

# **Pandemic Response Plan**



**Every Child a Star...  
Together, We Help Them Shine!**

**The Mission Of Suffolk Public Schools**

**To partner with the community we serve;**

**To provide an effective educational experience;**

**To prepare every student to find success in our complex society.**

Suffolk Public Schools

100 N. Main Street, Suffolk, VA 23434

757-925-6750

[www.spsk12.net](http://www.spsk12.net)

Rev 3/2020

# Table of Contents

I	Introduction .....	4
II	Preparedness and Response Principles.....	5
III	Phases of a Pandemic.....	5-6
IV	Authorities.....	7
V	Planning Assumptions.....	7-9
VI	Concept of Operations.....	9-18
VII	Maintenance of Essential Services.....	18-19
VIII	Infection Control.....	19-20
IX	Recovery.....	21

## Attachments

Attachment A Pandemic Phases.....	22-28
Attachment B Continuity of Operations Plan Considerations.....	29-30
Attachment C Organizational Back-Up Chart.....	31
Attachment D Prevention Letter.....	32
Attachment E CDC Fact Sheets information .....	33
Attachment F School Cleaning Guidelines.....	34-35
Attachment G Letter 2 .....	36
Attachment H Pandemic Flu Planning Checklist for Individuals & Families (CDC).....	37
Attachment I Letter 3 (Flu Outbreak in Suffolk).....	38
Attachment J Social Distancing Guidelines.....	39
Attachment K Letter 4 (Schools Closed).....	40
Attachment L Letter 5 (Reopening Letter).....	41
Attachment M Surveillance and Reporting Guidelines.....	42
Attachment N Daily Influenza Census Reporting Form.....	43
Attachment O Key Contact Information .....	44

Questions regarding Suffolk Public Schools' Pandemic Response Plan should be directed to:

Suzanne Rice, Assistant Superintendent of Student Services  
100 N. Main Street  
Suffolk, VA 23434

Phone: (757) 925-6750  
Email: [suzannerice@spsk12.net](mailto:suzannerice@spsk12.net)

Suffolk Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Suzanne Rice, Assistant Superintendent of Student Services  
100 N. Main Street  
Suffolk, VA 23434

Phone: (757) 925-6750  
Email: [suzannerice@spsk12.net](mailto:suzannerice@spsk12.net)

# **Pandemic Response Plan**

## **I INTRODUCTION**

One of the greatest and most likely threats to the public's health is a naturally occurring event – a pandemic. Influenza epidemics happen nearly every year (often called seasonal influenza), and cause an average of 36,000 deaths annually in the United States. Influenza epidemics are caused by a few known virus strains that circulate around the world. Over time, people develop immunities to these strains, and vaccines are developed to protect people from serious illness.

Viruses experience frequent, slight changes to their genetic structure. Occasionally, however, they undergo a major change in genetic composition. It is this major genetic shift that creates a “novel” virus and the potential for a pandemic – a global epidemic. The creation of a novel virus means that most, if not all, people in the world have never been exposed to the new strain and have no immunities to the disease. It also means that new vaccines must be developed and therefore are not likely to be available for months, during which time many people could become infected and seriously ill.

During the 20<sup>th</sup> century, three pandemics occurred that spread worldwide within a year. The influenza pandemic of 1918 was especially virulent, killing a large number of young, otherwise healthy adults. The pandemic caused more than 500,000 deaths in the United States and more than 40 million deaths around the world. Subsequent pandemics in 1957–58 and 1968-69 caused far fewer fatalities in the U.S., 70,000 and 34,000 deaths respectively but caused significant illness and death around the world.

The Centers for Disease Control and Prevention (CDC) estimates that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 100,000 and 200,000 deaths. Scientists and health officials throughout the world believe that it is inevitable that more pandemics will occur in the 21<sup>st</sup> century.

There are several characteristics of a pandemic that differentiate it from other public health emergencies. First, it has the potential to suddenly cause illness to a very large number of people, who could easily overwhelm the healthcare system throughout the nation. A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce. It is likely that vaccines against the new virus will not be available for six to eight months following the emergence of the virus. Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, public schools and utilities, could be disrupted during a pandemic. The increased stress from a potential pandemic or actual pandemic will also increase the mental health service needs throughout the schools and community. Finally, the pandemic, unlike many other emergency events, could last for many weeks, if not months.

Schools tend to be affected by outbreaks more than other settings because their occupants, primarily children, easily transmit illnesses to one another as a result of their close proximity and their inefficiency at containing the droplets issued by their coughs and sneezes. In a worse-case scenario, the pandemic could force schools to close, potentially prompting administration to extend the academic year and expend additional resources for staff sick leave and substitute teachers.

## **II PREPAREDNESS AND RESPONSE PRINCIPLES**

During a pandemic, the Western Tidewater Health Department, the Virginia Department of Public Health, and Suffolk Public Schools will implement their pandemic plans to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize academic and economic losses

The plan will be coordinated with other Federal, State, and Local Agencies, as applicable.

### III PHASES of a PANDEMIC (Attachment A)

The World Health Organization, the medical arm of the United Nations, has developed a global preparedness plan that includes a classification system for guiding planning and response activities for a pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new virus subtype that may lead to a pandemic. The Director General of the World Health Organization formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures the World Health Organization will take and recommends actions that countries around the world should implement.

For use throughout this plan, all references to the applicable phases and actions to be taken shall be based on conditions in the United States. The six phases of public health risk are:

Phase	Definition
1	No new virus subtypes have been detected in humans. A virus subtype that has caused human infection may be present in animals.

Inter-pandemic period		If present in animals, the risk of human infection is considered to be low.
	2	No new virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
Pandemic alert period	3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
	4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
	5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
Pandemic period	6	Pandemic: increased and sustained transmission in general population.
Post-pandemic period		Return to the Inter-pandemic period (Phase 1).

## IV AUTHORITIES

In the State of Virginia and the City of Suffolk, various public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the Commissioner of the Virginia Department of Public Health, and the Director of the Western Tidewater Health District each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increasing social distancing by closing public or private facilities. During a pandemic, the presence of overlapping authorities will necessitate close communication and coordination between elected leaders, the Virginia Department of Public Health, the Western Tidewater Health Department, and Suffolk Public Schools to ensure decisions and response actions are clear and consistent. At the direction of the Commissioner of the Virginia Department of Public Health, the Western Tidewater Health Department may direct the isolation and quarantine of individuals or groups. Local Law Enforcement officials have the authority to enforce the orders issued by the Western Tidewater Health Department within their jurisdiction. The Superintendent of Suffolk Public Schools has the authority to close schools for emergency reasons in accordance with applicable School Board Policy and State Law.

