Pandemic Planning Guide

Updated March 4, 2020

Original Plan Developed May 1, 2009

Index

GREEN BAY AREA PUBLIC SCHOOL DISTRICT

PANDEMIC ACTION PLAN

March 4, 2020

No one knows when or how severe a pandemic outbreak might be. The important thing is that schools and departments take steps now to help protect students and staff from a possible pandemic outbreak of any kind.

This action plan has been developed to assist administrators and school personnel to help prevent and prepare for a health-related emergency, such as the coronavirus (COVID-19), avian flu (H5N1) or swine flu (H1N1), in our schools. The Pandemic Planning Committee worked collaboratively in the development of the initial draft.

The action plan defines five levels of response. It includes guidelines and provides steps each school and department should take given specific triggers and events. Ongoing research of events occurring worldwide, nationally, and locally will provide information for the plan to be revised. Annually the committee will meet to review and revise the plan, as needed.

This plan is intended to provide the most up-to-date information based on current data and direction from the Brown County Public Health Department and other organizations engaged in planning for a pandemic event. As such, it is designed to be a working document that will be updated annually, as needed. Please send feedback and suggestions to:

Vicki Bayer, Associate Superintendent (920-448-2005)

Claudia Henrickson, Director of Student Services (920-448-2081)

Chris Collar, Safety and Security Coordinator (920-448-3577)

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Green Bay, WI 54303

Special thanks to Barb Dorff and Al Behnke for the development of this plan in 2009, which later served to be a model for the State of Wisconsin.

2020 PANDEMIC PLANNING TEAM MEMBERS

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Claudia Henrickson	Executive Director of Student Services
Chris Collar	Safety and Security Coordinator
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Katie Sulzer	Director of Pupil Services & Equity Coord.
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Lori Blakeslee	Director of Communication/ Public Relations
Terri Willems	Executive Director of Human Resources
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Mike Stangel	Executive Director Facilities/Related Services
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Diane Peterson	School Nurse
Amanda Retzak Krump	School Psychologist
Amy Fish	Volunteer and Community Partners Coord
Curt Julian	Associate Principal

Rod Bohm	High School Principal
Dan Malmberg	Elementary School Principal
Molly Schueller	Associate Principal
Travis Lipsh	Associate Principal
Jeanne Wall	Associate Principal
Micah Hoffman	Associate Principal
Jason Johnson	Coordinator of Charter Schools
Lynette Zalec	Food Service Director
Jeremy Wildenberg	Transportation Manager
Luanne O'Leary	Manager of Facilities Operation
Josh Patchak	Executive Director of Technology
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Julie Seefeldt	Director of English Learner Programs
Tim Flood	Administrator for Co-Curricular Programming
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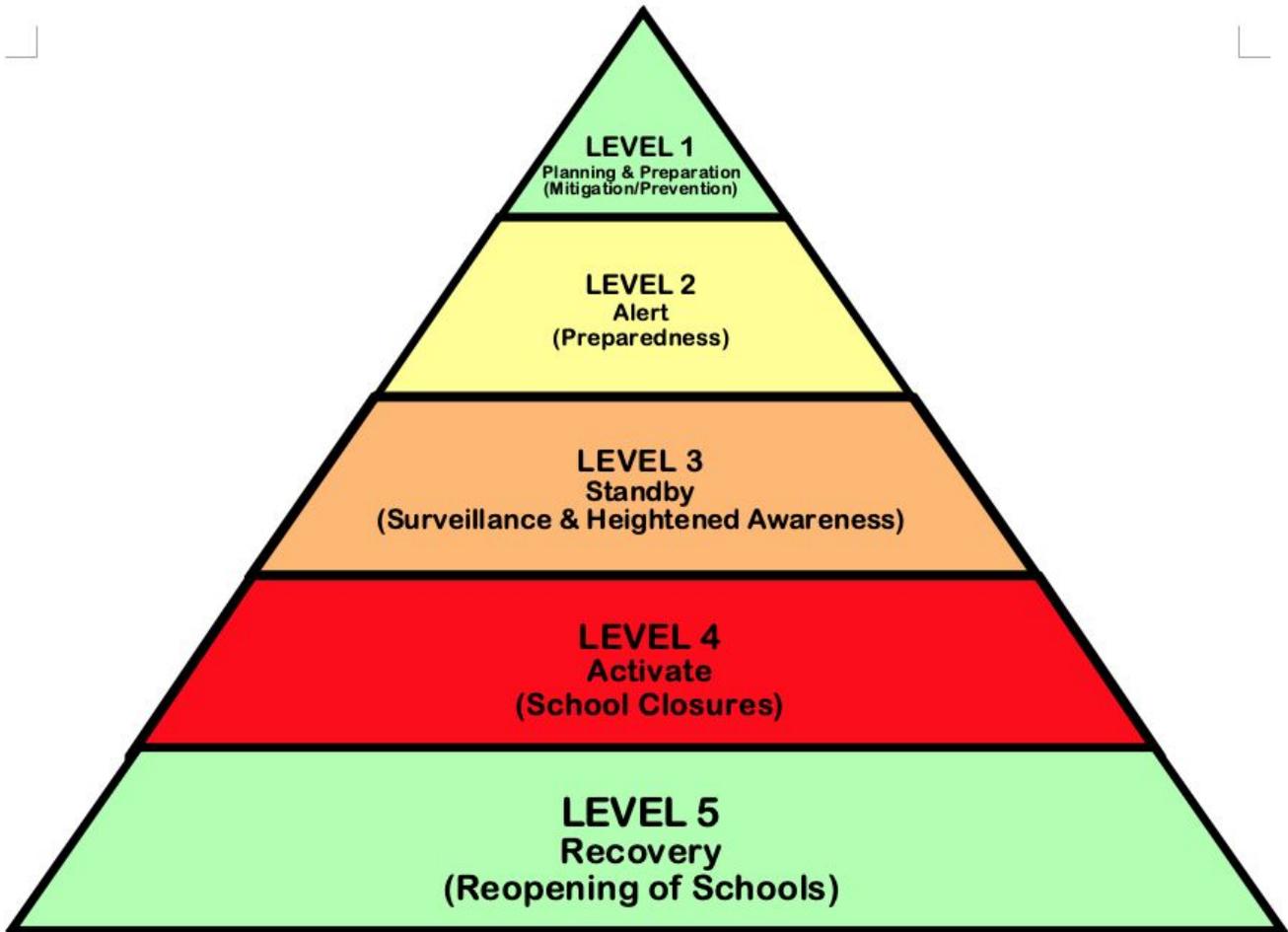
LEVEL 1 - Planning & Preparation (Mitigation and Prevention)

Trigger: Health officials are concerned that various strains of Communicable Disease (e.g, Coronavirus COVID-19, Avian-H5N1, Swine-H1N1, etc.) can mutate and cause a global/local pandemic.

