



RIVER VALLEY SCHOOL DISTRICT

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# PANDEMIC PLAN

## **Contacts:**

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**Sauk County Health Department 1-608- 355-3290**



RIVER VALLEY SCHOOL DISTRICT

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## RIVER VALLEY SCHOOL DISTRICT

### **What is a Pandemic?**

*Pandemic:* a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of 'normal'. Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.

### **What is Influenza?**

*Influenza:* also known as "the flu." A respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter in Wisconsin. It is spread from person to person when drops of moisture (saliva, sputum), from an infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the influenza virus. When they are inhaled the other becomes infected with influenza.

The Center for Disease Control(CDC) defines influenza-like illnesses as having the following symptoms:

Fever of 101.5 degrees Fahrenheit or higher AND ONE OF THE FOLLOWING:

- Cough
- Sore Throat
- Headache
- Muscle Ache

### **Other Outbreaks Classified as a Pandemic:**

Will be defined as they occur



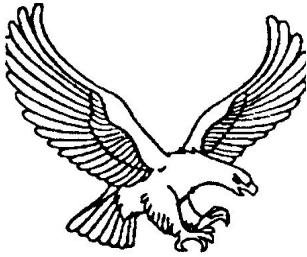
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## **Pandemic Surveillance and Reporting**

During all stages of a pandemic outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of the pandemic illness. Keeping track of these numbers will help health officials determine when and whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Schools are provided with the following information for ongoing monitoring of the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from the pandemic illness
- Reporting form(s) to submit to the Sauk County Public Health Department
- Sample Attendance Log to document pandemic-related absences
- The district will follow guidelines and recommendations of the Sauk County Health Department**



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## **Definition of Pandemic Surveillance Levels**

### **Standard/ Pre-Pandemic Surveillance**

*Pandemic reported in the U.S., but not in WI.*

- \*Monitor daily attendance for increased reports of absence due to pandemic illness
- \*Do not report absences to the Health Department unless greater than 10%

### **Heightened Surveillance**

*Pandemic reported in Sauk County. Less than 10% absenteeism due to pandemic illness reported in River Valley Schools.*

- \*Monitor daily attendance for pandemic illness/absences
- \*Screen those who report positive symptoms
- \*Log absences due to pandemic illness
- \*Send **weekly** absence report (via email/fax) to the District School Nurse

### **Intensive Surveillance**

*High number of pandemic related cases in Sauk County. More than 10% absenteeism due to pandemic illness reported in River Valley Schools.*

- \*Monitor daily attendance and log absences on log sheet or Skyward
- \*Continue screening those who report positive symptoms
- \*Send **daily** absence report (via email/fax) to the District School Nurse
- \*Begin preparation for potential school closure



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## **Pandemic Surveillance Level Tasks**

### Standard Surveillance:

- Parent Letter #1
- Encourage and provide role models for practicing hygiene
- Require sick children to stay home

### Heightened Surveillance:

- Parent Letter #2
- Develop Alternative Staffing
- Develop Alternative Delivery of Instruction Plan
- Practice social distancing
- Limit group activities
- Limit access to essential staff only

### Intense Surveillance:

- Parent Letter #3
- School closing
- Implement Alternative Staffing
- Implement Alternative Delivery of Instruction Plan
- Limit access to common areas

\*The District Office and Sauk County Health Department will determine whether increased sanitation is needed and to what extent



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<b>Prior to Outbreak</b>	<b>Pre-Pandemic</b> <b>Standard Surveillance</b>	<b>Pandemic (less than 10% of students)</b> <b>Heightened Surveillance</b>
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<ul style="list-style-type: none"> <li>● Improve hygiene of staff and students</li> <li>● Decide roles of school staff to prevent the pandemic</li> <li>● Require children to stay home if they are infected</li> </ul>	<ul style="list-style-type: none"> <li>● Nurse sends Parent Letter #1</li> </ul>	<ul style="list-style-type: none"> <li>● Post prevention signs in the school</li> <li>● Encourage the limit of group activities</li> <li>● Communication announcing the school will stay open</li> <li>● Nurse sends Parent Letter #2</li> </ul>
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<b>Pandemic (less than 30% of students)</b>	<b>Pandemic (more than 30% of students)</b> <b>Intense Surveillance</b>	<b>Pandemic Follow-up</b>
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<ul style="list-style-type: none"> <li>● Local Health Officer issues ADA Support letter to schools/ Epidemic Declaration</li> <li>● Begin surveillance reporting</li> <li>● Limit group activities</li> <li>● Communication announcing that over 10% of students have pandemic symptoms and students who exhibit symptoms are urged to stay</li> </ul>	<ul style="list-style-type: none"> <li>● Close school(s)</li> <li>● Limit group activities</li> <li>● Cancel any non-academic events</li> <li>● Nurse sends Parent Letter #3</li> </ul>	<ul style="list-style-type: none"> <li>● Continue communications with Health Department</li> <li>● Return to heightened surveillance reporting</li> <li>● Nurse sends Parent Letter #4</li> </ul>
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RIVER VALLEY SCHOOL DISTRICT