The Superintendent of Suffolk Public Schools has established the following definitions related to emergency school closures:

A) A “Division-wide Emergency Closure” means: All Suffolk Public Schools facilities are closed and all activities are cancelled including, but not limited to, before and after school programs, athletics, and other activities. Only personnel designated as “essential” are to report to work.

B) A “School Emergency Closure” means: Specifically identified facilities of Suffolk Public Schools are closed and all activities are cancelled at those facilities only, including but not limited to, before and after school programs, athletics, and other activities. Only personnel designated as “essential” are to report to work at the identified facilities. All other facilities and programs will be on a normal schedule and all personnel assigned to those other facilities should report on their normal schedule.

The Superintendent of Suffolk Public Schools will coordinate with appropriate State agencies to ensure continued financial support from the State during a division-wide emergency closure or a school emergency closure.

## **V Planning Assumptions**

The U.S. Health and Human Services Pandemic Influenza Plan contains the following information about pandemics, how they might affect school aged children, and how State and Local Agencies should plan for them:

A) The clinical attack rate (the percentage of people who will become so sick they won't be able to go to work or school) generally will be 25% in the overall population. Illness rates will be highest among school-aged children (about 40%) and decline with age.

B) Children will spread the greatest amount of virus (they are more contagious than adults) and, therefore, are likely to pose the greatest risk for transmission.

- C) It is anticipated that the school division will need to plan to function with a 30% work force absentee rate.
- D) On average about two secondary infections will occur as a result of transmission from someone who is ill.
- E) In an average community, a pandemic outbreak will last 6 to 8 weeks. At least two pandemic disease waves are likely.

Whether or not schools will be closed or for how long is impossible to say in advance, since all pandemics are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools and so school closings may likely happen early in an event. The duration of school closings can only be determined at the time of the event based on the characteristics of the pandemic, but it is unlikely that schools will be closed for less than 2 weeks (based on the incubation period of the disease and the length of time people are contagious) and could be as long as 8 weeks, as mentioned above. Other planning assumptions that are being used by the community include:

- A) Working closely with the Western Tidewater Health Department and the Virginia Department of Public Health will maximize the health and safety of the school community. Understanding the roles of each agency and their responsibilities will promote coordination and communication.
- B) A pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.
- C) There will be a need for heightened global and local surveillance of flu symptoms and infection rates.
- D) Plans should not rely on mutual aid resources, and/or State or Federal assistance to support local response efforts.
- E) Antiviral medications, if one exists for the particular virus, will be in extremely short supply. Local supplies of antiviral medications may be prioritized by the Western Tidewater Health Department and the Virginia Department of Public Health for hospitalized influenza patients, close contacts of patients, health care workers providing care for patients, or other groups.
- F) Due to vaccine production and distribution constraints, a vaccine for the pandemic virus strain will likely not be available for 6 to 8 months following the emergence of a novel virus.
- G) As a vaccine becomes available, it will be administered to eligible persons and ultimately to the entire population.
- H) Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies to control the spread of the disease in the city.
- I) There could be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications.



J) Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, other public gathering points, and canceling public events may be implemented during a pandemic.

K) It will be especially important to coordinate disease control strategies throughout counties in the local area and the State due to the regional mobility of the population.

L) The general public, health care partners, response agencies, elected leaders and schools will need continuous updates on the status of the pandemic outbreak, the steps the Western Tidewater Health Department, the Virginia Department of Public Health, and Suffolk Public Schools are taking to address the pandemic outbreak, and steps the public can take to protect themselves.

## **VI Concept of Operations**

### **A) Overview**

1. The Western Tidewater Health Department will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials.

2. The Western Tidewater Health Department will respond under the auspices of the Western Tidewater Health Department Pandemic Influenza Plan as well as other Local, State, and Regional Plans. State-wide actions may be initiated by the state government.

3. The Western Tidewater Health Department response actions will emphasize disease surveillance and investigation, social distancing measures (Attachment J) to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection.

4. Suffolk Public Schools will maintain increased communications with the Virginia Department of Public Health and the Western Tidewater Health Department and will implement those procedures that increase the health and safety of the school community.

5. Suffolk Public Schools assumes the following responsibilities:

a. Develop capabilities to implement measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic, the Suffolk Public Schools Health Advisory Board, and the Western Tidewater Health Department.

b. Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic to the extent possible.

- c. Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
  - d. Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the Western Tidewater Health Department and the Virginia Department of Public Health.
  - e. Communicate with parents the need to make a family plan in case students must be sent home ill or if schools are closed.
6. Each school assumes the following responsibilities:
- a. Develop and document a response plan that will identify chain of command in case of illness with a minimum of two backups.
  - b. Review applicable Division Policies and implement best practices for personal hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
  - c. Review applicable Division Policies and implement procedures for sending ill individuals home. Communicate with parents the need to make a family plan in case students must be sent home.
  - d. Report the number of staff and students absent daily with pandemic flu to the Suffolk Public Schools Supervisor of Health Services.
  - e. Update staff and provide information on the extent of infection at school sites and potential changes that might take place at school.
7. Develop a recovery plan that provides for education support and emotional support for staff and students.

B) Direction and Control

- 1. The Western Tidewater Health Department and all response partners will operate under the Emergency Operations Center throughout the duration of the pandemic response.
- 2. The Western Tidewater Health Department may activate its Emergency Operations Center during a pandemic to coordinate appropriate response.
- 3. During Pandemic Phases 1, 2 and 3 where Suffolk Public Schools is not directly affected, the Western Tidewater Health Department will lead citywide preparedness and education efforts for pandemic response.

4. During Pandemic Phases 4, 5 and 6, the Western Tidewater Health Department will communicate with health system partners through the Health Care Coalition to coordinate and manage health care system resources and information.
5. The Western Tidewater Health Department will assess the viability of community containment options and establish criteria for recommending their implementation to local elected officials.
6. Upon reaching Pandemic Phase 4 (if local area is not affected; Phase 3 if local area is affected).
  - a. The Western Tidewater Health Department will provide regular briefings to Suffolk Public Schools and regional response partners. Briefings will address the nature of the disease, its communicability and virulence, availability of vaccines and antivirals, actions that are being taken to minimize the impact, and health information being shared with the public and health care providers.
  - b. Suffolk Public Schools will attend or review electronic updates and briefings by the Western Tidewater Health Department and provide information to staff and students. The Suffolk Public Schools will take appropriate measures including social distancing (Attachment J) and increased respiratory hygiene in order to reduce transmission.

