

Bethel School District

Pandemic Flu

Emergency Preparations, Response, Recovery

What is the flu?

Flu also called influenza is a contagious disease of the lungs and airways. Usually influenza viruses are spread in droplets of cough and sneezes.

Flu symptoms:

Fever	Headache	Runny Nose
Body Aches	Cough	Stomach and Intestinal Discomfort
Extreme Tiredness	Sore Throat	

How does seasonal flu differ from Pandemic Flu?

Seasonal Flu	Pandemic Flu
<ul style="list-style-type: none"> • Occurs every year usually in the winter. • For most people, it is an unpleasant but not life-threatening infection. • Affects up to about 10% of the population. • Annual vaccination is available for those at risk of serious illness. 	<ul style="list-style-type: none"> • Occurs rarely (three time in the 20th century). • It could be a more serious infection for everyone. • May affect around 25% of the population. • Vaccine probably would not be available in the early stages of the pandemic.

According to the Washington State Department of Health, an epidemic is an outbreak of a disease that occurs in one of several limited areas, like a city, state, or country. Once the disease spreads beyond the borders of several countries and affects many countries across the globe, it is called a pandemic. In the 20th century, several pandemics of influenza occurred – the biggest one in 1918. During that pandemic, at least 500,000 Americans died and it has been estimated that there were as many of 10 million deaths worldwide.

In the case of a pandemic flu event, the district will follow the district’s Infectious Disease Policy and initiate the district planning, response and recovery procedures as follows:

**Bethel School District
Infectious Diseases Policy 3414**

In order to safeguard the school community from the spread of certain communicable diseases the superintendent shall implement procedures assuring that all school buildings are in compliance with state board of health rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases deemed dangerous to the public health. Such procedures shall also prescribe the manner in which safeguards are taken to remove the danger to other.

The district shall require that the parents or guardian shall complete a medical history form upon enrollment and as needed. The nurse may use such reports to advise the parent of the need for further medical attention and to plan for potential health problems in school.

The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI 3-1997). The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a student's present and past health condition shall be treated as confidential. The principal shall cooperate with the local health officials to the investigation of the source of the disease.

The fact that a student has been tested for a sexually transmitted disease, the test result, any information relating to the diagnosis or treatment of a sexually transmitted disease, and any information regarding drug or alcohol treatment for a student must be kept strictly confidential. If the district has a release, the information may be disclosed pursuant to the restrictions in the release.

A school principal has the authority to send an ill child home with parent notification, without the concurrence of the local health officer, but if the disease is reportable, the local health officer must be notified. The local health officer is the primary resource in the identification and control of infectious disease in community and school.

The following planning committee assembled to review and develop mitigation and prevention plans, review and develop response plans, and review and develop recovery plans.

Planning Committee:

Craig Alsid	Assist Director, Facilities
Lisa Anthony	Parent Representative
Paula Brown	Teacher, BHS
Patricia Bunnell	Social Worker, CARE Team Rep.
Janice Doyle	Health Services. Lead Nurse
Dale Fleischbein	Transportation, Assist. Director
Marsha Hunt	Director, Budget
Kathy Johnson	Bethel Area Council President
Lincoln Pierce	Child Nutrition, Director
Jill Smith	RN, MN – Community Health Nurse, Pierce

Lora Taylor
Rob Van Slyke
Ann Waybright

County Health Dept.
Risk Management, Manager
Executive Director of Operations
Social Worker, CARE Team rep.

MITIGATION AND PREVENTION:

Planning committee reviewed the existing Infectious Diseases Policy 3414 and determined that the policy would apply to a Pandemic event. Revisions and/or additions were not necessary.

To mitigate the effects of a Pandemic the following actions will be taken:

Communications:

Different forms of communication will be used to keep staff, students and parents informed of announcements and plans from the Tacoma-Pierce County Health Department and plans for the district's response if the pandemic should affect Bethel School District.

The district has in place the following communication procedures:

Public Notification:

District WEB page
Local radio and TV announcements for school closures
Student messenger service for direct phone calls to parents
School Newsletters
Bethel PRIDE – district newspaper sent to all residents

Staff notification:

District WEB page
District email
Staff messenger service for direct phone calls to staff
District and individual school phone trees

The District will take proactive procedures to educate staff and students regarding respiratory etiquette and “stop the spread of germs.”

1/06	Posters, illustrating the proper procedures for “covering your cough,” were posted at school.
2/06	For the purpose of training staff as role models for students, a reminder to wash your hands before eating was placed in each staff lounge along with a bottle of alcohol-based hand gel.
3/06	Flyers, “Stop the Spread of Germs” were distributed to each school. One flyer will be placed in each classroom as a reminder of respiratory etiquette and proper hand washing techniques.
4/06	Distribution of informational flyers from health department, “Pandemic Influenza” and “Getting Ready for the Pandemic Flu Checklist.” Copies

	<p>were sent home with each student.</p> <p>The Health Department also provided translation of the flyers in the following languages: Spanish, Russian, Korean, Cambodian and Vietnamese. Flyers will be distributed to the district schools.</p>
09/06	Schools will encourage students to bring alcohol-based hand gel to be available for those rooms that do not have hand-washing facilities.
Ongoing	Articles will be placed in the district “PRIDE” newspaper regarding signs and symptoms of flu and healthy habits techniques. Healthy habits include frequent and proper hand washing, covering your cough with a tissue or into your arm and staying home when you are sick.
Ongoing	During new staff orientation, healthy habits procedures will be discussed with staff. Healthy habits include frequent and proper hand washing, covering your cough with a tissue or into your arm and staying home when you are sick.
Ongoing	School Nurse and health clerk at each site will be responsible to educate students and staff about Pandemic Flu. They can use the existing posters and flyers for students. Building administrators should allow a few minutes at staff meetings to remind staff of healthy procedures and inform staff of any new updates on the pandemic.
Ongoing	Information and healthy habits procedures will be posted on the district WEB site.
Ongoing	Post updates on the district WEB page.
Ongoing	Custodial staff will be responsible for ensuring that bathrooms are supplied with soap and towels for hand washing.

