

Bay District Schools

Pandemic Influenza Response Plan

I. INTRODUCTION

One of the greatest and most likely threats to the public's health is a naturally occurring event – an influenza pandemic. Influenza epidemics happen nearly every year, 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.

Influenza 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 will 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 20th 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 influenza pandemics will occur in the 21st century. Recent cases of human disease caused by a widespread and growing avian influenza outbreak suggest that a new pandemic could be developing at this time.

There are several characteristics of an influenza pandemic that differentiate it from other public health emergencies. First, it has the potential to suddenly cause illness in 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. The Bay County Emergency Operations Center has asked agencies to prepare for school closures that may last up to 2 months.

Summary of Preparedness and Response Principles

During an influenza pandemic, the Bay County Health Department (BCHD), the Bay County Emergency Operations Center (EOC), and **Bay District Schools (BDS)** will utilize their pandemic Influenza plan for their agencies to achieve the following goals:

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

The plan will be coordinated with other Local Health Officers termed (**LHO**), Emergency Operations Centers termed (**EOC**), and School Districts termed (**SD**) all-hazard plans and activities, and will be coordinated with the plans of our community, state and federal partners.

II. 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 states and local agencies should plan for them:

1. The clinical attack rate (the percentage of people who will become so sick they won't be able to go to work or school) will be 30% in the overall population. Illness rates will be highest among school-aged children (about 40%) and decline with age.
2. Children will shed the greatest amount of virus (they are more contagious than adults) and therefore are likely to pose the greatest risk for transmission.
3. It is anticipated that the school district will need to plan to function with a 30% work force absentee rate.

4. On average about 2 secondary infections will occur as a result of transmission from someone who is ill.
5. 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 closures may likely happen early in an event. The duration of school closures 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:

6. Working closely with the LHO and the EOC will maximize the health and safety of the school community. Understanding the roles of each agency and their responsibilities will promote coordination and communications.
7. An influenza 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.
8. There will be a need for heightened global and local surveillance of flu symptoms and infection rates.
9. Bay County will not be able to rely on mutual aid resources, State or Federal assistance to support local response efforts.
10. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications may be prioritized by LHO for hospitalized influenza patients, close contacts of patients, health care workers providing care for patients, or other groups.
11. Due to vaccine production and distribution constraints, a vaccine for the pandemic influenza strain will likely not be available for 6 to 8 months following the emergence of a novel virus.
 - a. As vaccines become available, they will be administered to eligible persons and ultimately to the entire population.

- b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies to control the spread of the disease in the county.
12. There could be significant disruption of public and privately-owned critical infrastructure including transportation, commerce, utilities, public safety and communications.
 13. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gathering points and canceling public events may be implemented during a pandemic.
 14. 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.
 15. The general public, healthcare partners, response agencies, elected leaders and schools will need continuous updates on the status of the pandemic outbreak, the steps LHO and the school district is taking to address the incident, and steps the public can take to protect themselves.

III. AUTHORITIES

In Bay County, various public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Secretary of Health, the Board of County Commissioners, City Mayors, and the Local Health Officer (LHO) 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 EOC, the Local Health Officer and schools to ensure decisions and response actions are clear and consistent. The Local Health Officer is the Bay County Health Department and they may direct the isolation and quarantine of individuals or groups. The local law enforcement officials have the authority to enforce the orders issued by the Bay County Health Department within their jurisdiction.

A school district has the authority to close schools for emergency reasons. **Bay District Schools** Board Policy, gives the Superintendent authority to close any or all schools. A school district may close school for emergency reasons, as set forth in Bay District Schools Board Policy 1.303 Emergencies, and Florida State Statute 230.22(2).

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

- 1) A “district-wide emergency closure” means all Bay District Schools will be closed. Bay District Schools Board Policy 1.303.
- 2) A “school emergency closure” means any of Bay District Schools may be closed. Bay District Schools Board Policy 1.303.