Goals: Schools are prepared as well as they can be for a pandemic. The plan fits within each school's crisis management plan. Staff, students, and parents are well informed and understand their roles in preventing the spread of disease.

Section 1: <u>GETTING STARTED: DISTRICT PRE-PLANNING FOR LEVELS 2-5</u>

1. **Identify the authority for declaring a public emergency at the state and local levels and for officially activating the district's pandemic outbreak contingency management plan.**

    <u>Brown County Public Health Department</u>
    Note: If the Brown County Public Health Department directs the closing of schools during a pandemic, the District would need to make up any days needed to meet the hours and minutes requirement. There may be other considerations however, that still must be met, i.e. graduation requirements for IHE (Institutes of Higher Education), State and Federal required testing, etc.

    <u>Board of Education & District Administration</u>
    Note: The Board of Education may decide to close schools without the direction of the Brown County Public Health Department during a pandemic. Doing so, however, has ramifications. The District would need to apply to the Wisconsin Department of Public Instruction for a waiver of instructional time lost. The Department is not obligated to approve such a request, and days would need to be made up.

2. **Ensure appropriate school system personnel attend planning meetings with the Brown County Public Health Department and contribute to the Health Department's plan to meet the needs of the community.**

    - Identify requirements for reporting incidents and capturing data for surveillance purposes (surveillance refers to identifying and reporting to Brown County Public Health Department of infectious disease-like symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern).
    - Develop a procedure for tracking staff and students impacted by pandemic outbreak to be activated at Brown County Public Health Department direction.
    - Building administrators and attendance clerical will monitor absences for abnormalities, and report these to their supervisor and school nurse. School Supervisors will provide

the Superintendent or Associate Superintendent with updates. If additional cleaning and sanitizing of schools is needed, building leaders should contact the Executive Director of Facilities and Related Services.

- How to clean and disinfect schools

3. **Appoint pandemic co-manager(s) to coordinate development of the district's pandemic plan.**

- Vicki Bayer, Associate Superintendent (920-448-2005)
- Claudia Henrickson, Executive Director of Student Services (920-448-2081)
- Chris Collar, Safety and Security Coordinator (920-448-2180)

4. **Review district emergency response and infectious disease policies and procedures for necessary revisions.**
   - Develop protocols for dealing with ill staff/students
   - Follow procedures outlined in 400-series policies (Emergency Nursing Services, Procedures for Handling Illnesses and Injuries, Communicable Disease Control)

5. **Identify and purchase resources for immediate and long-term use, e.g., tissues, first aid kits, masks, etc.**
   - Building administrators and facilities staff will monitor appropriate medical and cleaning/sanitizing supplies at their buildings, and contact the Safety and Security Coordinator if additional supplies due to pandemic planning are needed.

6. **Review cleaning policies, practices, and supplies for revisions and needed staff development.**

- Review Brown County Public Health Department and United States Department of Agriculture food service procedures for food sanitation and safety and include in HACCP plan.
- Executive Director of Facilities and Related Services provides these instructions to building custodians and updates periodically as appropriate.
- Food Services Director maintains and updates the District's Hazardous Analysis Critical Control Point Plan.

7. **Identify policies and procedures that need to be in place or need to be revised (e.g. sick leave, sick leave bank).**

- Investigate waiver for unexcused absences being made excused and allow for make-up work.
- Address staff absences consistent with District policies and procedures in collaboration with Human Resources, Supervisors, and represented groups.
- Review and incorporate health department policies for students and staff regarding procedures to be followed for returning from illness.

8. **Ensure health and safety precaution posters, in multiple languages, are available for school and department use.**

   - [Germs are Everywhere](#)
   - [Cover your Cough](#)
   - [Wash Your Hands](#)

9. **The Director of Communication and Public Relations will place appropriate links to resources on the district's website.**

10. **Establish an Incident Command System (ICS) for a pandemic outbreak identifying appropriate personnel and chain of command in case of illness.**

    - The district's ICS is established in the crisis management plan. District office serves as the base location for ICS.
    - Should the District office be unusable, an alternate command center will be established as needed.
    - The Pandemic Co-Managers communicate to the Superintendent, Board of Education, and to all administrators. Administrators communicate to staff, and then staff communicates to parents and students. The Director of Communication and Public Relations will communicate to the media.

11. **Set up a contact list and update regularly.**

    - Refer to the School Security Contacts in the District School Security Plan.

12. **Establish a communication process to initiate a plan that includes recovery information, to be triggered by notification by the Brown County Public Health Department of a significant incident(s).**

    - Brown County Public Health Department notifies Pandemic Co-Managers to initiate plan.
    - District and building communications will be established and implemented to communicate with all stakeholders.

13. **Identify information to be translated for written and broadcast use at school and throughout district.**

    - Ensure language, culture, and reading level appropriateness in communications by referencing different language and/or ethnic groups.
    - Communications to students, parents and staff will be drafted as needed. They could include letters to parents regarding prevention, preparation, initial outbreak with schools remaining open, expanded outbreak and urging ill children to stay home, tips for

parents on coping with a pandemic outbreak, press releases, key messages for school officials, school closure ordered, and schools reopen.
- These communications will be translated into multiple languages.

14. **Collaborate with Brown County Public Health Department for public service announcements and updates to be distributed to schools and families as needed.**

15. **Provide updates to district administrators and all staff on the plan.**

16. **Develop a continuity of operations plan for essential District Office functions.**

- Each district office department will develop a plan to ensure that continuity of operations can occur during a pandemic.
- Each school leader will identify how they will communicate key information from their offices, needed to continue business office functions, should a pandemic occur and key staff in their buildings are absent (EX: time sheets, requisitions, invoices, etc).
- Building office and district office staff cross-training will be explored.

