SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE RESPONSE PLAN

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County Superintendent of Schools

SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

**SCHOOL DISTRICT INFECTIOUS DISEASE RESPONSE PLAN**

**ACKNOWLEDGEMENTS**

The School District Infectious Disease and Pandemic Response Plan is a template designed for use by School District officials in Sonoma County, California.

This Infectious Disease Response Plan was originally developed by Contra Costa County Schools. With permission from Contra Costa County Schools this template has been modified to reflect the protocols and procedures that are used in the Sonoma County schools.

Thanks to: Contra Costa County Schools Mary Miller, Supervising Public Health Nurse, Sonoma County Public Health Petaluma Regional Preparedness Grant staff

**SOURCES**

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Pandemic Influenza Plan Toolkit, Sonoma County Public Health Department, Advanced Practice Center (APC), 2009

School Pandemic Influenza Training and Exercise, November 15, 2007, After Action Report and Improvement Plan, November 30, 2007

Pandemic Flu Checklist for Local Educational Agencies in California, California Department of Education, April 2010

Pandemic Influenza Manual, 2009 Draft, California Department of Education, 2009

Pandemic Influenza Response Plan Addendum, Cupertino Union School District, Summer 2009

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**PREFACE TO THE DRAFT TEMPLATE**

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**ACRONYM LIST**

CD Nurses Communicable Disease Nurses

DEOC Department Operations Center

EOC Emergency Operations Center

FEMA Federal Emergency Management Agency

HO Health Officer

ICS Incident Command System

JIC Joint Information Center

NIMS National Incident Management System

OA EOC Operational Area Emergency Operations Center

OES Office of Emergency Services

PIO Public Information Officer

PPE Personal Protective Equipment

SCOE Sonoma County Office of Education

SCPHD Sonoma County Public Health Department

SEMS Statewide Emergency Management System

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**PLAN APPROVAL**

This plan has been reviewed and approved by the County Superintendent of Schools and is the official School District Infectious Disease/Pandemic Response Plan. The plan is effective as of February 28, 2020. This is the SCOE pandemic mitigation plan to guide county-wide response. School districts should refer to this guide in creating their own district and site plans.

Sonoma County Superintendent of Schools

Printed Name: Steven D. Herrington

Signature:

**RECORD OF CHANGES, UPDATES AND REVISIONS**

**Plan Section and Page #.**

**Description of Change Date Signature**

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

**I. INTRODUCTION**

A. **PLAN ORGANIZATION**

This plan outlines procedures used by the Sonoma County Office of Education should a disease outbreak or a pandemic occur.

The Sonoma County Schools Infectious Disease/Pandemic Response Plan is included as an Appendix to the Sonoma County Schools Emergency Operations Plan.

This plan is organized into the following sections:

**RESPONSE ORGANIZATION**

**OPERATIONAL PROCEDURES**

**CHECKLISTS**

• Lead Agency

• Illness

• School Nurses

• Contacts in a Public

monitoring/reporting

• School District Health Emergency

• Infection control

Administration

• School District

• Information for parents,

• Sonoma County Office of

• County

teachers, staff

Education

• Public Health Department

• Media inquiries

• Sonoma County Office of

• School dismissal

• Sonoma County Public Health Department Education

• Teach/staff absences

• Work policies

• Continuity of school operations

•Continuity of school instruction

• Financial recovery

B. **DEFINITIONS - INFECTIOUS DISEASE OUTBREAK AND PANDEMIC**

The procedures and checklists in the plan address response to both an infectious disease outbreak and a pandemic. In either scenario, the Health Officer may declare a Public Health Emergency.

School District Nurses and health care providers may be among the first in the county to report an **infectious disease outbreak**. The Health Officer and public health disease control specialists evaluate the situation in the county and determine actions necessary to control the disease outbreak in schools and in the community. Health Officer Orders,

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guidelines and instructions are continually revised and updated as the outbreak is tracked in the county.

In a **pandemic**, the disease outbreak is usually tracked world-wide and nation-wide. Illness may spread rapidly or slowly and the duration of the outbreak may be over months or even years. The Health Officer and public health disease control specialists evaluate information from the Centers for Disease Control (CDC) and data about the outbreak in Sonoma County to determine actions necessary to control the disease outbreak in schools and in the community. Such actions may need to be taken before any cases have been reported in the county. Health Officer orders, guidelines and instructions are continually revised and updated as the outbreak is tracked in the county.

C. **RESPONSE OBJECTIVES**

This plan describes how school district response is coordinated and organized to:

1. Obtain accurate and timely information from the Public Health Department.

2. Provide accurate and timely information to parents, students, teachers and staff.

3. Provide feedback to the Public Health Department about how information is

being received, interpreted and used.

4. Take required actions to close and re-open a school, when these actions are

ordered by the Health Officer.

5. Ensure continuity of school operations during a school closure.

6. Ensure continuity of instruction during a school dismissal.

**II. RESPONSE ORGANIZATION**

A. **PUBLIC HEALTH IS THE LEAD AGENCY IN A PUBLIC HEALTH EMERGENCY**

The Sonoma County Public Health Department is the **Lead Agency** during a public health emergency in Sonoma County, such as an infectious disease outbreak or pandemic.

In a public health emergency, Public Health may direct specific actions to control the spread of disease in schools and in the community.

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The Health Officer has legal authority to take actions necessary to prevent the spread of disease. This includes the legal authority to dismiss schools.

As Lead Agency in a public health emergency, the Public Health Department is:

▪ The primary point of contact for information on the disease outbreak or pandemic including:

o Case definition and symptoms.

o Exposure and infection control.

o The need to dismiss schools.

▪ The single point of contact for instructions related to school district response, including infection control instructions and school dismissal.

▪ The primary point of contact for content of information distributed by the school district to parents, students, teachers and staff.

As Lead Agency, the Public Health Department activates the Department Emergency Operations Center (DEOC). The DEOC coordinates with the Operational Area Emergency Operations Center (OA EOC) to:

▪ Monitor the outbreak in schools and throughout the community.

▪ Manage health and medical resources needed for response.

As the health official with legal authority to take actions in a public health emergency, the Health Officer:

▪ Determines when to close schools and when to re-open schools.

▪ Issues Health Officer Orders (instructions and requirements) to prevent and control the spread of disease in schools and throughout the community.

B. **LEAD AGENCY IN OTHER EMERGENCIES**

School district and school response to earthquake, fires, floods and other emergencies is described in the School Safety Plan and Sonoma County Schools Emergency Operations Plan.

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Depending on the scope of the emergency and the jurisdictional relevance, SCOE and or the Sonoma County Operational Area EOC will be the primary support to the affected schools.

Figure 1 - Lead agency in county response

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**COUNTY SUPERINTENDENT COUNTY SUPERINTENDENT**

C. **POINTS OF CONTACT (POC)**

The following points of contact are used during a public health emergency to coordinate actions and share information. During an emergency activation, obtain phone numbers and email addresses for these points of contact.

