key public health and education providers and use Health Department to provide regular updates as the influenza pandemic unfolds.</i></li> <li>• <i>Develop website FAQ information on the H1N1 virus and link it to the home page with any important links. Establish links for the district website to <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>, <a href="http://www.cdc.org">www.cdc.org</a> .</i></li> </ul>	In progress J. Evans, Jr. G. Kincaid G. Cummins

15. Inform relevant staff about the pandemic plan and what they can do to help using important information and up-to-date information during staff meetings e.g., principals and staff, food and nutrition services, transportation and custodial services.	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN R. Shuler T. Thomas
16. Provide information to School Board members, including planning document and action to date.	J. Evans, Jr.

**Level Two – Take Advanced Precaution (Preparedness)**

Trigger: The World Health Organization or CDC reports a case of human to human transmission of H1N1 flu virus within the United States but not Kentucky.

*Goal: Heighten awareness and precautionary measure in the schools, departments and school community.*

Preparedness	Who will complete or if completed
1. Review pandemic plan for full implementation, checking for up-to date information on the CDC site, the pandemic flu website and state.gov website. <ul style="list-style-type: none"> <li>• <i>Keep all contact information current.</i></li> <li>• <i>Provide ongoing briefing to key staff on roles and responsibilities</i></li> <li>• <i>Follow identified precautionary measures.</i></li> <li>• <i>Identify an isolation room with supplies from the district.</i></li> </ul>	J. Evans, Jr. G. Kincaid G. Cummins N. Abner, RN Principals
2. Keep relevant staff informed.	J. Evans, Jr. G. Kincaid G. Cummins
3. Institute increased disinfectant procedure by custodial/cleaning staff.	G. Kincaid J. D. Sipple

**Level Three – Keep Alert Initiate Surveillance and Heightened Awareness**

Trigger: Health Department notifies district contact warning of suspected case(s) of H1N1 flu within the state of Kentucky.

*Goals: Initiate surveillance of staff, students and other school visitors and personnel to assist the Local Health Dept. in close monitoring of influenza like incidents. Initiate use of Level Three Influenza Planning Chart.*

Surveillance and Heightened Awareness	Who will complete or if completed
1. Maintain the links with relevant agencies and community support.	J. Evans, Jr. G. Kincaid G. Cummins
2. Review pandemic plan <ul style="list-style-type: none"> <li>• <i>Check staff and students contact details to ensure they are correct.</i></li> <li>• <i>Brief staff on roles and responsibilities, including isolation of students/staff per Level Three Influenza Planning Chart.</i></li> </ul>	Core Team
3. Keep relevant groups informed through briefings through the staff meetings, emails, newsletters and website.	J. Evans, Jr. G. Kincaid G. Cummins L. Congleton
4. Remind staff, students and parents about: <ul style="list-style-type: none"> <li>• <i>The difference between symptoms of the common cold and influenza.</i></li> <li>• <i>The importance of good hygiene practices.</i></li> <li>• <i>The importance of staying home when sick.</i></li> <li>• <i>The gravity of the pandemic through important information</i></li> </ul>	J. Evans, Jr. G. Cummins N. Abner, RN

**Level Four – Prepare for Possible School Closure**

Trigger: Local Health Department notifies district of confirmed case(s) within the Lee County area.

*Goals: Schools and departments endeavor to keep the community calm and reduce panic. Activate health-related emergency communication plan to provide up-to-date, accurate information to school personal and school community.*

Initiate Response Plan	Who will complete or if completed
1. Lee County Schools to remain in contact with local health department, KDE, and any other government agencies.	J. Evans, Jr. G. Kincaid
2. Make preparations for possible school closure. • <i>Make preparation for securing all school premises.</i>	Core Team Principals
3. Keep relevant staff informed through: meetings, emails, newsletters and website.	Core Team
4. Take care of staff and students showing influenza symptoms. • <i>Track students and staff with flu-like symptoms</i> • <i>Use Level Three Pandemic Chart with increased rigor and immediately report to District Nurse.</i>	Schools
5. Institute Level 4 rigorous cleaning policies and practices to reduce the spread of the flu virus.	G. Kincaid J. D. Sipple R. Shuler
6. Identify medically fragile students that may need home bound services including but not limited to pregnant students.	G. Kincaid N. Abner, RN
7. Identify medically fragile staff that is high risk.	J. Evans Principals

**Level Five – Implement Full Activation of Response Plan**



Triggers: School closure.

*Goals: Schools in affected areas activate closure procedures with consultation with the local health department and area superintendent. Students, staff and parents are informed, understand their roles and responsibilities, and have confidence in their school district preparedness. Plan for continuing educational opportunities is implemented.*

Closing School	Who will complete or if completed
1. Closing of schools after consulting with area health officials and BOE.	J. Evans
2. Secure all school premises.	School
3. Post notices of closure on all entry points of buildings and Board of Education building.	School
4. Keep relevant staff informed through meetings, emails, newsletters and the website.	District
5. Be prepared for another wave of influenza, possible a few weeks after the first, initiate procedures as needed.	Core Team

**Level Six - Recovery Follow the advice of local health department and any other governmental officials in managing the return to work/school.**

Trigger: Consultation with local and state health agencies.

Goals: Schools and any other departments ensure continuing well being of staff and students, and educational services are fully restored, recognizing possible work force maybe reduced.

Back to School/Business	Who will complete or if completed
1. Determine capacity of staff to resume normal school operations. <ul style="list-style-type: none"> <li>• <i>Use the sub list or transfer staff temporary to staffing needs.</i></li> </ul>	Core Team
2. Cleaning, disinfecting of affected this includes: schools, busses and any other locations.	District Staff
3. Arrange debriefing of pandemic event for staff and students, if appropriate. <ul style="list-style-type: none"> <li>• <i>Reassure parents/staff that the school environment, transportation vehicles are safe and have been inspected for proper cleaning/disinfection to resume operations.</i></li> </ul>	J. Evans G. Kincaid R. Shuler
4. Initiate and address any mental health needs, including additional recovery materials for the provision of psychological-emotional support for students, staff and families. Provide a safe place for counseling. <ul style="list-style-type: none"> <li>• <i>Support and monitor the well being of students and staff.</i></li> <li>• <i>Initiate and address the needs for employees and their dependent family members.</i></li> <li>• <i>Make educational material available to families and staff on topics such as supporting their recovery, common symptoms of loss, grief and constructive ways to cope with stress.</i></li> </ul>	Schools FRYSC Counselors
5. Keep relevant staff informed through meeting, emails newsletters and websites.	Core Team
6. Evaluate the success of the pandemic plan and make any adjustments.	Core Team