17. **Maintain current communication systems.**

- Maintain multiple communication platforms to communicate with staff, parents and students. These will include staff and parent/guardian notification system (includes emails, automated calls and texts), District and school websites, District and school social media sites, and District app. In addition, the District will use local media to communicate with staff, parents and the general public.
- Develop and maintain up-to-date contacts of key public health and education stakeholders and use the media to provide regular updates as the Communicable Disease Pandemic unfolds.
- Test District's communication vehicles periodically in advance of a crisis or pandemic.
- District will update the building leader contacts in Ready Op on a yearly basis for notification of emergency information.
- Update school closure messages as appropriate for the pandemic. All messages should be translated in advance and saved in the notification system.
- District Security Contact information is updated annually.
- The District has several communication vehicles in place. Each building and/or administrator has a cell phone (with priority line access), as well as the maintenance, technology, and food service department heads. In case of satellite disruptions, two-way radios are in place as a back-up communication within buildings. The District will use the local media's school delay/closure system or process for reporting delays and closures. The District's network provides for phone, email communications, and internet access. The District may also choose to use building marquees, electronic billboards, push notifications through the app, and school newsletters.

Section 2: <u>WORKING WITH THE SCHOOL COMMUNITY TO PREPARE FOR LEVELS 2-5</u>

1. **Coordinate with other District-wide crisis management teams, i.e. declared emergency committees and mental health staff.**

2. **Develop a communication plan to implement when needed.**

   - Communication plan will include appropriate District communication platforms as well as local media to ensure staff, families and the community are aware and understand any actions needed to be taken. Communications will be translated whenever possible. Plan could include:
     - Designated webpage on District website, which has links to resources and FAQ
     - Social media posts
     - Automated calls, emails and texts
     - Push notifications through District app

3. **Develop and distribute information on prevention of precautionary measures for germs and infectious disease for schools, parents, students and community use. Communications will be translated whenever possible. This could include:**

   - Designated webpage on District website, which has links to resources and FAQ
   - Email/letter to parents
   - Social media posts
   - Automated calls, emails and texts
   - Push notifications through District app
   - Posters/flyers

4. **Establish redundant communication systems/channels that allow for the expedited transmission and receipt of information.**

   - Phones and radios for Incident Command System (ICS) personnel – align with crisis emergency plans.

5. **Provide posters of health and safety precautions for schools and departments to print and display.**

6. **Direct schools to have soap in restroom dispensers and paper towels available at all times.**

   - Building custodians are responsible to make sure these items are always out and available.

7. **Provide information to School Board members, including planning documents and actions to date.**

8. **Clarify the school district's role in local response plans via the Brown County Public Health Department.**

   - Brown County Public Health Department will communicate the response level needed to the Superintendent as information becomes available. The District supports the efforts of the Brown County Public Health Department.
   - Cancellation of co-curricular and extra-curricular activities, during a pandemic, will be determined by the Brown County Public Health Department based on the Pandemic Severity Index, in conjunction with the Administration and Board of Education.

Section 3: <u>PLANNING FOR CONTINUING EDUCATIONAL OPPORTUNITIES AND ADDRESSING WORKFORCE NEEDS</u>

1. **Develop scenarios describing the potential impact of a pandemic event on student learning (e.g. student and staff absences), school closing, extracurricular activities, and plan for continuing educational opportunities.**

   - The District Teaching and Learning Department will collaborate with others to plan for continuation of learning using recommendations provided by the Department of Public Instruction (see DRAFT plan).
   - Determine any potential waivers needed for District or state policies/requirements.
   - Various methods of instructional delivery are available to staff at all levels in the District. Based on federal law, if highly qualified teachers are not used during this time, due to a shortage, the District is required to notify parents, DPI and U.S. Department of Education of this event and tell them why the District is using the personnel it is. The methods used will be different at each level to accommodate different age groups. Continuation of learning plans must be coordinated in collaboration with appropriate district office staff. See Administrative Planning for School Closure Checklist in Appendix.
   - When schools are closed due to a pandemic and instruction is provided to any group of students, students with IEPs and ELs must also have instruction. It may be necessary to convene an IEP team to address how the specific instructional needs of those students will be addressed during the school closure or when limited staff are available.
   - Students with IEPs and ELs will have equal access to educational opportunities and assistive technology.
   - Graduation requirements policy will be addressed by the Board of Education at the time a pandemic occurs to determine if waivers are needed.
   - If schools are closed and state and federal testing requirements are delayed, the District administration must notify the U.S. Department of Education.
   - Students will be allowed to make up their work after a pandemic, based on hours missed.

- Work with community partners to plan for any special needs of free/reduced lunch students who rely on the school food program.

2. **Identify a plan for moving students from one area of a school to another (isolation of students who are ill until pick up).**

- Students who become ill at school will be quarantined, either outside the building, if weather permits and a supervisor is available, or in a separate room away from other students and staff. If any of the previous options are not available, masks or tissues will be used.
- Emergency contact information from Infinite Campus should be utilized if parent/guardian is unavailable to pick up the student.
- Social distancing of at least three (3) feet between students will be implemented if needed. This may require the movement of desks, tables, chairs, and/or reorganization of classes and instructional times.

3. **Consider workforce needs.**

- Plan for reduced staff availability (consider staggered school times, changes in bussing, telecommuting).
- Establish an order for certified staff to provide coverage at the building level.
- Examine the impact of double sessions and staggered times on bussing.
- Provide a plan needed for sharing resources and staff to the district (from building principals).
- Administration will assess needs and reassign staff to provide continuing instruction.
  - This includes the use of specials, *i.e.*, music, art and physical education instructors.
- Classes may be divided between different rooms or be conducted in half-day sessions.
- Administration will determine which staff may be able to work from home, given their job responsibilities.