**SITE, AGENCY, DEPARTMENT OR OFFICE**

**CONTACT(S)**

**Sonoma County Office of Education**

• County Superintendent of Schools

• SCOE Emergency Response Group (activated)

**School District** • District Superintendent

• District Nurse(s)

• District Emergency Coordinator

• District Public Information Officer

• School Communication Team (activated)

• School Emergency Organization (activated)

**School Sites** • Principal

• School District Nurse

• School Emergency Coordinator

• Crisis/Emergency Communication Team (activated)

• School Emergency Organization (activated)

**Public Health Department** • Public Health Department Emergency Operations Center- DEOC

(activated)

• Disease Control Group (activated)

• County Health Officer (HO)

• Public Information Officer (PIO)

• Communicable Disease Control Nurse(s)

**Office of Emergency Services** • EOC Schools Coordinator

Operational Area Emergency Operations Center (EOC) (activated)

• County Public Information Officer (PIO)

• Joint Information Center (activated)

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D. **RESPONSE COORDINATION**

Response by the Office of Education, the Public Health Department, the Office of Emergency Services, School Districts and schools is organized in accord with the National Emergency Management System (NIMS) and the Standardized Emergency Management System (SEMS), which is California State Law. Both NIMS and SEMS utilize ICS as the primary command structure.

Emergency operations centers (EOCs) may be activated in a public health emergency at agencies, departments and in school districts. If an EOC is not used, elements of NIMS/SEMS may still be activated as response groups or teams.

For response to a public health emergency (infectious disease outbreak or pandemic), the following operations centers or response elements are used:

1. School and school district response teams and emergency response

coordinators. (Some schools activate an incident command organization). Office of Education Emergency Response Group

2. Public Health Department Emergency Operations Center (DEOC)

3. Operational Area (County) Emergency Operations Center (EOC)

4. County Joint Information Center (JIC)

E. **SCHOOL DISTRICT EOC ACTIVATION AND ORGANIZATION**

The County Superintendent of Schools will be the point of contact with the EOC as it relates to the 40 school districts.

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F. **OPERATIONAL AREA EOC ACTIVATION AND ORGANIZATION**

In a public health emergency, the Operational Area EOC may be activated. In this activation:

1. The Health Officer is the Operations Section Chief and the Public Health

Department is the Lead Agency.

2. The Medical/Health Branch is staffed by representatives of the Public Health Department, Mental Health Department, Environmental Health Department and others according to situational needs.

3. The OES Schools Coordinator position is activated as an Agency Representative to the EOC Liaison staff, when that function is activated at the Operational Area EOC.

**FIGURE 2 - OPERATIONAL AREA EOC ORGANIZATION**

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Operational Area EOC

Operations Section Chief (County Health Officer during Public Health Emergency)

Public Works Branch

Medical /Health Branch

Law Branch Fire/Rescue Branch

Care/Shelter

Branch Coroner Branch

HazMat Branch

County Public Information Officer

Plans/Intelligence Section Chief

EOC Liaison Staff (Schools Coordinator as Agency Representative)

Logistics Section Chief

Finance / Admin Section Chief

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G. **PUBLIC HEALTH EMERGENCY OPERATIONS CENTER (DEOC)**

In a public health emergency, the DEOC is activated. In this activation:

1. Through the DEOC, the Public Health Department and Emergency Medical

Services Agency support to the Operational Area EOC Medical/Health Branch.

2. The DEOC Operations Section activates Groups and/or Teams, as needed for

response.

3. The DEOC Disease Control Group is activated and staffed by Communicable Disease Control Nurses. They are the primary contact to the schools and school districts.

4. The Joint Information Center (JIC) may be activated and the Public Information Officer prepares approved content for letters and materials sent by school districts to parents, teachers and staff. A Schools Group may be activated at the JIC to assist and the Office of Education may assist.

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**FIGURE 3 - PUBLIC HEALTH DEOC ORGANIZATION**

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H. **COORDINATION CHART FOR PUBLIC HEALTH EMERGENCY RESPONSE**

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*Prepare Information*

*Prepare Information:*

•*Risk /Symptoms/Treatment*

Public Health Communicable Disease Nurses

School District Nurses School Nurses

• *Continuity of Operations*

• *Continuity of Instruction*

• *Continuity of Instruction*

School District Superintendents (38 Districts) District Emergency Coordinator

School District Superintendents (38 Districts) District Emergency Coordinator

• *Infection Control*

• *Vaccines/Medicines*

Public Health DEOC

Op Area EOC Joint Information Center (JIC) *County PIO Public Health PIO Office of Education PIO*

• Risk

• Symptoms/Treatment

*Prepare Information:*

• *School Dismissal*

• *Work Policies*

• School Dismissal

• School Dismissal

• School Dismissal

• Work Policies

• Work Policies

County Schools Superintendent *Office of Education PIO Office of Education Risk Management*

County Schools Superintendent *Office of Education PIO Office of Education Risk Management*

County Schools Superintendent *Office of Education PIO Office of Education Risk Management*

County Schools Superintendent *Office of Education PIO Office of Education Risk Management*

**TEACHERS**

**SCHOOL STAFF**

**PARENTS**

**PARENTS**

**STUDENTS**

**STUDENTS**

**STUDENTS**

• Infection Control

• Vaccines/Medicines

• Continuity of Operations

• Continuity of Instruction

School Principals School Emergency Coordinators

*Distribute Information*

Op Area EOC Health Officer

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**III. OPERATIONAL PROCEDURES**

A. **PUBLIC HEALTH GUIDANCE FOR DISEASE REPORTING**

1. Communicable Disease (CD) Nurses in the Public Health Department use existing

disease reporting protocols.

2. CD Nurses are the primary point of contact for School District Nurses during a

public health emergency.

3. The Public Health CD Nurse provides the following information in an initial briefing

with School District Nurses:

o Situation update and analysis.

o Case reporting and monitoring: instructions for School District Nurses

and district nurses.

o Review of communication and flow of information between school

districts, Public Health and Office of Education for:

▪ Reporting cases.

▪ Health Officer Orders and instructions.

▪ Materials and resources.

o Establish briefing/communication schedule for the event.

o Provide Public Health information website and telephone contact

information.

o Confirm school district contact information for official communication.

4. When the DEOC is activated, the CD Nurses provide guidance to school districts

from the Disease Control Group.

5. The CD Nurse will provide guidance to School District Nurses on when and how to

separate students identified with illness at school.

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B. **ILLNESS MONITORING AND REPORTING CASES BY SCHOOL DISTRICT NURSES**

1. Students identified with illness are separated from the school population by

isolating them in the (designated school location/room).

2. The school nurse or administrator uses existing procedure to contact parent or

guardian and request school pick up.

3. The School District Nurse provides written instructions to parents regarding

next steps (treatment at home, clinical evaluation by a physician, etc.).

4. If transportation is not immediately available, the School District Nurse will

hold the student in the (designated school location/room) for the remainder of the school day. The School District Nurse will provide food and a comfortable resting place for the student.

5. The School District Nurse may arrange transportation to a healthcare setting, if

necessary.

6. The School District Nurse will file necessary forms, per existing procedures for

return of an ill student to the care of parents in the home.

*Refer to:* ***School District Nurse Checklist- Identify Illness, Report Cases and Separate Students***

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C. **INSTRUCTIONS FOR INFECTION CONTROL DURING PANDEMIC RESPONSE**

1. The **Sonoma County Public Health Department** (or DEOC Disease Control

Group) issues approved, updated and disease-specific infection control procedures to be used at school sites. These may be distributed directly to school districts by email or sent to SCOE for distribution to school districts.

2. Updated information may be provided in conference calls or at on-site briefings

with a Public Health Deputy Health Officer and/or the CD Nurse.

3. Written updates will be posted on the Public Health website and distributed by

email.

4. The School District Nurse can contact Sonoma County Public Health for

information about specific or individual cases/situations.

