

# Pandemic Influenza Protocol

In the event in the widespread breakout of influenza, it is important that the lines of communication remain open.

1. The District Lead Nurse/Health Services will be in contact with Montgomery County Health Department (MCHD) providing information about attendance retrieved from PEIMS.
2. Cabinet members will be in communication monitoring support service capabilities (*custodial, transportation, maintenance, food service, police*).
3. Campus principals will be providing updated information to the appropriate Assistant Superintendent regarding attendance and student wellness trends.
4. MCHD will make a determination as to their recommendation regarding school closures based on input from TDH. Closing schools is a major decision because of its impact on families and the workforce. There are two triggering factors in closing schools:
  1. widespread outbreak and belief by Health Department that schools are accelerating the spread through student contact, and
  2. the District cannot provide needed services due to illnesses of staff
5. Letters will be available in English/Spanish (*facts, treatments, symptoms*).
6. Communications will be via major media and website.
7. The length of closure will be determined with guidance from county health officials.
8. Plans should be made by campuses to deal with
  - a. large numbers of sick students
  - b. parent pick-up of sick students (*we would not transport*)
  - c. large number of parent pick-ups during the school day
9. Phone trees should be kept current.
10. Extra gloves and masks should be kept in storage (*with attention paid to temperature*).
11. Teacher web pages with current information and syllabi should be maintained. Students may be using these sites if absent for a prolonged period of time.
12. Each department should identify key persons that will need to report to work. There should be back-ups to allow for illnesses.
13. Planning should begin for employee compensation in the event persons are unable to work for several days.
14. Each department should prepare its staff for this possibility.
15. Infection control policies and procedures should be implemented such as frequent hand-washing. This will require large amounts of hand soap and paper towels.
16. Plans should be made to support technology infrastructures.
17. Plans should be made to contact groups or organizations that rent District facilities if in the event facilities are closed.
18. Hygiene: "Masks protect others from you and handwashing protects you from others."

## Reminders:

- a. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- b. Stay home when you are sick. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- c. Cover your mouth and nose. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- d. Clean your hands. Washing your hands often will help protect you from germs.

## CISD Level 1: Alert Status (No reported cases in the area)

1

- Continue to monitor attendance and communicate with the local Health Department. —*Lead Nurse/Health Services*  
**Remain on alert**
- Communicate to parents to keep sick children home. —*Principals*  
**Monitor the situation**
- Communicate to staff to stay home if sick. —*Principals and Directors*
- Review Business Continuation Plan and Pandemic Plans. Begin daily departmental briefings for communication updates.
- Review NIMS (*Incident command*), EOP and Parent-Child Unification Plans
- Communicate the precautions to avoid spreading the flu.
- Add soap —*Custodial*
- Frequent cleaning of common areas including door hardware, bus seats, etc.

## CISD Level 2: Alert and Precautions (Cases in the region but not in the local area)

2

- Continue to monitor attendance and communicate with the local Health Department.. —*Lead Nurse/Health Services*  
**Remain on alert**
- Communicate to parents to keep sick children home. —*Principals*
- Communicate to staff to stay home if sick. —*Principals and Directors*
- Develop contingency plans and review Business Continuation Plan. —*Department Director*
- Potentially limit all unnecessary travel
- Potentially limit large gatherings to only essential events or consider postponing essential events
- Potentially limit/restrict outside visitors and guests.
- Potentially restrict outside foods

## CISD Level 3: Response and Mitigation (Reported Local Cases)

3

- Consider closing campuses, feeder areas, entire district. —*Superintendent based on guidance from Health Department*
- Communicate to parents the extent of closures and the length. —*Communications*
- In the event of campus closures, communicate to staff which staff members are to report to duty to maintain services (*custodial, maintenance, police, central office, campus administrators, nurses, technology, key transportation and child nutrition staff*). —*Cabinet*
- Cancel all school events and building use (*rentals*)
- Cancel all travel
- Cancel all events
- Clean Areas

- e. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- f. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- g. Contact your family doctor if you have flu-like symptoms and you have any questions.

## Cleaning:

- Frequent cleaning of buses
- Frequent cleaning of common facilities and frequently touched surfaces (*commonly shared items such as keyboards, shared instruments, faucets, door knobs, push doors*) frequently throughout the day.
- Provide additional hand sanitizers.

## Communication:

- Daily updates posted on the website in English and Spanish
- Continue to emphasize good health practices for students, community and staff
- Prepare systems for possible mass phone calling and/or email notification
- Points of Distribution: Contact information for administrative assignments to PODs should be reviewed and updated.