### C) Communications

1. Communications with the public and health care providers will be one of the most critical strategies for containing the spread of the influenza and for managing the utilization of health care services. This plan's communications goals are to:
  - a. Provide accurate, consistent, and comprehensive information about pandemic influenza including case definitions, treatment options, infection control measures, and reporting requirements.
  - b. Instill and maintain public confidence in Suffolk Public Schools and the City's public health care systems and their ability to respond to and manage an influenza pandemic.
  - c. Ensure an efficient mechanism for managing information between the Western Tidewater Health Department, health system partners, and Suffolk Public Schools.
  - d. Contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
  - e. Address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent the stigmatization of affected groups.

2. Communications During Pandemic Phases 1, 2, 3

a. The Western Tidewater Health Department will educate providers, public officials, schools, and emergency responders about influenza pandemics and steps they should take to plan for pandemic outbreaks.

b. Under the direction of the Superintendent, the Suffolk Public Schools' administration will assess the information needs of the school community.

(1) Intensify public education efforts about influenza pandemics and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, parent letters (Attachments D, E, G, H, I, and K), school newsletters, television, newspaper articles and radio broadcasts.

(2) Suffolk Public Schools will identify hard to reach and special needs families to ensure communications address individual needs to the extent possible.

(3) Coordinate with the Western Tidewater Health Department to develop common health messages and education materials in multiple languages. Coordinate with the Western Tidewater Health Department to ensure that bilingual staff and sign language interpreters can serve as translators to vulnerable school families and build sustainable preparedness capabilities.

c. The Suffolk Public Schools Director of Facilities and Planning will evaluate the need to establish a school information call center or other strategies to respond to public inquiries. Suffolk Public Schools will disseminate information by all means appropriate to the situation.

3. Communications During Phases 4, 5, 6

a. The City Manager under the guidance of the Western Tidewater Health Director will evaluate the need to establish an Emergency Operations Center in conjunction with appropriate health system and response partners. An Emergency Operations Center will be activated when the health director deems it necessary based on specific characteristics of the pandemic. If school closures are considered, the Suffolk Public Schools Director of Facilities and Planning will work with the Emergency Operations Center.

b. The Public Information Officer for Suffolk Public Schools in conjunction with the city's Office of the Director of Communications will assist in developing a communications strategy including identifying appropriate community partners for reaching and educating diverse communities such as limited English speaking, the deaf, and homeless students and their families. The Western Tidewater Health Department and the Suffolk Public Schools will assist in providing a translator for the school community.

c. As the pandemic expands, the public information officer from Suffolk Public Schools, The Virginia Department of Health, The Western Tidewater Health District, and The City of Suffolk will collaborate to provide daily updates on the pandemic and will organize regular media briefings at the Joint Information Center established at the Emergency Operations Center.

d. The Joint Information Center will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.

e. The Suffolk Public Schools Director of Facilities and Planning will evaluate the need to establish a school information call center or other strategies to respond to public inquiries. Suffolk Public Schools will continue to disseminate information by all means appropriate to the situation.

#### D) Mitigation

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. Mitigation efforts should occur primarily during the early pandemic phases (Phases 1-3). The Suffolk Public Schools pre-event mitigation activities include:

1. Planning, exercising, evaluating and revising the Pandemic Influenza Response Plan.
2. Training and equipping the Suffolk Public Schools staff to assure competencies and capacities needed to respond to a pandemic outbreak.
3. Developing strategic partnerships with local, state and federal response agencies and their staff.
4. Educating schools and parents about an influenza pandemic and recommend preparedness measures.
5. Informing and updating schools about the potential impacts of an influenza pandemic on essential services and city and school infrastructure.

#### E) Surveillance

1. The Influenza Surveillance Program by the Western Tidewater Health Department provides information on influenza activity for health care providers and the public. Because influenza is a mandated notifiable disease the Western Tidewater Health Department uses several methods to understand when influenza has arrived, is most active, and subsides in our community.

2. During a pandemic flu response, the Disease Control Officer in the Communicable Disease Section may declare the circulating strain of influenza causing the pandemic a

Disease of Public Health Significance, requiring health care providers, schools, and labs to report patients meeting a case definition. (Attachment M & N)

3. Surveillance During Pandemic Phases 1, 2, 3:

Each school will report attendance data to the Supervisor of Health Services for Suffolk Public Schools when student absentee rate increases above normal based on historical data. The report would also be sent electronically to the Western Tidewater Health Department and distributed to the following: The District Epidemiologist, the Communicable Disease Nurse, the Nurse Manager, (see Attachment O). A secondary report should be sent to the Superintendent of Suffolk Public Schools.

4. Surveillance During Pandemic Phases 4, 5, 6:

a. Each school will report attendance data to the Supervisor of Health Services for Suffolk Public Schools when student absentee rate increases above normal based on historical data. The report would also be sent electronically to the Western Tidewater Health Department and distributed to the following: The District Epidemiologist, the Communicable Disease Nurse, the Nurse Manager, and (see Attachment O). A secondary report should be sent to the Superintendent of Suffolk Public Schools.

b. Suffolk Public Schools Human Resources Department will activate tracking of absenteeism for school and central staff and report trends to the Western Tidewater Health Services Coordinator. This data will be used to identify staffing needs and to inform school officials.

c. Suffolk Public Schools will comply with additional specific surveillance requests from the Western Tidewater Health Department and the Virginia Department of Public Health.

d. The Western Tidewater Health Department will collaborate with Suffolk Public Schools and the Virginia Department of Public Health to identify essential personnel to be included in priority groups for vaccinations.

F) Vaccine Management

1. In consultation with the Virginia Department of Public Health, the Communicable Disease Section will finalize recommendations to the Western Tidewater Health Department regarding priority groups to receive vaccination based on CDC guidelines.

2. The Western Tidewater Health Department will finalize mass vaccination plans with regional partners, including schools.

G) Social Distancing Strategies (Attachment J)

Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include closing schools; closing non-essential agency functions; implementing emergency staffing plans, increasing telecommuting, implementing flex scheduling and other options, closing all public assemblies using school facilities, and canceling after school activities.

1. The Western Tidewater Health Department will review social distancing strategies and current epidemiological data during each phase and recommend to key elected officials, including the Superintendent of Suffolk Public Schools, social distancing actions that should be implemented to limit the spread of the disease.

2. The Western Tidewater Health Department and Local Law Enforcement will be the decision makers regarding implementation and enforcement of social distancing strategies. The Western Tidewater Health Department will work with the Superintendent of Suffolk Public Schools to coordinate the timing and consistency of social distancing decisions.