PREPARDNESS

It is anticipated that the Tacoma-Pierce County Health Department will make the determination when to close schools and businesses. The district will support their decision making process by providing the same reporting of absences as stated in the Infectious Disease policy. Pandemic flu updates from the Tacoma-Pierce County Health Department will be distributed to the Superintendent, lead nurse and communications director. Communication for school closure will be to the Superintendent, lead nurse and communications director.

Procedures for the schools up to the time of closure will include:

Responsible Staff	Area	Description of Responsibility
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Lora Taylor, Janice Doyle, Mark Wenzel	Distribution of Information	The district will continue to post flyers and posters as reminders of healthy habits during the late fall and early winter months. Articles will continue in the Bethel PRIDE newspaper and on the WEB page and schools will be encouraged to post reminders in the school newsletter.
Administrator working with Nurse/Health Clerk	Health Room	Because of limited space in most health rooms, schools need to identify another location to house ill students. Students suspected of having the flu should be kept separate from other students using the health room for medication distribution, etc. Schools should stock extra gloves, surgical masks and N95 respirators, if needed, along with appropriate cleaning supplies.
Administrative Staff	Administrative Absence	District Office and schools will follow their Incident Command emergency chain of command to fill administrative positions due to illness. For example, in an emergency, when the principal is gone, who is the Incident Commander?
Director of Communications	Administrative Training	Information will be sent out to staff to review symptoms of flu and what to look for in order to identify ill students and staff.
School Administrator	Potential Absences	Schools will identify staff that due to health condition or pregnancy will not be able to be present at school once the flu has been identified. Information will be shared with Human Resources to be considered along with the absences called in due to illness.
School Administrator	Staff illness	Schools need to be sure staff emergency contact lists are up-to-date. Staff need to identify someone that will check on them in case of an illness.
Critical Incident Team	Review of available services	Ann Waybright and Patricia Bunnell will review and identify resources available

		for grief services including the district critical incident team and the county FLIGHT Team. The FLIGHT Team is the county's equivalent to the district's critical incident team.
Critical Incident Team	Administrative Training	Additional training for all administrators will be provided in the Fall of 2006.

RESPONSE

Nurse/Health Clerk	Care of students with flu like symptoms.	<p>Students exhibiting flu symptoms will be kept in a separate location away from other health room users.</p> <p>Parents or emergency contact will be called immediately. Student will be required to wear surgical mask until picked up.</p> <p>Area or bed that student occupied will be cleaned after each use as per current procedure.</p>
Nurse/Health Clerk	<p>Reporting of Illness</p> <p>Flu symptoms:</p> <ul style="list-style-type: none"> • Fever • Headache • Sore throat • Body aches • Cough • Runny nose • Stomach and intestinal discomfort • Extreme tiredness 	<p>Nurse/Health Clerk will keep a record of students and staff exhibiting flu symptoms who are sent home. When absences are called in, health clerk will note those that are home due to flu like symptoms. Report will be called into Janice Doyle, Lead Nurse. Janice Doyle will report absences to the Tacoma-Pierce County Health Department.</p> <p>Alternate for reporting absences will be Lora Taylor, Risk Manager.</p>
School Administrator working with Director of Communications and Lead Nurse.	Communications to Staff	Updates will be given to staff on the extent of infection at school site and potential changes that may take place.
Director of Communications working with Senior Staff.	Communications to Parents	Will provide information to parents on prevention procedures, and provide information as to the school status – open or closed and if closed when reopening.

		Check with Health Department for translations on information.
Senior Staff	Debriefings	Senior staff will conduct timely debriefings to identify lessons learned and make necessary changes to the response plan.

RECOVERY

Building Administrator	Critical Incident Team services	If necessary, the building administrator will contact either Ann Waybright or Patricia Bunnell for assistance in grief counseling as per Critical Incident procedures.
Director of Communications	General Information	Provide information on extent of pandemic flu in the community and activities that may assist students; signs and symptoms to look out for and safe room function and location at each school. Also announce counseling support services available to faculty and staff.
School Nurse	On-going assessments	The school nurse will provide physical assessments or make appropriate community health referrals.
Director of Communications working with Critical Incident Team	Families and Staff Information	Make educational materials available to families and staff on topics such as how to support your student with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress. Urge staff to use Employee Assistance Program for assistance with coping with loss and stress.
School Nurse working with the Critical Incident Team	Long-term assistance	Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop school and community resources to provide these services.
Building Administrator	Staff well-being	Monitor the effects of cumulative stress

		<p>on caregivers such as office staff, school nurses, and teachers, aides, school counselors, and other crisis team members.</p> <p>Work with Human Resources and the Critical Incident Team to provide support.</p>
Human Resources	Staff Assistance	Modify work roles and responsibilities or add volunteer or support staff as needed.
Critical Incident Team	Student Follow-up	Follow-up with student referrals made to community agencies.
Pandemic Flu Planning Committee	Incident de-briefing	Conduct debriefing meeting(s) to document “lessons learned” and incorporate them into revisions and trainings.