LEVEL 1 RESPONSE - AT A GLANCE	
Health officials are concerned that various strains of Communicable Disease (e.g, Coronavirus COVID-19, Avian-H5N1, Swine-H1N1, etc.) can mutate and cause a global/local pandemic	
ROLE	**RESPONSIBILITY**
Superintendent	- Establish communication plan with Brown County Public Health Department - Appoint Pandemic Co-Managers - Update School Board

Co-Managers	● Convene Pandemic Planning Team to review plan ● Prepare and distribute safety posters to schools ● Ensure Incident Command process is in place ● Provide regular updates to district administrators on the plan ● Ask all district office departments to develop a plan to ensure continuity of operations should a pandemic occur
Planning Team	● Review pandemic plan and assign tasks ● Develop procedure for monitoring staff/student attendance
District Legal	● Review pertinent district policy related to infectious disease
School Nurses	● Work with Safety and Security Coordinator to identify and purchase resources ● Work with building principals to educate staff and students on hand washing, social distancing and other prevention efforts
Facilities	● Review cleaning practices and identify supplies for purchases ● Ensure soap and paper towels are available in all restrooms district-wide
Food Director	● Review Hazardous Analysis Critical Control Plan
Human Resources	● Review policies and procedures regarding staff absences ● Plan for reduced staff ● Request that staff review and update emergency contacts
Communications	● Develop district website with resources ● Identify information that may need translation ● Coordinates with Brown County Public Health Department for potential joint public service announcements ● Send prevention messages to staff and parents
Teaching and Learning	● Develop plan for continuation of education in the event schools are closed
Special Education and EL	● Develop plan to meet the education requirements of students with IEPs and EL needs
Building Principals	● Identify quarantine area ● Ask parents/guardians to update emergency contact information in Infinite Campus ● Work with school nurse on educating staff and students on hand washing, social distancing and other prevention efforts

LEVEL 2 - Alert--- Take Precautions & Prepare

Trigger: The World Health Organization of Center for Disease Control (CDC) reports a case of human-to-human transmission of a Communicable Disease within the United States, but not in Wisconsin.

Goals: Awareness and precautionary measures in schools, departments and the District community.

PREPAREDNESS

1. **Review pandemic plan for full implementation, checking for up-to-date information on the District's website.**
   - Keep all contact information current.
   - Provide ongoing briefings to key staff on roles and responsibilities.
   - Follow identified precautionary measures.
   - If possible, identify an isolation room.
   - Ensure that first aid kits are fully stocked.
   - See contact and resource lists attached.
   - Provide updates to the Administrative team as known.
   - Place updates on the District's website.
   - The Pandemic Planning Committee will meet if needed to revise the plan.
   - Each building will use an isolation room (if one has been identified) and make sure it is supplied with all necessary medical supplies.

2. **Provide updates to families as needed.**

3. **Increased disinfectant processes by custodial/cleaning staff as needed.**

4. **Monitor school sponsored out of state trips.**

   - Based on the Pandemic Severity Index, travel may be restricted or suspended.
   - If traveling to an area with confirmed cases of the pandemic Communicable Disease, requests are to be reviewed by a district office team that may include the Superintendent, Associate Superintendent, Executive Directors, etc.
   - Travel is permitted to areas where there have been no confirmed cases of the pandemic Communicable Disease.

5. **Monitor school-related domestic and international travel of staff, students, and parents.**

   - Based on the Pandemic Severity Index, travel may be restricted or suspended.

- Brown County Public Health Department will continue to communicate with Superintendent regarding the current index rating for appropriate determination by the District administration relative to travel.

LEVEL 2 RESPONSE - AT A GLANCE	
Case of human-to-human transmission of a Communicable Disease within the United States, but not in Wisconsin	
ROLE	**RESPONSIBILITY**
Superintendent	● Maintain communication with Brown County Public Health Department ● Update School Board as needed
Co-Managers	● Provide regular updates to district administrators on the plan as needed
Communications	● Provide updates to staff and parents/guardians as needed
Facilities	● Increase disinfectant processes as needed
District Administration	● Monitor school sponsored out of state trips ● Monitor school related domestic and international travel of staff, students, parents

LEVEL 3 - Standby (Initiate Surveillance & Heightened Awareness)

Trigger: Brown County Public Health Department notifies District contact warning of suspected/confirmed cases(s) of the pandemic Communicable Disease within the state of Wisconsin.

Goals: Initiate surveillance of staff, students and other school visitors and personnel to assist the Brown County Public Health Department in close monitoring of the pandemic Communicable Disease outbreak locations.

Section 1: <u>INITIATE SURVEILLANCE AND HEIGHTENED AWARENESS</u>

(Surveillance refers to identifying and reporting to Brown County Public Health Department any pandemic communicable disease symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern.)

1. **Maintain links with relevant agencies and community support networks.**

   - District administration and pandemic planning committee members will continue to monitor, collect, and share updates.
   - Updates on pandemic related issues will be posted on the District's web site.
   - Brown County Public Health Department will stay in communication with the District's contact.

2. **Review Pandemic Plan**

   - Request that staff/parents/guardians verify their contact information in Infinite Campus.
   - Review pandemic plan with school administrators, including information on quarantine of students/staff.
   - The pandemic planning committee reviews the plan and makes revisions as needed.
   - As needed, schedule a meeting with the Administrative Team to review/revise pandemic plan.

3. **Keep relevant groups informed through briefings, district conferences, emails, newsletters, and websites.**

   - The Director of Communications and Public Relations will keep the district's website updated.
   - Building principals will include pertinent information in newsletters as provided by District administration or Brown County Public Health Department.
   - List of pandemic Communicable Disease symptoms will be given to schools and sent home to parents.

4. **Provide information to staff, students, and parents/guardians on topics such as:**

   - The difference between symptoms of common cold or flu and the pandemic Communicable Disease.
   - The importance of good hygiene practices.
   - The importance of staying home when sick.

5. **Monitor field trips/community-based learning activities**

   - Based on the Pandemic Severity Index, travel may be restricted or suspended.
   - If traveling to an area with confirmed cases of the pandemic Communicable Disease, requests are to be reviewed by a district office team that may include the Superintendent, Associate Superintendent, Executive Directors, etc.
   - Travel may be permitted to areas where there have been no confirmed cases of the pandemic Communicable Disease.

6. **Monitor school related domestic and international travel of staff, students, and parents.**

   - Based on the Pandemic Severity Index, travel may be restricted or suspended.
   - Brown County Public Health Department will continue to communicate with Superintendent regarding the current index rating for appropriate determination by the District administration relative to travel.

7. **Confirm school's role in local response plans with Brown County Public Health Department.**

   - Brown County Public Health Department will work closely with the Superintendent to reinforce roles in the response plan.

Section 2: <u>INITIATE RESPONSE PLAN</u>

1. **Maintain communications with Brown County Public Health Department, DPI, and any other State and Federal Departments.**

2. **Make preparations for possible school closure.**

   - Prepare for securing premises.
   - Brown County Public Health Department may direct the closing of schools. This information will be communicated to the Superintendent.
   - Communication plans will be developed for all stakeholder groups (Board, parents/guardians, staff, etc.)