3. Social Distancing Strategies During Phases 1, 2, 3

a. The Western Tidewater Health Department will:

(1) Educate elected officials, government leaders, school officials, response partners, businesses, the media, and the public about influenza pandemics and their consequences.

(2) Coordinate with elected officials, government leaders, school officials, response partners, and businesses regarding the use of social distancing strategies, the associated impacts they cause and the process for implementing these measures.

(3) Confirm with key public officials, the decision-making process and criteria for recommending social distancing strategies.

b. Suffolk Public Schools will:

(1) Increase respiratory hygiene education for staff, students and parents.

(2) Continue symptom monitoring and attendance monitoring to ensure accurate reporting to the Western Tidewater Health Department.

4. Social Distancing Strategies During Phases 4, 5, 6

a. The Western Tidewater Health Department will:

(1) Recommend social distancing strategies to elected officials that are commensurate with the severity of illness and societal impact of the pandemic.

(2) Implement specific, city-wide strategies that may be recommended by the Virginia Department of Public Health:

(a) Encourage government agencies and the private sector to implement pandemic emergency staffing plans to maintain critical business functions while maximizing the use of telecommuting, flex schedules, and alternate work site options.

(b) Encourage the public to use public transit only for essential travel; therefore, transportation to schools may be interrupted.

(c) Advise City residents to defer non-essential travel to areas of the world affected by pandemic influenza outbreaks.

(d) Suspend all public events where large numbers of people congregate including sporting events, concerts, etc.

(e) Close all public and private schools and colleges.

(f) Suspend all government functions not dedicated to addressing the impacts of the pandemic or maintaining critical continuity functions.

(g) Monitor the effectiveness of social distancing strategies in controlling the spread of disease and advise appropriate decision-makers when social distancing strategies should be relaxed or ended.

b. Suffolk Public Schools will:

(1) Follow the Western Tidewater Health Department guidelines as appropriate including following social distancing guidelines and emergency pandemic staffing plans.

(2) Declare the appropriate school closure/s.

H) Isolation and Quarantine



1. The Western Tidewater Health Department will coordinate planning efforts for isolation and quarantine with the Virginia Department of Public Health, neighboring city health departments, community-based organizations, the Suffolk Public Schools, and local law enforcement.
2. The Western Tidewater Health Department will follow CDC guidelines in developing isolation and quarantine procedures for individuals traveling from areas in which a novel influenza virus is present.

## **VII Maintenance of Essential Services**

- A) One of the critical needs during a flu pandemic will be to maintain essential community services.
  1. With the possibility that 25-35% of the workforce could be absent due to illness, it may be difficult to maintain adequate staffing for certain critical functions.
  2. There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency response, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness. Individual schools of Suffolk Public Schools or the entire school division may be adversely disrupted.
- B) Government agencies, private businesses and schools, particularly those that provide essential services to the public, must develop and maintain continuity of operations plans and protocols that address the unique consequences of a pandemic.
- C) Suffolk Public Schools will develop a Continuity of Operations Plan Considerations (Attachment B) that address, at a minimum:
  1. Identification of mission essential services and priorities
  2. Procedures for the reassignment of employees to support mission essential services
- D) Maintenance of Essential Services During Phases 1, 2, 3
  1. Suffolk Public Schools will work with the Western Tidewater Health Department to develop plans for maintaining essential departmental services during a pandemic.
  2. In conjunction with the Western Tidewater Health Department, Suffolk Public Schools will educate central administration and the school community that provide essential services about the need for continuity of operations planning in advance of a pandemic.
- E) Maintenance of Essential Services During Phases 4, 5, 6

1. Suffolk Public Schools will update its essential services plans and will request that its schools update their plans.
  2. The Superintendent of Suffolk Public Schools, in conjunction with the Western Tidewater Health Department, will determine the appropriate time to implement the continuity of operations plans and protocols.
- F) Suffolk Public Schools will develop an Organizational Back-Up Chart for the Division (Attachment C).

## VIII INFECTION CONTROL

Suffolk Public Schools will work with the Virginia Department of Health and the local Health Department to ensure that staff, parents and students are advised of effective infection control procedures.

### A) Pandemic Phases 1 and 2

Suffolk Public Schools will:

1. Train school nurses, staff and students in flu recognition. Provide students and staff resources on hand-washing, health bulletins, etc.;
2. Provide OSHA training to incorporate Pandemic Flu awareness;
3. Provide in-services on the need for proper hand washing and respiratory etiquette for staff and students;
4. Include information on hand-washing (etc) at parent meetings and events;
5. Post hand-washing posters next to sinks, in restrooms and in classrooms;
6. Encourage set up of several tissue stations throughout buildings;
7. Encourage staff and students to obtain yearly seasonal influenza vaccines;
8. Provide pandemic information to parents, staff, and students;
9. Maintain adequate infection prevention supplies (masks, gloves, etc);
10. Advise the maintenance department to have adequate and appropriate supplies readily available (Attachment F); and
11. Advise the maintenance department and building administrators to adhere to recommended OSHA standards for environmental clean-ups.

## B) Pandemic Phases 3, 4, 5, and 6

Suffolk Public Schools will:

1. Continue with elements of Phase 1 and 2;
2. Continue standard disease surveillance at school sites;
3. Ensure best practices for infection detection and control;
4. Encourage staff and students to stay home when ill;
5. Encourage ill students and staff to seek medical care and to report back to school nurse if influenza is suspected or diagnosed;
6. Mandate infected employees not report to work;
7. Report the number of staff absences daily to the Supervisor of Health Services;
8. Report percentage of student population that is absent on a daily basis to Supervisor of Health Services;
9. Update student information. This is to include parent's home, work and cell numbers and two local emergency contact numbers;
10. Notify the parents of health compromised students;
11. Provide space for students and staff who are ill with the same virus;
12. If no family member is available to transport, the students will be transported home on the school bus. Protective masks will be used when transporting these students; and
13. Establish a clear policy for students and staff to "return to school" with length of time one must be symptom free. Guidelines established by the Virginia Department of Health will be followed.

## **IX Recovery**

A) School recovery from an influenza pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities.

B) In consultation with the Western Tidewater Health Department, Suffolk Public Schools will recommend specific actions to be taken to return the school division to pre-event status.

C) Suffolk Public Schools will assess the economic and educational impact of the pandemic.

D) Suffolk Public Schools Steering Committee will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Pandemic Response Plan.

## Attachment A

### PANDEMIC PHASES

#### Phase 1 - Inter-Pandemic Period

No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. The risk of human infection or disease is considered low.

► **PUBLIC HEALTH GOALS** - Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data.