## Daily Pandemic Census

Once the pandemic has been confirmed as present in Sauk County, use this form to report daily to the Sauk County Health Department about the number of students absent with the pandemic illness.

Name of School

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Date

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Reporting Individual

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Phone

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### Students

Number of students absent with the pandemic illness today \_\_\_\_\_

Total Number of students enrolled in your school \_\_\_\_\_

### Staff/Faculty

Number of staff/faculty absent with the pandemic illness today \_\_\_\_\_

Total number of staff/faculty employed in your school \_\_\_\_\_

Assistance Needed/Comments:

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\*School Nurse will fax to the Sauk County Health Department, Fridays during Intensive Surveillance period.



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## Weekly Pandemic Flu Census

Once the pandemic has been confirmed as present in Sauk County, use this form to report weekly to the Sauk County Health Department about the number of students absent with the pandemic illness.

Name of School

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Week Ending

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Reporting Individual

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Phone

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### **Students**

Number of students absent with the pandemic illness this week \_\_\_\_\_

Total Number of students enrolled in your school \_\_\_\_\_

### **Staff/Faculty**

Number of staff/faculty absent with the pandemic illness this week \_\_\_\_\_

Total number of staff/faculty employed in your school \_\_\_\_\_

Assistance Needed/Comments:

\*School Nurse will fax to the Sauk County Health Department, Fridays during Intensive Surveillance period.



## RIVER VALLEY SCHOOL DISTRICT

### **Stakeholder: The Public**

**Question or Concerns: How do I avoid contracting the pandemic?**

<p><b>Key Message 1:</b> Practice good hygiene</p> <p><b>Supporting Information 1-1:</b> Wash hands regularly and often for at least 20 seconds.</p> <p><b>Supporting Information 1-2:</b> Avoid contact with or stay three feet from sick individuals.</p> <p><b>Supporting Information 1-3:</b> Covers coughs and sneezes with tissue or by coughing into the inside of the elbow</p>	<p><b>Key Message 2:</b> Protect your family from germs</p> <p><b>Supporting Message 2-1:</b> Avoid contact with or stay three feet from sick individuals</p> <p><b>Supporting Message 2-2:</b> Clean areas of the home where germs are commonly shared</p> <p><b>Supporting Message 2-3:</b> Do not touch dead birds (only if Avian Flu cases are reported in the U.S.)</p> <p><b>Supporting Message 2-4:</b> Stay away from shopping malls, movie theaters or any other large group areas (only if there is a pandemic outbreak in your area)</p>	<p><b>Key Message 3:</b> Protect others from getting sick</p> <p><b>Supporting Message 3-1:</b> If you are sick, stay home from work and keep children home from school that are sick</p> <p><b>Supporting Message 3-2:</b> Avoid others until you are better</p> <p><b>Supporting Message 3-3:</b> Stay away from shopping malls, movie theaters and other large gathering places if you are sick (only if you have the pandemic)</p>
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## RIVER VALLEY SCHOOL DISTRICT

JANELLE SIVAM, RN

STEPHANIE HEGLAND, RN

KELLY DETERDING, RN

### **LETTER #1-SAMPLE LETTER FOR STANDARD SURVEILLANCE**

Dear Parents,

This letter is intended to help your family prepare for a possible \_\_\_\_\_ pandemic that could make many people sick. **It is important to know at this time, there is no pandemic \_\_\_\_\_ of any kind in the United States.**

Public health officials are worried the \_\_\_\_\_ virus may change form, allowing it to infect people and spread easily from person-to-person. This would cause a worldwide outbreak, called, pandemic.

Public health officials at the federal, state and local levels want people to protect themselves against \_\_\_\_\_. The Sauk County Health Department has advised the RVSD Nursing Staff on how to keep students and school personnel informed and practicing good infection control techniques.

#### **Here are some ways to protect your family:**

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash their hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- Stay home from work or school if you are sick and avoid other people until you are better.

Enclosed with this letter is a checklist to help families get ready for possible \_\_\_\_\_ Pandemic outbreak. This information can also help your family prepare for other emergencies.