3. **Keep relevant groups informed through briefings, conferences, emails, newsletters, and websites.**

   - Communications to continue to all stakeholders from District administrators.

4. **Prepare staff and student contact lists for Brown County Public Health Department in case of school closure.**
   - Brown County Public Health Department may require information urgently to trace contacts of infected people. Make it clear that contact details will only be used for the purpose of pandemic management.

5. **Consider cancellation of all school-related staff and student travel plans (domestic and international).**

   - Follow all Brown County Public Health Department guidance. Review travel of staff working between areas or schools.
   - District administration will determine when staff and students travel has been suspended, based on the Pandemic Severity Index and Brown County Public Health Department's communication.

6. **Monitor and attend to staff and students showing symptoms of a communicable disease.**

   - Monitor staff and students with increased rigor and immediately report to school nurses an increased number of illnesses.
     - Attendance clerical will keep building principal and school nurse apprised of attendance rates and reasons for absences.
     - MESSAGE TO ATTENDANCE CLERICAL: In our work to prepare for the potential of a pandemic due to XXXXX, we are asking the attendance clerical staff to closely monitor student absences and reasons for absence. Please keep your building principal aware of any changes to attendance rates due to illness (10% or higher change for your school). If parents report symptoms such as fever over 101, with fatigue, cough and/or shortness of breath, note symptoms in the absence.
     - Building principals will notify their supervisor if there is a change in attendance by 10% or more due to illness.
     - Building supervisors will notify the Superintendent and Co-Pandemic Managers if there a building has reported a change in attendance.
   - School nurses will report to Brown County Public Health Department increased illnesses among students and staff.
   - School nurses will provide a symptoms list to building clerical.
   - Staff will be provided assessment skills through school nurse communications.

7. **Institute rigorous cleaning policies and practices to reduce the spread of a communicable disease.**

- Safety and Security Coordinator will ask for *all* surfaces in all buildings to be cleaned and disinfected, including classroom manipulatives.

LEVEL 3 RESPONSE - AT A GLANCE	
Suspected / confirmed cases(s) of the pandemic Communicable Disease within the state of Wisconsin	
ROLE	**RESPONSIBILITY**
Superintendent	- Maintain communication with Brown County Public Health Department - Update School Board as needed
Co-Managers	- Provide regular updates to district administrators on the plan as needed - Message to Attendance Clerks regarding monitoring of absences
Pandemic Planning Team	Review plan
Communications	- Keep website updated - Message to staff, students and parents/guardians
Building Principals	- Ask parents/guardians to update emergency contact information in Infinite Campus - Keep pertinent information in newsletters and contacts with parents/guardians - Monitor attendance and provide updates to supervisor on absences
School Nurses	- Share symptoms list with building principal, to be sent to staff and parents/guardians (NOTE: May be done by Communications) - Monitor attendance rates and report to Brown County Public Health Department - Provide building clerical and school staff with symptoms list and what to watch for in students (NOTE: May be done by Communications)
District Administration	- Monitor school sponsored in and out of state trips - Monitor school related domestic and international travel of staff, students, parents - Consider cancellation of plans
Facilities	- Prepare for securing premises upon school closure decision - Institute rigorous cleaning policies and practices
Technology/Central Registration	Prepare staff and student contact lists for Brown County Public Health Department in case of school closure

LEVEL 4 - Implement Full Activation of the Response Plan (School Closures)

Trigger: Brown County Public Health Department mandates school(s) closure.

Goals: Schools activate closure procedures in consultation with Brown County Public Health Department, Pandemic Co-Managers, superintendent, and building principals. Students, staff and parents are informed, understand their roles and responsibilities, and have confidence in their school's preparedness. Plan for continuing educational opportunities is implemented.

CLOSING SCHOOLS

1. **Close school(s) as directed by Brown County Public Health Department, Superintendent and Board of Education.**

2. **Provide previously identified educational opportunities to home bound students.**

   - See Administrative Planning for School Closure Checklist in Appendix.
   - Use of alternative instructional approaches based on appropriateness for grade level and accessibility (*i.e.,* internet access) will be decided at time of school closure. These approaches may include but are not limited to teacher or DPI-developed educational materials.
   - Consideration of rescheduling of classes/alternate calendar during summer months will be made and administration will notify DPI and the U.S. Department of Education as appropriate.

3. **Secure premises.**

   - Building personnel are responsible for locking doors.
   - Card access for staff will be deactivated.
   - Police department will check premises routinely to verify schools are not open or being used.

4. **Post provided notices of closure on entry points and main buildings.**

   - Building personnel are responsible for posting notice of closure on all exterior doors.
   - See Notice of Building Closure.

5. **Keep relevant groups informed through briefings, conferences, emails, newsletters and websites.**

   ● Pandemic Co-Managers will coordinate with the Superintendent and Director of Communications and Public Relations to communicate with Administrators, the Board of Education, staff, parents, students, the community at large as to the status of the schools being closed and/or remaining closed.
   ● Superintendent will maintain communications with the Brown County Public Health Department.

6. **Collaborate with local agencies in making school facilities available in local response efforts, as previously identified.**

   ● District will cooperate with the Brown County Public Health Department to utilize the Green Bay schools as clinic sites in the event of an emergency to distribute medication, supplies or equipment to county residents. District will provide equipment as necessary.

7. **Be prepared for another wave of an communicable disease a few weeks after the first; initiate procedures as needed.**

   ● See Administrative Planning for School Closure Checklist in Appendix.

LEVEL 4 RESPONSE - AT A GLANCE	
Brown County Public Health Department mandates school(s) closure	
ROLE	**RESPONSIBILITY**
Superintendent	● Maintain communication with Brown County Public Health Department ● Close schools as directed by Brown County Public Health Department
Co-Managers	● Provide regular updates to District Administrators on the plan as needed ● Coordinate with Superintendent and Communications Department on messaging
Teaching and Learning	● Initiate alternative learning plan
Facilities	● Secure all buildings
Building Principals	● Post notices of closure on all external doors

Trigger: Brown County Public Health Department notifies District contact that the pandemic has been abated in Brown County and schools can be reopened.