► **SPS GOALS** - Ensure staff members and students are trained in preventive measures such as respiratory etiquette and universal precautions.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<ul style="list-style-type: none"> <li>* Communicate with parents of students identified as most vulnerable to visit their health care provider to discuss precautions and flu vaccination</li> <li>* Communicate respiratory etiquette and universal precautions to the public, via the Division's website and television station (WSPS)</li> <li>* Request PTA Council to facilitate in-service for local units of the Division's Response Plan</li> <li>* Maintain communication with the Western Tidewater Health Department</li> <li>* Begin public service announcements</li> </ul>	<ul style="list-style-type: none"> <li>* Train school nurses/staff in flu symptom recognition.</li> <li>* Provide resources/handouts on hand-washing, health bulletins, resources to educate school sites, "Cough Sneeze Etiquette" handouts</li> <li>* Provide mandatory staff development regarding respiratory etiquette and universal precautions and explanation of the plan</li> <li>* Incorporate Pandemic Flu awareness with OSHA training</li> <li>* Identify areas to be used for isolation purposes at school sites</li> <li>* Provide standard disease surveillance (done by school health advisors - school nurses) at school sites in conjunction with the Epidemiologist at Western Tidewater Health Department</li> <li>* Identify students who are most vulnerable to serious illnesses (School nurses will compose list)</li> <li>* Establish reporting procedures between Transportation and "appropriate authorities" in regards to employees' absences that would affect ability to provide transportation</li> <li>* Continue the use of hand sanitizers, anti-microbial hand soap throughout the system, disinfectant for cleaning phones, restroom hardware, light switches, and faucets</li> <li>* Routine maintenance includes air filter change-outs at all school sites. Assigned crews whose sole responsibility is the replacement of air filters. This ensures that the filter change schedule will be met on a regular basis. Regular filter changes increases operation efficiency and extends the life of equipment. Health concerns are addressed in a timely manner with responses from both Custodial and School Plant Staff</li> </ul>	<ul style="list-style-type: none"> <li>* Follow standard payroll procedures</li> <li>* Follow existing sick leave procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Follow standard sick leave policy for students</li> <li>* Each school will report attendance data when student absentee rate increases above normal based on historical data</li> </ul> <p><b>Curriculum Continuum</b></p> <ul style="list-style-type: none"> <li>* Begin flu health awareness for students</li> </ul> <p><b>Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>* Follow normal schedule</li> </ul>

Phase 2 – Inter-Pandemic Period (Continued)

**No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.**

► **PUBLIC HEALTH GOALS** - Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.

► **SPS GOALS** - Minimize the risk of transmission to humans; ensure that staff understands detection and reporting guidelines and report rapidly as required. Communicate appropriate information to staff, students, and parents.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<p>* Communicate updated information to staff, students, and parents</p> <p>* Mail Prevention Letter home (via USPS) including the CDC's Flu Planning Checklist for Individuals &amp; Families to facilitate communication and education of current public health practices and preparation for families and staff - (information should be available in English and Spanish)</p>	<p>* Continue Phase 1 (as needed)</p>	<p>* Continue Phase 1</p>	<p>* Continue Phase 1</p> <p><b>Curriculum Continuum</b></p> <p>* Follow normal schedule</p> <p><b>Extra Curricular Activities</b></p> <p>* Follow normal schedule</p>

Phase 3 - Pandemic Alert Period (Continued)

Human infection(s) are occurring with a new subtype, but no person-to-person spread, or at most rare instances of spread to a close contact.

► **PUBLIC HEALTH GOALS** - Ensure rapid characterization of the new virus subtype and early detection; notification and response to additional cases.

► **SPS GOALS** - Ensure staff are knowledgeable about the latest epidemiological information.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<ul style="list-style-type: none"> <li>* Communicate updated information at staff meetings on a regular basis</li> <li>* Communicate Plan via Division's website and television station (WSPS)</li> <li>* Include plan in parent newsletters</li> <li>* Utilize school marquees to communicate website info and help line number</li> <li>* Send/Mail home Attachment G</li> </ul>	<ul style="list-style-type: none"> <li>* Continue surveillance reporting; follow direction initiatives from Western Tidewater Health Department</li> <li>* Encourage social distancing</li> <li>* Reinforce housekeeping guidelines (Attachment F)</li> <li>* Conduct in-service training for all school nutrition managers and staff</li> <li>* Increase the frequency of fuel tank filling as the availability of fuel truck drivers may be affected</li> <li>* Ensure school board vehicles are available to be used by other agencies if necessary for distribution of medical supplies, food, water</li> </ul>	<ul style="list-style-type: none"> <li>* Continue Phase 1</li> <li>* Follow Western Tidewater Health Department guidelines for recovering employees returning to work</li> <li>* Report the number of staff absent daily to the Supervisor of Health Services</li> </ul>	<ul style="list-style-type: none"> <li>* Communicate plan to extend school year for make-up work</li> <li>* Follow standard sick leave policy for students</li> </ul> <p><b>Curriculum Continuum</b></p> <ul style="list-style-type: none"> <li>* Follow normal schedule</li> </ul> <p><b>Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>* Follow normal schedule</li> </ul>

Phase 4 – Pandemic Alert Period (Continued)

**Small cluster(s) of human infection with limited person-to-person transmission, but spread is highly localized suggesting that the virus is not well adapted to humans.**

► **PUBLIC HEALTH GOALS** - Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.

► **SPS GOALS** - Ensure that best practices for infection detection and control measures are followed. Ensure adequate resources for staff/student protection.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<ul style="list-style-type: none"> <li>* Continue Phase 3 as needed</li> <li>* Email to update staff and direct them to appropriate stage of Response Plan</li> <li>* Send emergency information home with K-5 students; mail information home for middle and high school</li> <li>* Setup Hotline</li> <li>* Print labels for mailing Attachment I (each school prints for their students)</li> </ul>	<ul style="list-style-type: none"> <li>* Continue Phase 3 (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>* Continue Phase 1</li> <li>* Report the number of staff absent daily to the Human Resource Department</li> <li>* Follow procedures for those staff members who wish to use the Family Medical Leave Act due to infected immediate family members</li> </ul>	<ul style="list-style-type: none"> <li>* Continue Phase 3 (as needed)</li> <li>* Enter excused absences for all students in families with infected immediate family members</li> </ul> <p><b>Curriculum Continuum</b></p> <ul style="list-style-type: none"> <li>* Follow normal schedule</li> <li>* Governor’s School Students follow normal schedule</li> </ul> <p><b>Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>* Limit activities involving direct person-to-person contact</li> <li>* Cancel field trips</li> </ul>



## Phase 5 – Pandemic Alert Period (Continued)

Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the Virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

► **PUBLIC HEALTH GOALS** – Implement response measures including school closures and cancellation of public events to minimize pandemic impacts.