5. As the event progresses, the Public Health DEOC may be activated and further

instructions will be provided from the Disease Control Group at the DEOC and the Joint Information Center (JIC).

*Refer to:* ***School District Nurse Checklist- Infection Control***

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D. **INFORMATION FOR PARENTS, TEACHERS AND STAFF**

1. In a disease outbreak or pandemic, information materials may include:

• Letters to parents, teachers and staff with instructions and risk communication information are issued by the Public Health Department’s Health Officer.

• Brochures and other informational materials as identified.

• Frequently Asked Questions (FAQs) prepared by the Public Health Department.

• Disease Fact Sheets prepared by the Sonoma County Public Health Department

• This information can be downloaded and printed from the Public Health website, or posted to the School Districts web site.

2. The **Sonoma County Public Health Department** is the **primary source of**

**content**. The content distributed by the Public Health Department is approved, updated, and incident/disease-specific. The school receives the approved content from Public Health via SCOE then distributes information via emails, letters, web posting or other distribution vehicles.

3. The School District Nurse or Administrator obtains approved content from Public

Health concerning the disease outbreak and information for parents, teachers and staff.

4. The **School District Communication Team** or SCOE Communications Team assists

in preparing content the distribution of information.

5. When the County’s Joint Information Center (JIC) is activated, the person assigned

as the PIO or LIAISON may receive information for distribution to parents directly from the JIC. The Public Health Department is at the JIC to approve information sent out for use by schools.

6. The School District Nurse maintains contact with the **Public Health CD Nurses**. If

the Public Health Department Emergency Operations Center (DEOC) is activated, the Operations Section/Disease Control Group is the point of contact to reach the Public Health CD Nurses.

7. Use the following procedures to obtain approved information from Public Health:

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Go to the public health website: https://sonomacounty.ca.gov/Health/Disease-Control- Unit/.

Follow links to current information on the disease outbreak or pandemic. In a pandemic influenza outbreak, click the “Flu Button” or the link to information for schools.

a. Download materials and print or copy them for distribution.

b. Set up links to the information on your school district or school website and

instruct parents to view and download from your website. (Insert instructions for the school district and/or school(s) web set up).

c. Use printed materials or cite links in school meetings with parents.

8. School District Communication Team

a. The (name of school district or school site) (position, School District Nurse or

principal) will convene a **School District Communication Team** (or indicate other name of group or team assigned this function) to manage the task of providing information to parents, teachers and staff during response.

b. The School District Communication Team members will include:

• List position titles, not names

• Determine if parent volunteers will be included.

c. The School District Communication Team is assigned the following tasks:

• (List tasks: Monitor updates, assist in the preparation of and distribution information, print handouts, etc.)

• Sets up a generic email account that numerous people can access. Email address needs to be given to Public Health so information can be sent to your school district.

• Information materials include only approved, updated and incident/disease-specific content prepared by Sonoma County Public Health Department.

• Information distribution mechanisms may include: (Add in other methods used in the school district and/or revise, as appropriate for your situation).

o Mailing information to parents and staff

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o Handouts at school site(s)

o Postings to school and school district web sites

o Emails

o Use of social media and blog sites, including texting, use of

Twitter, Facebook, etc.

o Informational meetings and conferences

10. The District monitors updates from Public Health and provides updated content

to the Schools to assist in the preparation of additional letters, information and instructions to parents.

11. School District Administration (person assigned by the district) updates the

School Site or District website to post new, updated and approved content from the Public Health Department. (Describe how updates are coordinated in the school district).

*Refer to:* ***Information for Parents, Teachers and Staff in the****:*

*- School District Nurse Response Checklist -School Administration Response Checklist - Office of Education Checklist*

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E. **MEDIA INQUIRIES AND CONTACT**

1. In an infectious disease outbreak or pandemic that requires school dismissal (s),

the Operational Area EOC may be activated and the County’s Joint Information Center (JIC) may be activated.

2. Media interviews, including school district interviews, are coordinated with the

Lead County PIO or Public Health PIO and the Sonoma County Office of Education (SCOE) PIO.

3. The County Office of Education will distribute PIO contact information to

school districts.

4. The SCOE PIO may co-locate at the JIC or send a liaison when the JIC is

activated. Or, the SCOE PIO may operate from the SCOE offices and establish communication channels and contacts at the JIC.

5. When it is activated, the Joint Information Center (JIC) prepares public

information content for schools. Distribution of this information to the schools may come directly from the JIC, the DEOC, or from the SCOE PIO.

*Refer to:* ***Media Inquiries in the****:*

*- School District Nurse Response Checklist -School Administration Response Checklist - SCOE Office of Education Checklist*

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**MEDIA INQUIRY AND CONTACT COORDINATION**

**JOINT INFORMATION CENTER (JIC)**

***PUBLIC HEALTH INFORMATION OFFICER (PIO)***

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***Public Health Designated Spokespersons***

**COUNTY HEALTH OFFICER**

***Coordinate Media Inquiries and Arrange Interviews with Public Health***

**DEOC and PUBLIC HEALTH STAFF**

***Designated Spokespersons***

**OTHER PUBLIC HEALTH EXPERTS**

Coordinate Media Interviews

***School District Designated Spokespersons***

**SCHOOL DISTRICT PUBLIC**

***COUNTY***

***Coordinate SUPERINTENDENT***

***Media Inquiries***

**INFORMATION OFFICERS (PIO)**

***OF SCHOOLS***

***and Arrange Interviews with PUBLIC***

***School District INFORMATION***

***and SCOE OFFICER (PIO)Designated***

***Spokespersons***

**COUNTY SCHOOLS SUPERINTENDENT**

**SCHOOL DISTRICT SUPERINTENDENTS**

**SCHOOL PRINCIPALS SCHOOL BOARD MEMBERS**

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F. **SCHOOL DISMISSAL**

**Only the Health Officer can issue an order to dismiss a school, several schools or all schools in the county during declared a public health emergency.**

1. School District Nurses or school principals cannot dismiss the school based on the on-site assessment of absenteeism or for any other reason. Questions about the need to dismiss a school can be directed to the **Public Health CD Nurse**.

2. The School District Nurse monitors and reports illness and absenteeism to the

Public Health CD Nurse.

3. The decision to dismiss a school is communicated from the **County Health Officer** to the **County School Superintendent**. The County School District Superintendent communicates the order to the **School District Superintendent**, who then contacts the **School Principal** and **School District Nurse**.

4. When the Public Health Department Emergency Operations Center (DEOC) is activated, School District Nurses continue to get information and advice from the CD Nurses, who are now operating from the DEOC, Disease Control Group.

5. The SCOE PIO may co-locate at the JIC, when it is activated. Or, the SCOE PIO

may operate from the Emergency Response Group at the SCOE.

6. When it is activated, the JIC staff prepares information content used by schools.

Distribution to schools may be from the DEOC, the JIC or from the SCOE PIO.

*Refer to:* ***School Dismissal in the****:*

*- School District Nurse Response Checklist -School Administration Response Checklist - Office of Education Checklist - Public Health Response Checklist*

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

G. **TEACHER AND STAFF ABSENCE**

1. The (school district name) reports teacher/staff absences to the School District

Office. This duty is assigned to (insert position title).

2. The (insert position title) is assigned to recruit substitute teachers, using Sub Finder

or other services, if needed.

3. At the school site, infection control equipment suggested for use by the Public

Health Department will be provided to substitute teachers, staff and volunteers. This duty is assigned to (insert position title).