Goals: Schools/departments ensure continued well being of staff and students, and education services are fully restored, recognizing possible work force reduction impact.

REOPENING OF SCHOOLS

1. **Access capacity of staff to resume normal school operations; determine staffing needs based on returning student population; provide appropriate staff coverage as necessary.**

   - Human Resources will determine if there are enough staff to support reopening of school(s).
   - Develop plans for "clustering" of students to meet staffing needs and numbers of students returning, as appropriate.
   - See Administrative Planning for School Closure Checklist in Appendix.
   - District Administration will take into consideration a variety of factors that may impact the ability to reopen (*e.g.,* may consider the closure of local daycare providers).
   - The Transportation Manager will work with bus companies to determine if there are enough drivers to run routes for the reopening of schools, prior to deciding to reopen.
   - The Food Service Director will determine if there are enough food supplies to serve meals, prior to the decision to reopen schools.
   - Custodial and Maintenance staff and other building staff will assess if there are enough supplies (operating and cleaning) available to resume classes. All this information will be shared with the Administrative Team before the decision to reopen is made.
   - Pandemic Co-Managers will verify that emergency services (*i.e.,* fire department, police) are available for schools to reopen.
   - **Once school has reopened:**
     - Teachers will monitor student health for potential symptoms of illness.
     - Maintaining a social distance of at least three (3) feet is vital until notified otherwise by the Brown County Public Health Department.
     - After school activities resume as usual.
     - Use other resources as needed, *i.e,.* substitutes, temps, student teachers, retirees, volunteers, etc.

2. **Prior to school reopening, clean and disinfect affected areas, including school busses and remote locations.**
   - Safety and Security Coordinator will request custodial staff to clean and disinfect all surfaces in buildings and will verify that facilities have been properly cleaned in conjunction with building principals.
   - Transportation Manager will request bus transportation providers to clean and disinfect interior surfaces of all busses, including seats, windows, doors, bars, etc.

3. **Arrange debrief of the pandemic event for staff and students, if appropriate.**
   - Reassure parents/staff that the school environment and transportation vehicles are safe and have been inspected for proper cleaning/disinfection to resume operations.
   - The Administrative Team will meet to review and ensure steps were taken.
   - Staff will receive communications, through District communication systems, indicating what steps have been taken by administration.

4. **Mobilize the crisis team to address mental health needs, including additional recovery material for the provision of psychological/emotional support for students, staff and families, and safe place for counseling.**
   - Support and monitor the well being of staff and students.
   - Provide resource contacts to address the needs of District employees and their dependent family members.
   - Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress.
   - Work with family counseling centers to provide long-term mental/physical health support/intervention in collaboration with community resources.
   - See the resources list attached.
   - Staff will assist other staff or students when signs of stress or mental/physical health are evident.
   - School psychologists, social workers, counselors and nurses will provide educational materials when needed.
   - District staff may volunteer to help in the community after their district duties have been performed.

5. **Keep relevant groups informed through briefings, emails, newsletters and websites using the developed recovery communications.**
   - The Director of Communication and Public Relations will update the District's website.

- Building administrators will include updated information in newsletters, announcements, etc.
- Should food shortages exist and limited or no breakfast/lunch is available at the schools, the District will coordinate a plan of action.

6. **Evaluate the success of the pandemic plan and make adjustments as needed.**

- The pandemic planning committee will meet to review plans, determine areas of weakness for modification, add updates received, etc.
- Pandemic planning committee members will make note of updates, concerns, and issues throughout the year and bring them to the review meeting for the committee to address.
- Administrative team and department heads will review how the plan functioned and make recommendations for modification, as necessary.

LEVEL 5 RESPONSE - AT A GLANCE	
Pandemic has been abated in Brown County and schools can be reopened	
ROLE	**RESPONSIBILITY**
Superintendent	- Maintain communication with Brown County Public Health Department - Convene team to determine if schools are prepared to reopen (See *Determining When to Reopen School(s)* below
Co-Managers	- Provide regular updates to district administrators on the plan as needed - Coordinate with Superintendent and Communications Department on messaging - Arrange debrief with Pandemic Planning Team
Facilities	Clean and disinfect affected areas

DETERMINING WHEN TO REOPEN SCHOOL(S) AT A GLANCE	
ROLE	**RESPONSIBILITY**
Superintendent	Verifies with Brown County Public Health that pandemic has cleared, and it is safe to reopen
Human Resources	Determine if there are enough staff to support reopening of school(s).
District Administration	Take into consideration a variety of factors that may impact the ability to reopen (*e.g.,* may consider the closure of local daycare providers).
Transportation Manager	Work with bus companies to determine if there are enough drivers to run routes for the reopening of schools, prior to deciding to reopen.
Food Service Director	Determine if there are enough food supplies to serve meals, prior to the decision to reopen schools.
Facilities staff and other building staff	Assess if there are enough supplies (operating and cleaning) available to resume classes. All this information will be shared with the Administrative Team before the decision to reopen is made.
Pandemic Co-Managers	Verify that emergency services (*i.e.,* fire department, police) are available for schools to reopen.

Appendix

LEVEL 3 SAMPLE TALKING POINTS FOR SCHOOL OFFICIALS

- Our primary concerns are the health and safety of our students, staff and community.
- Our District has been closely monitoring the situation regarding COVID-19
- The District is following the guidance of our local health department, the Wisconsin Department of Health Services and the Centers for Disease Control.
- At this time the District is researching its options should a school closure be necessary.
- According to public health officials, COVID-19 is spread in much the same way as the flu or the common cold. For this reason, we are encouraging our students and staff to actively wash their hands and take all of the same precautions they would normally to avoid these illnesses.
- The District will continue to update its website as more information becomes available.

LEVEL 3/4 SAMPLE TALKING POINTS FOR SCHOOL OFFICIALS

- Our primary concerns are the health and safety of our students, staff and community.
- Our District has been working closely with local health officials to monitor the situation, and will keep parents and staff updated via the District's website.
- At this time, under the guidance of the Brown County Public Health Department, we believe students may safely attend classes and schools will remain open.
- If pandemic continues to spread and more students and staff become ill, a determination may be made by health officials or the school district that schools close for an extended period of time.
- The purpose of closing schools will be to decrease contact among children in order to minimize their risk of getting sick and to limit the spread of infection. If schools are closed, children must stay at home.
- In addition, if schools are closed, there will also be no before or after school programs OR extracurricular/athletic activities.
- We urge parents to plan now for the possibility of schools closing and review their emergency/school closing plans and arrangements for child care.
- Parents can help protect their children and prevent the spread of pandemic communicable disease as they would colds and other communicable disease by taking the following precautions:

    - Teach your children to wash hands frequently 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. Throw used tissues in the trash.
    - Teach your children to avoid touching their eyes, nose and mouth.
    - Keep your children home if they are sick and avoid close contact with people who are sick.