► **SPS GOALS** - Ensure that Suffolk Public Schools is implementing best practices for social distancing techniques including reducing the school activity calendar. Increase communications to staff, students, and parents.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<ul style="list-style-type: none"> <li>* Continue Phase 4 (as needed)</li> <li>* Call parents – Automated calling system</li> <li>* Hold mandatory staff meetings via video conferencing to inform of emergency closings and communication procedures</li> <li>* Update Division’s website and television station (WSPS)</li> <li>* Send/Mail home informational letter (Attachment I)</li> <li>* Prepare closing letter (Attachment K) and labels for mailing</li> </ul>	<ul style="list-style-type: none"> <li>* Continue Phase 4 (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>* Follow standard payroll procedures</li> <li>* Encourage liberal use of sick leave to minimize spread of illness</li> </ul> <p><u>Liberal use of sick leave:</u></p> <ol style="list-style-type: none"> <li>1. Symptomatic employees are encouraged to use sick leave.</li> <li>2. Doctor’s note not required for return to work</li> </ol> <ul style="list-style-type: none"> <li>* Communicate that recovering staff can return to work with medical clearance</li> <li>* Report the number of staff absent daily to the Human Resource Department</li> <li>* Require infected employees to not report to work</li> </ul>	<ul style="list-style-type: none"> <li>* Continue excused absences for all students in families with infected immediate family members</li> </ul> <p><b>Curriculum Continuum</b></p> <ul style="list-style-type: none"> <li>* Continue Phase 4 as needed</li> <li>* Governor’s School Students remain at base school</li> </ul> <p><b>Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>* Cancel all activities</li> </ul>

Phase 6 - Pandemic Period (Continued)

**Pandemic is declared. Increased and sustained transmission in the general population.**

► **PUBLIC HEALTH GOALS** - Continue response measures including school closures and cancellation of public events to minimize pandemic impacts.

► **SPS GOALS** - Follow social distancing, isolation, and quarantine measures by closing school. Prepare to provide maximum possible support for education for students who are affected by pandemic.

COMMUNICATION ACTION ITEMS	OPERATIONS ACTION ITEMS	STAFF ACTION ITEMS	INSTRUCTION ACTION ITEMS
<ul style="list-style-type: none"> <li>* Continue Phase 5 (as needed)</li> <li>* Update all means of communication to keep parents and community informed</li> <li>* Send/Mail home school closing letter (Attachment K)</li> <li>* Prepare School Reopening Letter (Attachment L)</li> </ul>	<ul style="list-style-type: none"> <li>* Close school operations except for essential personnel</li> <li>* Prepare to provide maximum support and education for students who are affected by pandemic</li> </ul>	<ul style="list-style-type: none"> <li>* Follow standard payroll procedures (Staff members are expected to make up lost time or refund overpayment of salary)</li> </ul>	<ul style="list-style-type: none"> <li>* Communicate plan to extend school year for make-up work (Staff members are expected to make up lost time or refund overpayment of salary)</li> </ul> <p><b>Curriculum Continuum</b></p> <ul style="list-style-type: none"> <li>* Close schools and reconvene when deemed safe by the Western Tidewater Health Department</li> </ul> <p><b>Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>* Continue Phase 5</li> </ul>

## RECOVERY

Send/Mail home School Reopening Letter (Attachment L) when notified by health officials that the pandemic is under control.

### EXTENDED SCHOOL YEAR

An extension of instructional days will be used to make up lost time including but not limited to lengthening the school day, extending the school day into the summer, and attending school on Saturdays and holidays.

The extended school year will allow students to complete courses and earn credits needed toward graduation. First priority for providing extended year services would go to high school students. Depending on the severity of the pandemic, extended year opportunities may need to be provided for all levels.

## Continuity of Operations Plan Considerations

Pandemic Influenza planning issues to be considered the foundation of preparedness planning:

Line of Succession:

1. Should be a minimum of two deep for administrative staff for both schools and administrative offices
2. Clarify School Board roles and line of succession

At the School Level:

1. Identification of mission essential services and priorities for each school or department
2. Each school's administration should work with its Crisis Intervention Team to develop school-based procedures as outlined in Suffolk Public Schools Pandemic Response Plan including identifying issues and needs:
  - For a reduction in workforce
  - Should schools close for two months
  - For the education of students who are isolated and quarantined for several weeks
  - Related to resource needs such as soap, masks, gloves, etc.
  - For increasing symptom monitoring and attendance monitoring to ensure accurate reporting to the Human Resource Department and the Health Services Supervisor

At the Central Administrative Office:

1. Identify critical functions and processes:
  - For life, health, and safety
  - Essential to accomplishing the mission of the school division that need to be provided even during an event, although at a reduced level
  - Clearly document so that resources redirected from non-essential functions can perform efficiently in an emergency activity
2. Identify positions needed to carry out critical functions
  - Identify and assign key team leads and alternates
  - Identify and assign team members by location
  - Document processes, tasks, and checklists

3. Identify critical functions that can be performed via telecommuting and/or manual processes if IT systems are overloaded or if re-assigned staff members are not familiar with applications
4. Identify each department's technology needs related to large-scale telecommuting and conference calling
  - Laptops
  - Remote access
  - Information security
5. Review Human Resource policies to address whether staff can be prevented from remaining at work if symptomatic for influenza
6. Determine whether critical functions could be performed through alternative scheduling
7. Review Division policies regarding the implementation of alternative schedules including revision of employee calendars and contracts as may be required during recovery
8. Identify procedures for the reassignment of employees to support mission essential services
  - Identify staff that can be cross-trained to backfill critical functions.
  - Identify functions that can be suspended while staff is reassigned to more critical roles.
  - Develop mechanisms to track department absenteeism daily and report the percentages to the Human Resource Department and the Health Services Supervisor.