4. As part of the surveillance and welfare, (Insert position title) will contact absent

teachers and staff and provide appropriate risk communication material, if required.

*Refer to:* ***Teacher and Staff Absence in the****:*

*-School Administration Response Checklist - Office of Education Checklist*

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H. **WORK POLICIES**

Work-related policies for teachers and staff may include a review of the California state- wide Disaster Service Worker policy. County-wide, district level or school policies and procedures related to sick leave, care for family members, etc. may also be reviewed and distributed.

1. SCOE will distribute information about state-level waivers during emergency

response.

2. The District Superintendent will distribute work policies and information

applicable within the district.

3. The School Principal/Administration will work with their designated human resource and payroll departments to distribute work related policies and information to teachers and staff.

*Refer to:* ***Work Policies in the****:*

*-School Administration Response Checklist - Office of Education Checklist*

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

I. **CONTINUITY OF SCHOOL OPERATIONS**

1. Each (School District or School) is responsible for maintaining continuity of school

functions during a prolonged school closure or during periods of increased absence of administrative staff and teachers.

2. Each (School District or School) will distribute contract policies addressing teacher

and staff absenteeism during a public health emergency, as needed.

3. The Office of Education may provide guidance on State and Federal requirements

for continuity of school operations including:

• Policies and procedures regarding pay and benefits for employees.

• School funding during school dismissals.

• Federal and State Waivers that impact education during prolonged school dismissal, such as:

• Requirements for the number of instruction days, amount of instruction time, and length of the school day.

• Graduation and promotion requirements.

• Special education requirements.

• Standardized testing requirements and deadlines.

• Laws regarding the suspension of contracts.

4. During school re-opening, track the following issues:

• Guidance regarding assessment of student levels with respect to state academic standards.

• Guidance for screening and referring students to mental health services.

• Guidance for assessing students with special needs in reviewing, revising, or creating Individual Education Plans (IEPs).

• Process and/or function stream to support any necessary remediation, if the school was used for emergency operations.

5. The California Department of Education, Pandemic Influenza Manual, 2009 DRAFT,

provides guidance on:

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

• Notification and reporting procedures for student dismissals ordered by local or state health officials.

• Fiscal impacts of student dismissals ordered by local or state health officials.

• Accountability and assessment policies during extended student dismissals ordered by local or state health officials.

• Continuity of education and student services during extended student dismissals ordered by local or state health officials.

• Impact of pandemic influenza on school facilities, child care, special education, the Healthy Start program, after school programs, curriculum support programs, professional development programs.

• Distance learning options during extended student dismissals ordered by local or state health officials.

*Refer to:* ***Continuity of School Operations in the****: -School Administration Response Checklist - Office of Education Checklist*

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

J. **CONTINUITY OF INSTRUCTION**

1. Determine the type and extent of instruction to be provided during school

dismissal:

• **Exposure to Content** - Students will be able to view content that broadly relates to content areas, such as literacy and numeracy, but no focused skill development is expected. Materials used might include, depending on the grade level, books, textbooks, workbooks, worksheets, e-mail, television (e.g., VHS, DVD, cable and satellite) and Internet content (e.g., Web sites, games).

• **Supplemental Content** - Students will be able to view and participate in activities that are directly related to grade-level skills, but there is no capacity for assessment or evaluation of work. Limited progress is expected. In addition to the materials listed above, more specific subject-matter could be provided through content download (e.g., using mp3 players, iPods, and cell phones) and communication by phone (e.g., conference calls, one-on-one calls).

• **Partial Continuation**: Students will be able to access grade-level and subject matter content. Continued learning is possible, if instructional support, including assessment and evaluation of work, is provided through another medium. Measurable student progress is possible. Materials and instructional methods used might include all those listed in the previous paragraphs as well as synchronous online learning (e.g., chat, streaming video, instant messaging, Web conferences).

• **Full Continuation**: Students will be able to access grade-level and subject matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected. Materials and instructional methods used might include all those listed above as well as asynchronous online learning with the capability for remote communication and assessment (e.g., e- mail, learning management systems).

• **Student Support Services** –Schools have a responsibility to ensure equal educational opportunities for all students and are required to provide special education to students with disabilities during school dismissals if any educational services are provided to the general student population. This includes ensuring that, to the greatest extent possible; each student with a disability receives the special education identified in the student’s individualized education program (IEP).

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

2. Students with special needs that may impact continuity of instruction include:

• Low income students who depend on school meals.

• Special education students.

• Medically fragile/chronically ill students (not already included as special education students.

*Refer to:* ***Continuity of Instruction in the****:*

*-School Administration Response Checklist - Office of Education Checklist*

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

K. **FINANCIAL RECOVERY**

The Sonoma County Office of Education may provide guidance on State and Federal requirements for continuity of school operations including:

1. Policies and procedures regarding pay and benefits for employees.

2. School funding during school dismissals.

3. Federal and State waivers that impact education during prolonged school

dismissal, such as:

a. Requirements for the number of instruction days, amount of instruction

time, and length of the school day.

b. Graduation and promotion requirements.

c. Special education requirements.

d. Standardized testing requirements and deadlines.

e. Laws regarding the suspension of contracts.

The California Department of Education, Pandemic Influenza Manual, 2009, provides guidance on:

1. Notification and reporting procedures for student dismissals ordered by local

or state health officials.

2. Fiscal impacts of student dismissals ordered by local or state health officials.

3. Accountability and assessment policies during extended student dismissals

ordered by local or state health officials.

4. Continuity of education and student services during extended student

dismissals ordered by local or state health officials.

5. Impact of pandemic influenza on school facilities, child care, special education,

the Healthy Start program, after school programs, curriculum support programs, professional development programs.

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f. Distance learning options during extended student dismissals.

(Add in instructions used in the School District. Include responsibility by position title, not name).

*Refer to:* ***Financial Recovery in the****:*

*-School Administration Response Checklist - Office of Education Checklist*

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SONOMA COUNTY OFFICE OF EDUCATION INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

**IV. CHECKLISTS**

Checklists addressing infectious disease/pandemic response are provided for:

A. SCHOOL DISTRICT NURSE

B. SCHOOL DISTRICT ADMINISTRATION

C. THE SONOMA COUNTY OFFICE OF EDUCATION

D. THE SONOMA COUNTY PUBLIC HEALTH DEPARTMENT

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SCHOOL DISTRICT NURSE CHECKLIST

**SCHOOL DISTRICT NURSE RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**INITIAL ACTIONS**

**Emergency Management Organization**

☐ 1. Report to the school district emergency management organization.

☐ 2. Read the entire School District Nurse checklists for infectious disease/pandemic response.

☐ 3. Set up the School Emergency Operations Center (EOC) work space.

**SUSTAINED OPERATIONS**

**Identify Illness, Report Cases And Separate Ill Students**

☐ 1. Follow existing procedures and use existing forms to report illness to Public Health Disease Control and

Prevention (CD Nurses)

☐ 2. Establish contact with the Public Health CD Nurses. Attend conference calls and briefings.

☐

School District Nurse RESPONSE CHECKLIST 1

3. Follow instructions from the CD Nurses to identify cases and separate students who will be sent home.

a. Contact parents or guardians.

b. Provide illness care instructions

c. Assist to arrange transportation home.

d. Report potential exposure to the CD Nurses for further instruction.