If you have any questions, please contact your School Nurse, Janelle Sivam 588-2559/588-2556 or Stephanie Hegland/Kelly Deterding 588-2554, The Sauk County Health Department 608-355-3290, or your healthcare provider.



## RIVER VALLEY SCHOOL DISTRICT

JANELLE SIVAM, RN  
STEPHANIE HEGLAND, RN  
KELLY DETERDING, RN

### LETTER #2-SAMPLE LETTER FOR HEIGHTENED SURVEILLANCE

Dear Parents,

There is a \_\_\_\_\_ Pandemic outbreak in Sauk County. This letter is intended to provide you with important information about the outbreak. Because so many people are sick in the River Valley School District and throughout the United States, health officials are calling it a “pandemic.” Currently there are many students and teachers in our schools who are sick. We hope they will all get better quickly.

At this time, the Sauk County Health Department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information. **To keep the illness from spreading to more people, we ask you to keep sick children home. Any children who are sick and in school will be sent home. Please, make sure that your school has appropriate contact information to reach you in the event your child becomes ill at school.**

Public health officials want you to protect yourself and your family against the pandemic. Here are some ways to stop the spread of germs and sickness:

**-Keep children who are sick at home. Don't send them to school.**

- Teach your children to wash their hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- Stay home from work or school if you are sick and avoid other people until you are better.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

If you have any questions, please contact your School Nurse, Janelle Sivam 588-2559/588-2556 or Stephanie Hegland/Kelly Deterding 588-2554, The Sauk County Health Department 608-355-3290, or your healthcare provider.

If the pandemic continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

Recommendations may change during the course of a pandemic outbreak.



## RIVER VALLEY SCHOOL DISTRICT

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### LETTER #3-SAMPLE LETTER FOR INTENSE SURVEILLANCE

Dear Parents,

**Sauk County Health Officials have ordered River Valley School District to close. This order is because of the pandemic outbreak situation in Sauk County. All schools are immediately closed until further notice and children should stay home.** We know that many students and their families are very sick. We also know that this is a hard time for our community and our hearts go out to those who are ill.

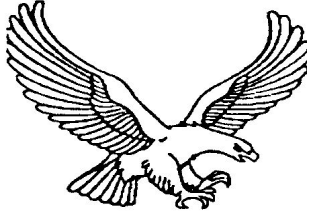
Schools may be closed for days or even weeks to reduce contact among children and help stop the spread of the \_\_\_\_\_ pandemic.

The \_\_\_\_\_ is easily spread from person-to-person, making it unsafe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in public or crowded locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick:

- Be sure everyone in your home washes hands frequently.
- Have them drink plenty of fluids: juice, water, soups, etc.
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches use Ibuprofen(Motrin) or Acetaminophen (Tylenol). The American Academy of Pediatrics advises parents not use Aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Keep the people who are sick away from people who are not sick.

We will contact you as soon as we have information about when school will reopen.



## RIVER VALLEY SCHOOL DISTRICT

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KELLY DETERDING, RN

### LETTER #4-SAMPLE LETTER FOR PANDEMIC FOLLOW-UP

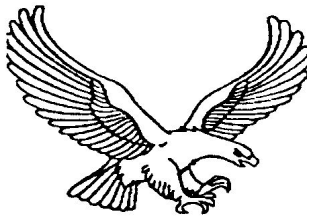
Dear Parents,

Sauk County Health officials have declared that the Pandemic \_\_\_\_\_ cases are declining. River Valley School District will open again on \_\_\_\_\_. At this time, we are advised to allow healthy individuals back into our schools and students who are in good health conditions may safely return to class.

Even though school is opening, there will still be some people sick from the virus. Public Health officials say that it is typical for Pandemic outbreaks to happen in waves. This means that we have to continue to be vigilant and monitor the situation closely because more people could become sick again. If more people get sick, schools may need to close again. We will continue to provide you with any new and important information.

**Reminder: The \_\_\_\_\_ can still be spread from person-to -person, so we ask that you please keep children who are sick at home. Don't send ill children to school.**

We are looking forward to seeing your children again at school.