**Attachment C**

## **Pandemic Organizational Back-Up Chart**

**Superintendent**

1. Assistant Superintendent for Teaching and Learning
2. Assistant Superintendent for Student Services

**Assistant Supt. for Teaching and Learning**

1. Director of Secondary Instruction
2. Director of Elementary Instruction

**Assistant Supt. for Student Services**

1. Coordinator of Student Services
2. Coordinator of Student Services

**Director of Human Resources**

1. Coordinator of Human Resources
2. HR Technician

**Director of Special Education**

1. Designated Supervisor of Special Education
2. Designated Supervisor of Special Education

**Supervisor of Health Services**

1. Assistant Supt. for Student Services
2. School Nurse Designee

**Purchasing Manager**

1. Purchasing Tech II
2. Purchasing Tech II

**Supervisor of Printing Services**

1. Designated Printer
2. Designated Printer

**Director - Facilities and Planning**

1. Coordinator of Facilities and Planning
2. Supervisor of Custodial Services

**Executive Director of Finance**

1. Assistant Director of Finance
2. Supervisor of Finance

**Director of Technology Services**

1. Technology Data Utilization Manager
2. Technology Network Manager

**Director of Transportation**

1. Zone I Supervisor
2. Zone II Supervisor

**Director of Food and Nutrition Services**

1. Supervisor of Food Services
2. Operations Manager - Food Services

**Community Engagement Officer**

1. Communications Tech II
2. Communications Specialist

**School Principals**

1. Assistant Principals
2. Principal Designee

**Attachment D**



Dear Parents/Guardians,

This letter will help your family prepare for a pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic of any kind in the United States.

Public health officials are concerned that the **Insert Virus** virus may change and spread easily from person to person. This could cause a worldwide outbreak, called a pandemic.

Public health officials want people to protect themselves against a pandemic. **Enclosed with this letter is a Fact Sheet put out by the Center for Disease Control (CDC). **Insert Fact Sheet Title** will help you and your family prepare. Below are a few ways to help protect against the spread of illness:**

- Teach your children to wash their 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. Be sure to set a good example by doing this yourself;
- Teach children to stay at least three feet away from people who are sick; and
- People who are sick should stay home from work or school and avoid other people until they are symptom free.

The following are valuable resources for additional information concerning a pandemic:

**Centers for Disease Control and Prevention**  
**Virginia Department of Health**  
**American Red Cross**

[www.cdc.gov](http://www.cdc.gov)  
[www.vdh.virginia.gov](http://www.vdh.virginia.gov)  
[www.redcross.org](http://www.redcross.org)

We hope you will work with Suffolk Public Schools in educating our community about the importance of preparation. Feel free to share this information with your family, friends, and neighbors.

Sincerely,

Dr. John B. Gordon III  
Superintendent

**Attachment E**

## CDC FACT SHEETS

(Print and attach applicable sheet, include the name of the fact sheet in the preceding letter)

Influenza:

<https://www.cdc.gov/flu/pdf/freeresources/family/flu-guide-for-parents-2018.pdf>

<https://www.cdc.gov/flu/pdf/freeresources/updated/everyday-preventive-actions-8.5x11.pdf>

Coronavirus (COVID-19):

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

## Attachment F

### **School Cleaning**

For Normal Cleaning:

- Disinfecting of counters, stair railings, and door knobs should be performed more frequently during the influenza pandemic.
- Filters of the air conditioning systems should be cleaned and changed frequently.
- Telephones should be disinfected before use.
- For normal cleaning specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water). However, areas or items frequently shared by people should be disinfected more frequently.
- Where operationally possible, during the day increase ventilation to the facility. To decrease the spread of disease, following each school day, the school may be thoroughly ventilated and cleaned.

### **CDC Recommendations:**

#### **1. Know the difference between cleaning, disinfecting, and sanitizing**



**Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

## **2. Clean and disinfect surfaces and objects that are touched often**

Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Some schools may also require daily disinfecting of these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

## **3. Simply do routine cleaning and disinfecting**

It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, it is not necessary to close schools to clean or disinfect every surface in the building to slow the spread of flu. Also, if students and staff are dismissed because the school cannot function normally (e.g., high absenteeism during a flu outbreak), it is not necessary to do extra cleaning and disinfecting.

Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

## **4. Clean and disinfect correctly**

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a

disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

## Attachment G



Dear Parents/Guardians,

As expected, **Insert Type** virus is now in the United States.

Health officials are concerned that the **Insert Virus** virus may change in a way that infects people. Such a development could lead to person-to-person spread of the disease. This could cause a worldwide flu outbreak, called a pandemic. Therefore, even though currently there is no pandemic, we should be aware of the potential impact that this disease could have. As such, we would like to remind you about some ways to protect your family from getting sick.

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash their 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. Be sure to set a good example by doing this yourself.
- Teach children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are symptom free.

Suffolk Public Schools will continue to provide updated information through our division's website ([www.spsk12.net](http://www.spsk12.net)). The following are valuable resources for additional information concerning a pandemic:

**Centers for Disease Control and  
Prevention**  
**Virginia Department of Health**  
**American Red Cross**

[www.cdc.gov](http://www.cdc.gov)  
[www.vdh.virginia.gov](http://www.vdh.virginia.gov)  
[www.redcross.org](http://www.redcross.org)

We ask that you share this information with your family, friends, and neighbors as we continue to work towards continued health.

Sincerely,

Dr. John B. Gordon III  
Superintendent

**Attachment H**

## **Pandemic Planning Checklist for Individuals and Families**

You can prepare for a pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of a pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a pandemic.

1. To plan for a pandemic:
  - Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
  - Periodically check your regular prescription drugs to ensure a continuous supply in your home.
  - Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
  - Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
  - Volunteer with local groups to prepare and assist with emergency response.
  - Get involved in your community as it works to prepare for a pandemic.
  
2. To limit the spread of germs and prevent infection:
  - Teach your children to wash hands frequently with soap and water, and model the correct behavior.
  - Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
  - Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.
  
3. Items to have on hand for an extended stay at home:

### Examples of food and non-perishables

Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups  
Protein or fruit bars  
Dry cereal or granola  
Peanut butter or nuts  
Dried fruit  
Crackers  
Canned juices  
Bottled water  
Canned or jarred baby food and formula  
Pet food  
Other non-perishable items

### Examples of medical, health, and emergency supplies

Prescribed medical supplies such as glucose and blood-pressure monitoring equipment  
Soap and water, or alcohol-based (60-95%) hand wash  
Medicines for fever, such as acetaminophen or ibuprofen  
Thermometer  
Anti-diarrheal medication  
Vitamins  
Fluids with electrolytes  
Cleansing agent/soap  
Flashlight  
Batteries  
Portable radio  
Manual can opener  
Garbage bags  
Tissues, toilet paper, disposable diapers

Information from [www.pandemicflu.gov](http://www.pandemicflu.gov)

## Attachment I



Dear Parents/Guardians,

This letter will give you information about a **Insert Virus** outbreak in Suffolk. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new **Insert Virus** virus that is making people sick. So many people are sick that health officials call it a “pandemic.”

At this time, the health department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

**To keep the virus from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.**

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

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

- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

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

If you have questions, please contact your school nurse, healthcare provider or local health department.