☐ 4. If requested to do so by the Principal or District Superintendent, contact ill teachers and staff by telephone

and refer them to the Public Health Department or appropriate website for information.

**Increase Infection Control**

☐ 1. Approved, updated and incident-specific infection control measures for schools will be provided by the

Public CD Nurses. (Or, the DEOC, Disease Control Group, if activated).

☐

2. Institute infection control measures in schools, as directed by the Public Health CD Nurse. Possible

measures include:

a. Social distancing (instructions provided for classrooms)

b. Advise the School District Superintendent and/or School Principal on cancellation of school

functions or meetings.

☐ 3. Monitor the Public Health website for updates and initiate new infection control measures, when required.

SCHOOL DISTRICT NURSE CHECKLIST

**SCHOOL DISTRICT NURSE RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐ 4. Identify location of existing supplies or vendor contacts to quickly obtain soap, water, paper towels, hand

sanitizer, surgical masks, disinfectant cleaners, trash receptacles, and gloves.

☐ 5. Instruct school janitors on infection control measures in place. Provide protective equipment, e.g. gloves

for cleaning.

☐ 6. Distribute and display “Stop the Spread of Germs” and other hand-washing and hygiene posters in

classrooms, hallways and offices.

☐ 7. Display poster links to https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the- spread-of-germs.pdf & https://www.cdc.gov/flu/pdf/protect/cdc\_cough.pdf

**Special Needs Students**

☐ 1. Identify the location of confidential information on medically fragile students, if needed.

☐ 2. Contact parents to discuss plan for school attendance during the disease outbreak. Identify individual

requirements while at school, e.g. medical evaluation, hygiene, covering a cough, etc.

☐ 3. Determine if the individual students should remain home during the outbreak to avoid possible exposure

and arrange for home-based instruction.

**Information For Parents, Teachers And Staff**

☐

School District Nurse RESPONSE CHECKLIST 2

**1.** Public Health CD Nurses or the Disease Control Group at the DEOC, if activated, will try to issue approved,

updated and disease -specific content of information to be distributed to schools.

a. To obtain approved content:

b. Go to the Public Health website and click on the “Flu button”.

c. Check emails for updates sent from the CD Nurses, Disease Control Group and/or the SCOE

Emergency Response Group.

☐ Attend briefing given by Public Health CD Nurse and/or Deputy Health Officer.

☐

2. With School Administration, convene a school district or School Communication Team to manage risk

communication for the school district or school. Assign these tasks:

a. Monitor receipt of updated risk communication content from CD Nurses, the DEOC Disease

Control Group and/or the SSCOE Emergency Response Group.

b. Prepare and distribute letters to parents, teachers and staff on school district or school letterhead.

Coordinate use of letterhead and required signatures.

c. Prepare announcements and updated to be posted on the school district or school website.

SCHOOL DISTRICT NURSE CHECKLIST

**SCHOOL DISTRICT NURSE RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

Prepare handouts distributed at meetings and in classrooms.

☐

3. Arrange for direct communication with parents to answer questions and assist, as required. Communicate directly with the Public Health CD Nurse to answer difficult questions, make referrals and provide updated information.

School District Nurse RESPONSE CHECKLIST 3

☐ 4. School District Nurses are the primary point of contact for updated information from Public Health. Continue to assist with the preparation of information materials during school dismissal.

☐ 5. Assist the school in posting updating information on websites.

☐ 6. Attend briefings and conference calls with the CD Nurse and Public Health.

☐ 7. Organize parent volunteers to prepare written letters and brochures for distribution by mail.

**Media Inquiries And Contact**

☐ 1. Media contact is managed by the SCOE Public Information Officer.

☐

2. School or school district spokesperson(s) should only comment about their operational situation.

Information about the disease or the situation outside the school’s jurisdiction should be referred to the Public Health Department’s PIO or the lead PIO at the JIC.

☐ 3. When the DEOC is activated in a public health emergency, media interviews, including school district interviews, should be coordinated with a the lead PIO at the Joint Information Center or at the DEOC.

**School Dismissal**

☐

1. Assist the District Superintendent or School Principal in announcing a school dismissal ordered by the

Health Officer. (Note: only the Health Officer can issue an order to dismiss a school or several schools or all schools in the county during a public health emergency).

☐

2. Set up a means of maintaining contact with parents and students during school dismissal to answer

questions and provide referrals to assistance and medical care. Use the school district or school website or distribute a help-line phone number.

☐ 3. Establish contact with parents of special needs students to assess special needs during school dismissal.

SCHOOL DISTRICT NURSE CHECKLIST

**SCHOOL DISTRICT NURSE RECOVERY CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐ 4. Identify resources for mental health and grief counseling.

**RECOVERY ACTIONS**

☐ 1. Coordinate mental health counseling for students at the school or at home.

☐ 2. Coordinate group assemblies or classroom activities to address reactions to the emergency.

☐ 3. Convene training sessions to help school staff and teachers cope with the emergency and understand how

to help students and parents.

School District Nurse RECOVERY CHECKLIST 4

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**INITIAL ACTIONS**

**Emergency Management Organization**

☐ 1. Activate the School District Emergency Management Organization. Assign duties for activated positions.

☐ 2. Set up the Emergency Operations Center (EOC) work space.

☐ 3. Announce a school dismissal when ordered by the Health Officer

**SUSTAINED OPERATIONS**

**School Dismissal**

☐

School District Administration RESPONSE CHECKLIST 1

1. Provide instructions for:

• School site security during school dismissal.

• Teacher and staff reporting for work.

• Cleaning and sanitation of the facility, if required by the Public Health Department.

☐ 2. In known situations where school children receive primary source of nutrition during the school day,

provide referrals and/or set up alternate food delivery during school dismissal.

**Media Inquiries And Contact**

☐ 1. Provide the names, titles and contact information for school district designated spokespersons to the SCOE

PIO.

☐

2. Issue instructions to staff and teachers that all media inquiries or interviews are to be referred to the Office

of Education PIO (or School Superintendent).

a. Indicate that, if they are asked to speak to the media, the news media should first contact the

SCOE PIO who will help to arrange interviews.

**Teacher And Staff Absence**

☐ 1. Assign the (insert position title) to track staff and teacher absence and report data to the School District

Superintendent.

☐ 2. Prepare alternate staffing schedules and assign emergency duties, as needed.

☐ 3. Determine critical functions and duties and assign staff to those functions.

☐ 4. Refer to existing rosters to identify, contact and schedule substitute teachers at all Phases.

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐ 5. Identify and contact school volunteers for administrative duties.

☐ 6. Set staggered hours, reduced school hours and/or combined classrooms if teachers are absent and

substitute teachers are not available to report to work.

☐ 7. Assign the (insert position title to call and check on teachers and staff who have reported illness. Refer them

to the Public Health website for information.

**Information For Parents, Teachers And Staff**

☐

School District Administration RESPONSE CHECKLIST 2

1. Assist the School District Nurse in preparing information for parents. Information about the disease/health

emergency will be provided the Public Health DEOC Disease Control Group and distributed to School District Nurses by the Communicable Disease (CD) Nurses.

☐

2. With the School District Nurse, convene a **School Communication Team** to prepare letters and other

communications to parents, teachers and staff. Assist with these tasks:

a. Prepare and distribute letters to parents, teachers and staff on school district or school

letterhead. Coordinate use of letterhead and required signatures.

b. Prepare, post, and update information on the school district or school website.

c. Prepare handouts for distribution at meetings and in classrooms.