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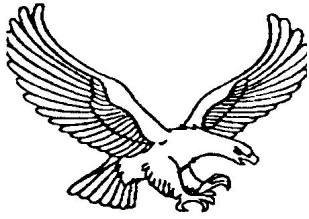
## **Definition of Terms**

### **Acronyms**

- **CDC**-Center for Disease Control ([www.cdc.gov](http://www.cdc.gov))  
The CDC is a government organization that is under the guidance of the Department of Health and Human Services. Their vision for the 21st century is ‘Healthy People in a World-through Prevention.’ CDC, as the sentinel for the health of people in the United States and throughout the world, strives to protect people’s health and safety, provide reliable health information, and improve health through strong partnerships. Their mission is to promote health and quality of life by preventing and controlling disease, injury, and disability.
- **HHS**- United States Department of Health and Human Services ([www.hhs.gov](http://www.hhs.gov))  
The HHS is the United States government’s principal agency for protecting the health of all Americans and providing essential human services. It has more than 300 programs to ensure protection of health. The HHS works closely with insurance and grants to fund programs nationwide. One of their goals is to have pandemic preparedness:[www.pandemicflu.gov](http://www.pandemicflu.gov). They keep track of global movement, action, and information regarding the

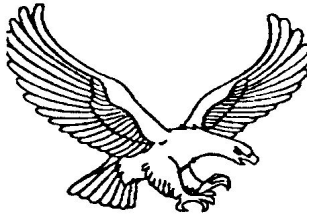


pandemic influenza virus.



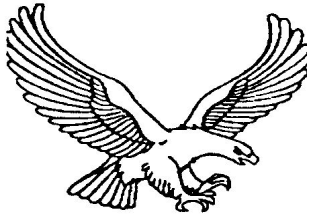
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- **NCID-** The National Center for Infectious Diseases (NCID)  
([www.cdc.gov/Ncidod](http://www.cdc.gov/Ncidod))  
The NCID is an organization set up by the CDC that prevents illness, disability, and death caused by infectious diseases in the United States and around the world. This is who tracks emerging infectious disease through infectious disease surveillance. This is inclusive of subtypes of influenza viruses resulting in large-scale global outbreaks. Including the recent pathogenic avian influenza (H5N1) virus that emerged in 2003.
- **OSHA-**The US Department of Labor Occupational Safety & Health Administration  
OSHA requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards when controls are not effective in reducing the exposure to acceptable levels.
- **PPE-** Personal Protective Equipment  
Personal protective equipment refers to items designed to protect the wearer's body from injury infection or other occupational safety and health concerns. PPE may have to be worn in the case of an emergent situation. Main types of PPE include respiratory and hand protection. Regulations within the workplace are set forth by OSHA.
- **Novel Virus:** a virus that has rarely or not previously been known to infect the human population.



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- ***Pandemic:*** a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region, or country in a number of cases that clearly exceeds that of 'normal'. Pandemic outbreaks are expected to occur simultaneously throughout the nation inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.
- ***Pre-Pandemic Period:*** a period of time in which no new cases of the influenza virus are detected within the human population. However, human infecting viruses may be present in the animal population.
- ***Pandemic Alert Period:*** Humans become infected with the influenza virus. Human-to-human transmission is possible, suggesting that the influenza virus is better adapting to the human body. Efforts to contain and delay the spread of the new influenza virus are taken to avoid an actual pandemic outbreak.
- ***Pandemic Period:*** A widespread and sustained transmission of the influenza virus within the general population. The virus is spreading persistently and globally from human to human. All aspects of life and society are seriously affected.



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- ***Quarantine:*** Refers to the separation and restriction of movement of persons who have been exposed to the infectious agent, influenza, and therefore may become infectious. It is intended to stop the spread of the infectious disease and has proven to be very effective in protecting the public from illness and disease . In the specific case of influenza quarantine it is recommended to be done as followed: all members of a household which there is an ill individual are recommended to stay at home for incubation period of 7 days, following the onset of signs and symptoms of influenza. If another household member becomes ill during this time, it is recommended to extend the time of quarantine for another 7 days.
- ***Social Distancing:*** The goal of this specific intervention is to protect all humans and decrease the spread of viruses in all settings. Since influenza is droplet/airborne spread it is recommended that all people are no less than 3 feet from an infected person, since droplets can travel in the air this distance. Social distancing is started mostly within school aged children who are in dense classroom settings most of their day. If children are encouraged to stay 3 or more feet away from each other, this will lead to decrease of influenza introduction into households and the community at large.
- ***Surveillance:*** The goal is to detect the earliest case of the influenza virus and describe the epidemiologic features of the virus's circulation within the River Valley Community. Surveillance is conducted to become aware of the increase in the influenza activity and the number of cases in the River Valley School District and community as a whole. Surveillance refers to the systematic collection, analysis, and interpretation of a disease or illness that has a significant impact on

public health. Surveillance is largely done to track and monitor.