Recommendations may change during the course of a communicable disease pandemic. The District will continue to update its website at gbaps.org. In addition, any pandemic school closings will be announced the same as inclement weather closings, which include emails, automated calls, texts, social media posts and through local media.

NOTICE OF SCHOOL CLOSURE

On **XX XX** the Green Bay Area Public School District was notified by the Brown County Public Health Department that a **Name of School** student has a probable case of **XXXX.**

As result of this identification, the Brown County Public Health Department has ordered the school immediately closed as a precautionary measure against transmission of the **XXXX.**

The school will remain closed until further notice by the local health department.

The closures affect all programming at the school including all before- and after-school activities, all athletic practices and competitions, and weekend events.

For more information, please consult the school district's website, **gbaps.org,** or contact **Name** at **###-###-####** or the local health department.

Sincerely,

Name, Superintendent

LEVEL 4 TALKING POINTS FOR SCHOOL OFFICIALS - SCHOOL CLOSURES

- Brown County Public Health Department officials have ordered the closure of schools as a result of the pandemic communicable disease outbreak in Brown County.
- School may be closed for an extended period of time.
- During school closures all before and after school programs are closed and all athletic or extracurricular activity events are cancelled.
- We know this is a difficult time for our community and our hearts go out to those who are affected. We are working closely with health officials to deal with the situation and will keep parents updated with any important information via the District's website (gbaps.org); through emails, automated calls and texts; and/or the media.
- Because pandemic communicable disease is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to minimize their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic communicable disease as they would colds and other Communicable DIsease by taking the following precautions:

  - Teach your children to wash hands frequently 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. Throw used tissues in the trash.
  - Teach your children to avoid touching their eyes, nose and mouth.
  - Keep your children home if they are sick and avoid close contact with people who are sick.

Recommendations may change during the course of a communicable disease pandemic. The District will continue to update its website at gbaps.org. In addition, any pandemic school closings will be announced the same as inclement weather closings, which include emails, automated calls, texts, social media posts and through local media.

ADMINISTRATIVE PLANNING FOR SCHOOL CLOSURE CHECKLIST

In the event of a pandemic that requires the closing of schools, the following steps and questions will guide the decision-making process. **Any administrator** can make the initial contact to coordinate a planning meeting.

Where and when can all able-bodied administrators meet to make decisions?
- ❏ Meet as soon as possible in a location that offers the most available district resources.
- ❏ Access to records and communication tools is a priority.
- ❏ Keep the Board of Education informed.

Is there direction or coordination coming from the Department of Education at the federal level or the Department of Public Instruction at the state level?
- ❏ If so, access governmental resources to shape local plans.
- ❏ If not, discuss whether there are any regional (*i.e.,* CESA or county) resources for planning that would be helpful.

How long is the anticipated closure of school?
- ❏ If the closure is less than twelve weeks, consider rescheduling classes during the summer months.
- ❏ If there is no special dispensation for seniors, determine the best methods of ensuring these students can meet graduation requirements.
- ❏ For all other grade levels, consider available curricular resources and determine which are appropriate for student learners.

What types of communication vehicles are viable options given present circumstances?
- ❏ What is the most effective use of technology?
- ❏ What other options are available to serve those students who do not have access to that technology?
- ❏ Should different approaches be used for different ages/grade levels/individual student needs?
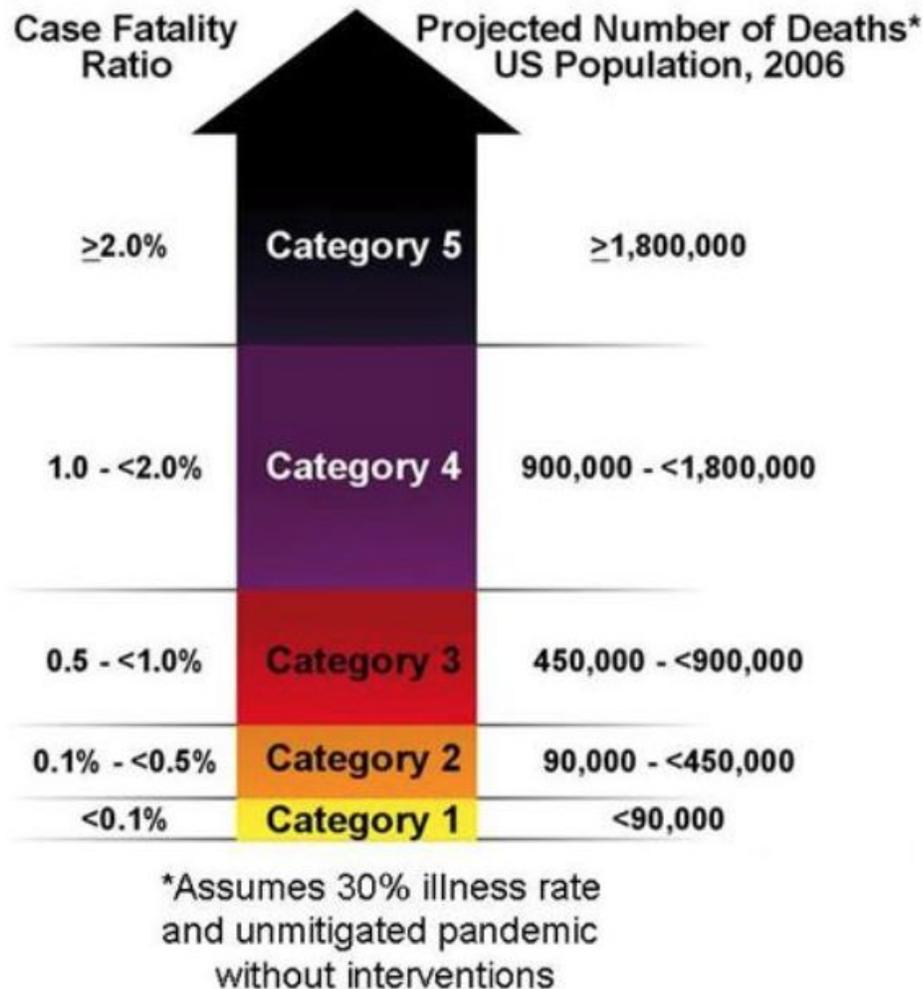
Which of our employees are able to help provide necessary instruction?
- ❏ How can we maximize the knowledge, skills, and talents of employees able to work?
- ❏ What financial resources are needed to support our delivery of instruction?