**Work Policies**

☐ 1. SCOE and/or the School District Superintendent may issue work policies necessary during prolonged

absence of teachers and staff.

☐

2. Identify work policies and distribute written information to teachers and staff. Policies may address:

**a.** Sick leave and employee compensation during a pandemic. **b.** Benefits, extended leave, and flexible work hours. c. Disaster Service Worker requirements. **d.** Contractual employment laws. e. Employer obligations.

☐

3. Communicate policies for employee work during an infectious disease outbreak or pandemic. Consider:

a. Work at home/telecommute. b. Combination, work at home and at school. c. Work at school when classes are dismissed.

☐ 4. Consider how to conduct work while mitigating exposure. Determine how to:

a. Meet by phone, conference call, video conference or email.

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

b. Establish flexible work hours and schedules (staggered shifts) to minimize face-to-face contact at school and to accommodate employee childcare needs during school dismissals and/or illness.

c. Provide Personal Protective Equipment (PPE) for employees. Guidance on effective PPE is

provided by the Public Health CD Nurse to the School District Nurse.

**Continuity Of School Operations**

☐ 1. Plan for how the payroll will be processed when managers and staff are absent.

☐ 2. Review requirements for sick leave pay.

☐ 3. Determine deadlines and requirements for authorizing the payroll and write instructions that can be

followed by substitute staff.

☐ 4. Determine how to set up automatic deposits, if this is not already in place.

☐ 5. Plan for how purchasing / contracting will be processed when managers and staff are absent.

☐ 6. Identify and contact vendors who can deliver supplies needed during infectious disease outbreak or a

pandemic, e.g. paper towels, sanitizer, cleaning supplies, face masks, gloves, office supplies/paper.

☐ 7. Review vendor payment schedules and determine how to continue payments during response and school

dismissal.

☐ 8. Identify which vendor deliveries should be stopped during school dismissal and arrange to discontinue

deliveries.

☐ 9. Identify how computer and Internet connectivity will support teachers and staff working from home.

☐ 10. Determine if teachers and staff will take laptops home and, if so, prepare tracking logs to check out/check

in equipment.

☐ 11. Determine if teachers and staff working from home will receive IT support at home.

☐ 12. Determine if District or school firewalls will impact working at home and, if so, determine how to facilitate

connectivity.

☐ 13. Review the facility/school lock down procedure and use appropriate procedures to secure the facility

during school dismissal during a pandemic response.

☐ 14. Determine security requirements, including check in and checkout procedure during school dismissal

when staff and teachers are reporting for work, but students are absent.

School District Administration RESPONSE CHECKLIST 3

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐ 15. Plan for how staff who regularly clean and maintain the facility will be re-assigned to manage the work

when managers and staff are absent.

☐ 16. Identity maintenance tasks that must be done every day to maintain sanitation and those that can be

delayed during school dismissal.

☐ 17. Plan for how staff that regularly prepare and distribute food will be re-assigned to manage the work when

managers and staff are absent.

☐ 18. Meet with the (School District Nurse) to obtain guidelines from Public Health concerning infection control in

food preparation and food service areas.

☐

School District Administration RESPONSE CHECKLIST 4

19. Determine and undertake steps to dismiss the school food preparation area and cafeteria. Take steps to maintain refrigeration and discard food that may spoil with or without refrigeration during a prolonged school dismissal.

**Continuity Of Instruction**

☐ 1. Establish a **Curriculum Planning Team** and designate responsibility for managing continuity of instruction

during an infectious disease outbreak or pandemic.

☐ 2. Determine who will prepare curriculum planning and content for grade-level curriculum (the District,

Grade-Level Teams, and/or Classroom Teachers).

☐

3. Determine the level of continuation to be used during school dismissal. Consider the extent to which the

type of continuation provided impacts instruction and academic credit.

a. Exposure to content

b. Supplementation content

c. Partial continuation

d. Full Continuation

See definitions of each level in “Procedures and Instructions”.

☐ 4. Assess home technology available to students. (A questionnaire is included in Procedures and

Instructions).

☐ 5. Define teacher roles in monitoring activities and directing curriculum during school dismissal.

☐

6. Establish methods to be used for getting assignments:

a. Phone message b. Email c. Telephone trees

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

d. School/Class web page e. Assignment hot-line that students call in to for assignments

f. Other:

☐

a. Textbook sent home with student b. Individual lessons/worksheets (E-mail, Fax, Postal service) c. Independent Study Packets (E-mail, Fax, Postal service) d. Virtual Classrooms e. Cable Broadcasting f. Internet Curriculum g. Televised Curriculum (PBS, Cable) h. Web sites

School District Administration RESPONSE CHECKLIST 5

7. Establish methods to be used for introducing written materials:

i. Other

☐

8. Establish methods to be used for explaining material:

a. Written tips from the teacher to parents/guardians to aid home learning. b. Phone calls/conference calls from the teacher for parents/guardians to aid home learning. c. Cable TV Program Developed to Support Home Learning Program. d. Webcast Open Circuit or Programming Developed to Support Home Learning Program. e. Existing Educational Programming

f. Other

☐

a. Conference Calls b. Chat Rooms c. Online Discussion Forums

9. Establish methods to be used for discussing material:

d. Other

☐

mail, fax, or postal service b. Web sites with feedback

10. Establish methods to be used for practicing material:

a. Worksheets obtained through one of methods identified above and returned completed by e-

c. Other

☐

a. Completed assignments, worksheets and essays b. Test materials obtained through one of methods identified above and returned completed by

11. Establish methods to be used assessing/grading students:

e-mail, fax, or postal service

SCHOOL ADMINISTRATION CHECKLIST

**SCHOOL DISTRICT ADMINISTRATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

c. Web sites for feedback and grading

d. Other

☐

School District Administration RESPONSE CHECKLIST 6

12. Identify to provide nutritional support and assistance to students who depend on school meals during

school dismissal. Consider:

a. Vouchers or coupons to pay for meals outside of school. b. Assemble students at another location for meals (prepared at the school or by a vendor).

c. Other:

☐ 13. Identify special needs students and others needing assistance during school dismissal and contact

parent/guardian.

☐ 14. Conduct informal or formal assessments of the student based on student/and/or parent surveys or

interviews.

☐ 15. Review special needs student’s IEP to assess impact of school dismissal.

☐ 16. Prepare materials for home-based learning including, instructional telephone calls, homework packets,

internet based lesson, and other distance-learning approaches.

☐ 17. Refer to the School Safety Plan for instructions on evacuation of persons with disabilities.

**SCHOOL ADMINISTRATION RECOVERY CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**RECOVERY ACTIONS**

**Re-Open School (s)**

☐ 1. Coordinate with the Office of Education or Public Health CD Nurse to confirm that the Health Officer has

issued an order to re-open the school (or schools) and resume classroom teaching and activities.

☐ 2. Activate existing procedures to call-back absent teachers and staff (if they have not been working on-site

during the school dismissal).

☐ 3. Continue to identify critical functions and plan for alternate staffing as teachers and staff return to work.

☐ 4. Refer to existing procedures to re-open the facility and school grounds.

☐ 5. Follow instructions from the CD Nurse to clean and sanitize classroom work surfaces, if such instructions

are issued and required.

☐ 6. Follow existing procedures to contact parents and students and announce the date and time that the

school will be re-opened.

☐ 7. Set up a telephone hot-line and/or website inquiry to answer questions that may come up about returning

to school and classrooms.