Sincerely,

Dr. John B. Gordon III  
Superintendent

**Attachment J**

### **Student Spacing (social distancing)**

Student spacing refers to distancing individuals and strategies to reduce the spread of the virus between people.

- Education on student spacing should be distributed to all staff, students and parents.
- Student spacing strategies may include:
  1. Spacing students' desks three (3) feet apart, in small pods or clusters
  2. Discouraging prolonged congregation in hallways, lunch rooms, etc.
  3. Limiting group activities and interaction between classes
  4. Canceling gym class, choir or other school activities that place individuals in close proximity



Dear Parents/Guardians,

Local public health department officials have requested that all schools in Suffolk close. This request is in response to the pandemic situation in our community. All schools are immediately closed until further notice and children should stay home. Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the **Insert Virus**.

Because the **Insert Virus** is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers.

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

- Have them drink plenty of non-caffeinated liquids (juice, water, etc.).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches use ibuprofen (Motrin®) or acetaminophen (Tylenol®).

**Do not use aspirin with children or teenagers; it can cause Reye's syndrome a life-threatening illness.**

- Keep tissues and trash bags within reach of the sick person.
- Be sure everyone in your home washes his/her hands frequently with soap and water.
- Keep people who are sick away from those who are not sick.

For more information, call your healthcare provider or the local public health department.

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

Sincerely,

Dr. John B. Gordon III

Superintendent

Attachment L



Dear Parents/Guardians,

Public health officials have determined that local incidents of pandemic **Insert Virus** are under control. Schools will open again on \_\_\_\_\_ . Health officials have determined that students may safely return to class.

Even though school is opening, there maybe some people who are still sick. Furthermore, health officials say that pandemic outbreaks sometimes happen in waves. This means more people could become sick soon. If more people get sick, it may become necessary to close schools again.

Because viruses can still be spread from person-to-person, please keep children who are sick at home. Do not send them to school. Continue to follow previous advice on reducing the spread of viruses.

We are looking forward to seeing your children.

Sincerely,

Dr. John B. Gordon III  
Superintendent

## Surveillance and Reporting

During all stages of a pandemic outbreak, and before such an event, it will be essential to monitor and document the number of students and staff who are absent and, in particular, whose symptoms meet the definition of influenza-like illness. Keeping track of these numbers will help officials determine when and whether to close schools and track the progress of the disease in the broader community.

The Center for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

Fever of 100 degrees Fahrenheit or higher and one of the following:

- Cough
- Sore throat
- Headache
- Muscle ache

Included in this section is a Daily Influenza Census sheet. This document details the specific information that the local health department should receive on a daily basis.



Daily Influenza Census

\_\_\_\_\_  
School or Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of Reporting Individual

\_\_\_\_\_  
Phone Number

**Student Information**

Number of Students absent with flu-like illness today \_\_\_\_\_

Total number of students currently enrolled in school \_\_\_\_\_

**Staff/Faculty**

Number of staff/faculty absent with flu-like illness today \_\_\_\_\_

Total number of staff/faculty currently employed \_\_\_\_\_

Comments:

\_\_\_\_\_  
Scan and email to the Human Resource Department and the Supervisor of Health Services

**Key Contact Information****Suffolk Public Schools**

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email Address</b>
Superintendent	John B. Gordon	757-925-6750	<a href="mailto:johngordon@spsk12.net">johngordon@spsk12.net</a>
Assistant Superintendent of Teaching and Learning	Latoya Harrison	757-925-6750	<a href="mailto:latoyaharrison@spsk12.net">latoyaharrison@spsk12.net</a>
Assistant Superintendent of Student Services	Suzanne Rice	757-925-6750	<a href="mailto:suzannerice@spsk12.net">suzannerice@spsk12.net</a>
Director of Facilities and Planning	Terry Napier	757-934-6206	<a href="mailto:freddienapier@spsk12.net">freddienapier@spsk12.net</a>
Operations Supervisor of Facilities and Planning	Vernon Jackson	757-934-6206	<a href="mailto:vernonjackson@spsk12.net">vernonjackson@spsk12.net</a>
Supervisor of Health Services	Sara Williford	757-925-6750	<a href="mailto:sarawilliford@spsk12.net">sarawilliford@spsk12.net</a>

**Virginia Department of Health**

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email Address</b>
Epidemiologist		804-864-8141	

**Western Tidewater Health District**

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email Address</b>
Director	Todd Wagner	757-514-4705	<a href="mailto:todd.wagner@vdh.virginia.gov">todd.wagner@vdh.virginia.gov</a>
District Epidemiologist	Amal Patel	757-514-4767	<a href="mailto:amal.patel@vdh.virginia.gov">amal.patel@vdh.virginia.gov</a>
Communicable Disease Nurse	Vickie Barnes	757-514-4706	<a href="mailto:vickie.barnes@vdh.virginia.gov">vickie.barnes@vdh.virginia.gov</a>
Nurse Manager	Cynthia Hunting	757-514-4700	<a href="mailto:cynthia.hunting@vdh.virginia.gov">cynthia.hunting@vdh.virginia.gov</a>
Nurse Supervisor	Marli Laudun	757-514-4700	<a href="mailto:marli.laudun@vdh.virginia.gov">marli.laudun@vdh.virginia.gov</a>
Emergency Planner	Will Drewery	757-514-4766	<a href="mailto:will.drewery@vdh.virginia.gov">will.drewery@vdh.virginia.gov</a>

**A special thanks to the 2009/2010 Pandemic Flu Planning Committee:**

**Members**

Kevin L. Alston – Co-Chairman – Assistant Superintendent – Suffolk Public Schools  
James Thorsen – Co-Chairman – Executive Director of Facilities and Planning – Suffolk Public Schools  
James Judkin – Emergency Services Coordinator – City of Suffolk  
Nora Butler – Supervisor of Emergency Services – Western Tidewater Community Service Board  
John Cooke – Emergency Planner – Western Tidewater Health District  
Amal Patel – District Epidemiologist – Western Tidewater Health District  
Faye Byrum – Executive Director – Suffolk Chapter of the American Red Cross  
J. R. Vick – Director of Respiratory Care – Sentara Obici Hospital  
Janice White – Supervisor of Health Services – Suffolk Public Schools  
Roosevelt Brown – Elementary Physical Education Teacher – Suffolk Public Schools  
Christina Klein – Middle School English/Civics Teacher – Suffolk Public Schools  
Erin Lawrence – High School Biology Teacher – Suffolk Public Schools  
Denise Farris – Parent/President – Suffolk Parent Teacher Student Association Council  
Jeanie Baines – Parent  
Brian Williams – Supervisor of Food and Nutrition Services – Suffolk Public Schools