Outside of our administrative group, who needs to make decisions in order to proceed?
- ❏ Human Resources reviews the Employee Handbook to determine if any exceptions need to be made?
- ❏ Does the Board of Education need to take any action(s)?

RESOURCES		
1. CDC Guidance	2. Guidance for Returning Student Travelers - Wisconsin Division of Public Health, March 2, 2020	3. Talking to Teens and Tweens About the Coronavirus - NY Times
4. Legal Guide for School Leaders	5. CDC Get Your School Ready for Pandemic Flu	6. CDC Influenza Flu Pandemic and Pandemic Flu Planning Tools – Wisconsin DPI
7. Interim Guidance for School Leaders from CDC	8. Oregon School District Closes Due to Virus - March 1, 2020	9. Donovan Group Guidance for Communication from Schools 10. Toolkit for Communicating About Coronavirus Disease for School Leaders - Michigan PRSA
11. DPI Email dated Feb 26, 2020	12. GBAPS Pandemic Plan	13. Brown County Guidance
14. CDC in Action: Preparing Communities	15. Posters: ○ Germs are Everywhere ○ Cover your Cough ○ Wash Your Hands Covering Coughs and Washing Hands videos. Washing Hands - Spanish	15. Board of Education Policies ● 453.1 Policy- Emergency Nursing Services ● 453.1 Rule(1)- Emergency Nursing Services Procedures ● 453.1 Rule(2)- Procedures for Handling Illnesses and Injuries ● 453.1 Rule(3)-Procedures for Management of Student Allergies ● 453.2 Policy- Student Immunizations ● 453.2 Rule- Immunization Procedures and Responsibilities ● 453.3 Policy- Communicable Disease Control ● 453.3 Rule- Communicable Disease Control Procedures ● 453.31 Policy- Exposure Control Plan
16. CDC Travel Planning	17. AASA Guidance	18. WIAA Infectious Disease Plan
19. Resources for Schools	20. Sample Parent Messages	21. CDC K-12 Schools Planning Check-List
22. Talking to your Children about COVID- 19	23. Viruses Without Borders - UWGB Video	

Resources from Brown County Public Health:

- WI DHS https://www.dhs.wisconsin.gov/disease/covid-19.htm
- WI DHS outbreak page https://www.dhs.wisconsin.gov/outbreaks/index.htm
- CDC resources https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html
  - CDC Stop the Spread is a nice fact sheet
- WI DPI School Nurse https://dpi.wi.gov/sspw/2019-novel-coronavirus

Brown County Public Health Contacts:
- Erik Pritzl, Executive Director Erik.Pritzl@browncountywi.gov
- Ann Steinberger, Public Health Nursing Manager Ann.Steinberger@browncountywi.gov
- Steve Johnson, Public Health Strategist Steve.Johnson@browncountywi.gov

Case Fatality Ratio		Projected Number of Deaths* US Population, 2006
≥2.0%	Category 5	≥1,800,000
1.0 - <2.0%	Category 4	900,000 - <1,800,000
0.5 - <1.0%	Category 3	450,000 - <900,000
0.1% - <0.5%	Category 2	90,000 - <450,000
<0.1%	Category 1	<90,000

*Assumes 30% illness rate
and unmitigated pandemic
without interventions

If you have specific questions regarding the district's Pandemic Plan or how to protect your family from being affected by a pandemic after looking at the frequently asked questions (FAQs) available on line at http://pandemicflu.gov then please contact the district's nurse or your healthcare provider. You can call the Brown County Public Health Department at (920) 448-6400.

You can also get more information from Brown County Public Health Department. Visit online at
http://www.co.brown.wi.us/departments/?department=fd7fb6bc484c

The federal government website with information on planning for individuals and families is:
http://www.pandemicflu.gov

The American Red Cross site is http://www.ready.gov or http://www.redcross.org

The District will continue to update its website at gbaps.org. In addition, any pandemic school closings will be announced the same as inclement weather closings, which include emails, automated calls, texts, social media posts and through local media.

Rapid Reference: <u>Influenza versus Cold versus Pertussis</u>

Symptom		Influenza ("Communicable DIsease")	Cold (Viral URI)	Pertussis
Fever		Usually present & high (102-104°F or 39-40°C): typically lasts 3-4 days	Uncommon	Uncommon If present, typically low-grade
Headache		Very common	Uncommon	Uncommon
Aches and pains, muscle aches, chest discomfort		Common Often severe	Slight to Moderate	Uncommon
Fatigue and weakness		Moderate - severe; can last up to 14-21 days	Mild	Mild to moderate
Extreme exhaustion		Very common early in illness	Extremely Rare	Rare
Stuffy or runny nose		Sometimes	Common	Common, early in the disease
Sneezing		Sometimes	Common	Common, early in the disease
Sore Throat		Sometimes	Common	Uncommon
Cough	Character	Non-productive ("dry") cough is typical; nocturnal cough rare	Hacking cough, often productive; nocturnal cough rare; usually responds to cough medications	Variable character; fits/paroxysms and nocturnal cough are common; generally not responsive to cough medications
	Severity	Moderate	Mild to Moderate	Variable; can be mild in adults and very severe in infants and young children
	Duration	Typically 3-7 days; occasionally to 14 days	Typically 3-7 days	Persistent cough, almost always > 1 week, usually 2-6 weeks, sometimes 10+ weeks
	Paroxysms	Uncommon	Rare	Common
Infectious Period		1-2 days before symptom onset to 5-10 days after	Variable: typically 4-7 days after symptom onset; can be longer	From start of catarrhal phase (before cough) to 21 days after cough onset*

*or until taking 5 days of appropriate anti-pertussis antibiotics, or until a nasopharyngeal pertussis PCR is negative, whichever occurs first