☐ 8. Coordinate with the School District Nurse to provide post-emergency psycho-social support and mental

health counseling to students, teachers and staff.

**Financial Recovery**

☐ 1. Assess the financial impact of school dismissal and students absent for an extended time period.

☐ 2. Re-establish vendor orders put on hold during school dismissal.

☐ 3. Evaluate terms of contracts for suppliers and determine if penalties are assessed.

☐ 4. In a declared emergency, certain costs associated with response may be reimbursed by the State or Federal

government. Document all costs related to response.

☐ 5. Contact the Office of Emergency Services Schools Coordinator to obtain needed reimbursement forms to

file for FEMA Public Assistance programs.

☐ 6. Follow guidelines from the State Office of Education to resume and update all usual reports and data

required.

School Administration RECOVERY CHECKLIST 7

SONOMA COUNTY OFFICE OF EDUCATION CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**INITIAL ACTIONS**

**Activate SCOE Emergency Response Organization**

☐ 1. Assign duties for positions activated in the SCOE Emergency Response Group.

☐ 2. Contact the Public Health DEOC Disease Control Group and the OES Schools Coordinator.

**Support School Districts In Managing School Dismissal**

☐ Assist the District Superintendents in announcing a school closure ordered by the Health Officer.

☐

Sonoma County Office of Education RESPONSE CHECKLIST 1

1. Provide guidelines to assist in planning for:

a. School site security during school dismissal.

b. Teachers and staff reporting for work.

☐ 2. Coordinate with the DEOC Disease Control Group to determine if cleaning and sanitation of school facilities

is necessary.

**SUSTAINED OPERATIONS**

**Support School Districts With Teacher And Staff Absences**

☐ 1. Issue guidelines and distribution information from the State Office of Education.

☐ 2. Assist in identifying sources to recruit substitute teachers and assist in contacting labor groups, etc.

☐ 3. Assist School Districts in the determination of critical functions and duties.

☐ 4. Support use of volunteers and assist in identifying existing training materials to orient volunteers to

administrative duties.

☐ 5. Assist in setting county-wide and/or district wide emergency staggered hours or reduced school hours.

☐ 6. Provide guidance to allow districts to combine classrooms if teachers are absent and substitute teachers

are not available to report to work.

☐

7. Assist to procure necessary supplies for infection control for distribution to all County school districts, if

needed to encourage teachers and staff to report for work.

SONOMA COUNTY OFFICE OF EDUCATION CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**Support Distribution Of Information To Parents, Teachers And Staff**

☐

Sonoma County Office of Education RESPONSE CHECKLIST 2

1. Support the School District Nurses’ coordination with the DEOC Disease Control Group to obtain approved

content. Assist to ensure that approved content is provided in a timely manner to the school districts and schools.

☐

2. Receive content from the DEOC, and transmit it to school districts (Most content is distributed directly to

the School District Nurses, however, in some cases; the SCOE may obtain content approved and transmit it to the school districts).

☐ 3. Post approved and updated information on the SCOE website. Use all available means to distribute

approved content and information in support of the school districts.

☐

4. If the Joint Information Center (JIC) is activated, a Schools Group may be activated to prepare content for

the schools. The SCOE may send a representative to the JIC Schools Group to assist the preparation of content.

**Media Inquiries And Contact**

☐

1. Coordinate to assist that media contact with school districts is arranged through the SCOE PIO and the

Joint Information Center (JIC), if activated. The SCOE PIO coordinates with the JIC, co-locates, or sends liaison to the JIC.

☐ 2. Provide the names, titles and contact information for designated spokespersons at the SCOE to the Office

of Education PIO.

☐ 3. Issue instructions to School District Superintendents, staff and teachers that all media be directed to the

Office of Education PIO.

☐ 4. Indicate that, if they are asked to speak to the media, instruct the news media to contact the SCOE PIO to

arrange the interview.

**Work Policies**

☐ 1. Prepare and issue work policies necessary during prolonged absence of teachers and staff.

☐

**2.** Identify countywide work policies and distribute written information to school districts. Policies may

address:

**a.** Contractual employment laws. **b.** Employer obligations. **c.** Sick leave and employee compensation during a pandemic. **d.** Benefits, extended leave, and flexible work hours. e. Disaster Service Worker requirements.

SONOMA COUNTY OFFICE OF EDUCATION CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

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Sonoma County Office of Education RESPONSE CHECKLIST 3 3. Determine and communicate policies for employee work during an infectious disease outbreak or

pandemic. Consider:

a. Work at school when classes are dismissed. b. Work at home/telecommute. c. Combination, work at home and at school.

☐

4. Consider how to conduct work while mitigating exposure. Determine how to:

a. Meet by phone, conference call, video conference or email.

b. Establish flexible work hours and schedules (staggered shifts) to minimize face-to-face contact at

school and to accommodate employee childcare needs during school dismissal and/or illness.

c. Provide Personal Protective Equipment (PPE) for employees. Guidance on effective PPE is provided

by the Public Health CD Nurse to the School District Nurse.

**Support Continuity Of School Operations**

☐

1. Provide county-wide and/or statewide guidelines and policies on:

a. Requirements for sick leave pay.

b. Deadlines and requirements for authorizing the payroll and write instructions that can be followed

by substitute staff.

☐

2. Provide guidance on State and Federal requirements for continuity of school operations including:

a. Policies and procedures regarding pay and benefits for employees. b. School funding during school dismissals. c. Federal and State Waivers that impact education during prolonged school dismissal, such as:

• Requirements for the number of instruction days, amount of instruction time, and length of the school day.

• Graduation and promotion requirements.

• Special education requirements.

• Standardized testing requirements and deadlines.

• Laws regarding the suspension of contracts.

☐

3. Provide county and/or statewide guideline and policies on:

a. Existing contract change orders. b. Emergency contracting and purchasing.

c. Vendor management (interrupted or delayed delivery)

☐ 4. Provide support for computer and Internet connectivity for teachers and staff working from home.

SONOMA COUNTY OFFICE OF EDUCATION CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐

a pandemic response and check in/ checkout procedure during school dismissal when staff and teachers are reporting for work, but students are absent.

Sonoma County Office of Education RESPONSE CHECKLIST 4

5. Provide guidelines for: facility/school lock-down procedure to secure the facility during school dismissal in

**Support Continuity Of Instruction**

☐

1. Support the School Districts in providing guidelines, policies and assistance to establish continuity of

a. Exposure to content b. Supplementation content c. Partial continuation d. Full Continuation

instruction so that students receive instruction and academic credit. Consider goals for instruction during the emergency (See sample goal statements in “Procedures and Instructions” below.

☐

a. Phone message b. Email c. Telephone trees d. School/Class web page e. Assignment hot-line that students call in to for assignments f. Textbook sent home with student g. Individual lessons/worksheets (E-mail, Fax, Postal service) h. Independent Study Packets (E-mail, Fax, Postal service) i. Virtual Classrooms j. Cable Broadcasting k. Internet Curriculum l. Televised Curriculum (PBS, Cable) m. Web sites

2. Support the school districts in providing guidelines on use of technology to enable home instruction

during the emergency.

☐

a. Written tips from teacher for parent/guardian/home learning helper b. Phone (individual or conference calls) c. Existing Educational Programming d. Conference Calls e. Chat Rooms f. Online Discussion Forums g. support from teacher for parent/guardian/home learning helper h. Cable TV Program Developed to Support Home Learning Program i. Webcast Open Circuit or Programming Developed to Support Home Learning Program

3. Support the school districts in providing guidelines on methods for explaining and discussion material

during home instruction:

SONOMA COUNTY OFFICE OF EDUCATION CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐

a. Worksheets obtained through one of methods identified above and returned completed by e-

mail, fax, or postal service b. Web sites with feedback c. Other

Sonoma County Office of Education RESPONSE CHECKLIST 5

4. Support the school districts in providing guidelines on methods for practicing during home instruction:

☐

5. Provide guidelines and assistance to school districts to monitor completed assignments, worksheets and

a. Test materials obtained through one of methods identified above and returned completed by e-

mail, fax, or postal service b. Web sites for feedback and grading c. Other

essays:

☐

a. Identify to provide nutritional support and assistance to students who depend on school meals

during school dismiss. Consider:

6. Provide guidelines and assistance to school districts to:

b. Vouchers or coupons to pay for meals outside of school.

c. Assemble students at another location for meals (prepared at the school or by a vendor).

☐

b. Conduct informal or formal assessments of the student based on student/and/or parent surveys or

7. Provide guidance and assistance to school districts to:

a. Identify special needs students and others needing assistance during school dismiss and contact

parent/guardian.

interviews.

c. Review student’s IEP and add elements to address during dismiss dismissal.

d. Prepare materials for home-based learning including, instructional telephone calls, homework

packets, internet based lesson, and other distance-learning approaches.

☐ 8. Provide guidance and resources to assist school districts to identify resources for mental health counseling

during the emergency.

☐ 9. Provide guidance for continuity of instruction in migrant education programs.

☐ 10. Provide guidance for continuity of instruction for Head Start classrooms.

PUBLIC HEALTH DEPARTMENT CHECKLIST

**SONOMA COUNTY OFFICE OF EDUCATION RECOVERY CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**RECOVERY ACTIONS**

**Support School Districts As Schools Are Re-Opened**

☐ 1. Coordinate with school district offices to confirm that the Health Officer has issued an order to re-open the

school (or schools) and resume classroom teaching and activities.

☐ 2. Coordinate with the DEOC Disease Control Group and/or the JIC to prepare content of the announcement

that school(s) will re-open.

☐ 3. Assist affected school districts to distribute information on the date, time and other instructions to follow

to resume classroom attendance.

☐ 4. Provide guidance and assistance to School District Nurses as they provide post-emergency psycho-social

support and mental health counseling to students, teachers and staff.

**Support School District Financial Recovery**

☐

Sonoma County Office of Education RECOVERY CHECKLIST 6

1. Provide guidelines and requirements to:

• Assess the financial impact of school dismissal and students absent for an extended time period.

• Re-establish vendor orders put on hold during school dismiss.

• Evaluate terms of contracts for suppliers and determine if penalties are assessed.

• Document costs associated with response that may be reimbursed by the State or Federal government in a declared emergency.

• Contact the Office of Emergency Services to obtain needed reimbursement forms to file for FEMA Public Assistance programs.

• Resume on-going and required reporting, update reports and provide new data associated with the emergency response.

**PUBLIC HEALTH DEPARTMENT (DEOC) RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

**INITIAL ACTIONS**

**Emergency Management Organization**

☐ 1. Activate the DEOC Disease Control Group and establish contact with the SCOE and School District Nurses.

☐ 2. Refer to the Public Health Department (DEOC) checklist for infectious disease/pandemic response.

**SUSTAINED OPERATIONS**

**Provide Guidance to School District Nurses to Identify Illness, Report Cases And Separate Ill Students**

☐ 1. Provide incident and disease-specific instructions to School District Nurses to identify illness and report

cases.

2. Collect and analyze reports submitted on existing disease reporting forms. Modify reporting forms and

instructions, if needed.

☐ 3. Arrange and conduct telephone conference calls or on-site briefings with School District Nurses.

Coordinate with the SCOE to facilitate participation by nurses and locate a conference room, if needed.

☐

4. Publish and distribute public health contact information so that School District Nurses have direct contact

with CD Nurses. CD Nurses are the primary point of contact for the schools during a public health emergency.

☐

5. Assist School District Nurses to identify cases and separate students who will be sent home.

a. Contact parents or guardian. b. Provide illness care instructions. c. Assist to arrange transportation home.

☐ 6. Coordinate with the Deputy Health Officer to make referrals on difficult cases.

☐ 7. Brief the Health Officer or Deputy Health Officer on illness in schools and report unusual symptoms.

**Provide Guidance for Increased Infection Control in Schools**

☐ 1. Provide approved, updated and incident-specific infection control measures for school districts.

☐

2. Provide guidance as School District Nurses institute infection control measures in schools. Possible

measures include:

a. Social distancing (instructions provided for classrooms) b. Advise the School District Superintendent and/or School Principal on cancellation of school

Sonoma County Public Health DEOC RESPONSE CHECKLIST 7

**PUBLIC HEALTH DEPARTMENT (DEOC) RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

functions or meetings. c. Distribute protective masks (as deemed appropriate), gloves, surface disinfectant, hand

sanitizer. d. Issue and post hand-washing instructions in all classrooms.

☐ 3. Update the Public Health website with new infection control measures, when required. Provide content

for school infection control instructions and post updates, as needed.

☐ 4. Arrange conference calls and/or on-site briefings to answer questions from School District Nurses.

☐ 5. Provide guidance on supplies needed including, soap, water, paper towels, hand sanitizer, surgical masks ,

disinfectant cleaners, trash receptacles, and gloves.

☐ 6. Provide guidance to School District Nurses and janitors regarding cleaning and disinfecting, if needed.

**Provide Guidance to Address Special Needs Students**

☐ 1. Provide guidance and assist School District Nurses concerning the impact of the illness on medically fragile

students.

☐ 2. Provide guidance to help School District Nurses determine if the individual students should remain home

during the outbreak to avoid possible exposure and arrange for home-based instruction.

☐ 3. Make referrals to public health clinics and healthcare providers, as needed, to assist School District Nurses

managing medically fragile students

**Issue Approved Informational Content**

☐ 1. Issue approved, updated and disease -specific content of information to be distributed to parents, teachers

and staff.

☐ 2. Post approved content on the Public Health website (“Flu Button).

☐ 3. Send emails to the schools to update information. Email distribution may be arranged and coordinated

through the SCOE Emergency Response Group.

☐

4. Arrange and provide briefings and conference calls for School District Nurses. Continue to maintain contact with School District Nurses through conference calls and on-site briefings. Provide updated information.

**Media Inquiries And Contact**

☐ 1. Prepare approved content for media press releases and briefings related to the school dismissal.

**School Dismissal**

Sonoma County Public Health DEOC RESPONSE CHECKLIST 8

**PUBLIC HEALTH DEPARTMENT (DEOC) RESPONSE CHECKLIST INFECTIOUS DISEASE/PANDEMIC**

☐ 1. Provide assistance and coordination to ensure that the Health Officer Order for school dismissal is

distributed in a timely manner to the SCOE and all school district offices.

☐ 2. Provide guidance to School District Nurses/janitors for facility sanitation, if indicated by the Health Officer.

Sonoma County Public Health DEOC RESPONSE CHECKLIST 9

Sonoma County Public Health DEOC RESPONSE CHECKLIST 10

Sonoma County Public Health DEOC RESPONSE CHECKLIST 11

Sonoma County Public Health DEOC RESPONSE CHECKLIST 12