The Superintendent of Public Instruction has established regulations for school districts to follow, to request continued financial support from the State during a district-wide emergency closure and a school emergency closure.

IV. PHASES OF A PANDEMIC

The World Health Organization (WHO), the medical arm of the United Nations, has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of WHO 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 WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals	Bay District Schools Goals
<p>Interpandemic Period</p> <p>Phase 1 – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.</p> <p>Phase 2 – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.</p>	<p>Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data.</p> <p>Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.</p>	<p>Ensure that staff members and students are trained in preventative measures such as respiratory etiquette and hand washing hygiene.</p> <p>Minimize the risk of transmission to humans; ensure that staff understand detection and reporting guidelines and report</p>

		rapidly as required to the Bay County Health Dept..
<p>Pandemic Alert Period</p> <p>Phase 3 – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> <p>Phase 4 – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.</p> <p>Phase 5 – 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).</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.</p> <p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p> <p>Maximize efforts to contain or delay spread to possibly avert a pandemic, and to gain time to implement response measures.</p>	<p>Ensure staff are knowledgeable about the latest epidemiological information distributed by the Bay County Health Department.</p> <p>Ensure that best practices for infection detection and control measures are followed.</p> <p>Ensure adequate resources for staff/student protection.</p> <p>Ensure that Bay District Schools is implementing the best practice for social distancing techniques per LHO guidelines, including reducing the school activity calendar.</p> <p>Maximize communications with parents related to health and safety.</p>
<p>Pandemic Period</p> <p>Phase 6 – Pandemic is declared. Increased and sustained transmission in the general population.</p>	<p>Implement response measures including social distancing to minimize the pandemic impacts.</p>	<p>Follow LHO and EOC, social distancing, isolation and quarantine measures.</p> <p>Ensure maximum support and education for students who are affected by pandemic.</p>

V. Concept of Operations

A. Overview

1. The **Bay County 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 **Bay County Health Department** will respond under the auspices of the Bay County Health Department Pandemic Influenza plan as well as the Department of Emergency Operations Plan, Emergency Support Function 8 (Health and Medical Services) and the Regional Disaster Plan.
3. **The Bay County Health Department** response actions will emphasize disease surveillance and investigation, social distancing measures 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. **Bay District Schools** will maintain increased communications with the Bay County Emergency Operation Center (EOC) and the Bay County Health Department and will implement those procedures that increase the health and safety of the school community.
5. **Bay District Schools** assumes the following responsibilities:
 - a. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic and the Bay County 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.
 - 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 social support plans developed by the Bay County Health Department and the Bay County Emergency Operations Center.
6. Each school assumes the following responsibilities:

- e. Develop a response plan that will:
- Identify chain of command in case of illness with a minimum of 2 back ups.
 - Review and implement best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
 - Review procedures for sending ill individuals home and make adjustments if necessary.
 - Report the number of staff and students daily absent with pandemic flu to the Superintendent of **Bay District Schools** who will notify the Bay County Health Department and Incident Commander.
 - Document actions taken.
 - Update staff and provide information on the extent of infection at school site and potential changes that might take place at school.
- f. Develop a recovery plan that provides for education support and emotional support for staff and students. If there is loss of life, implement procedures according to Bay District School Board Policy and procedures.

B. Direction and Control

1. **The Bay County Health Department** and all response partners will operate under the Incident Command System throughout the duration of the pandemic response. The Superintendent will serve as Bay District Schools Incident Commander. Bay District Schools has adopted by resolution, NIMS as the appropriate system to be used by the District in preparing for and responding to disaster incidents.
2. **The Bay County Health Department** may activate the Public Health Emergency Operations Center (PHEOC) to coordinate the county-wide public health and medical response during a pandemic.
3. The County, cities and **Bay District Schools** may activate their EOCs during a pandemic to coordinate a cohesive response.

4. During Pandemic Phases 1, 2 and 3 where County is not directly affected, the **Bay County Health Department** will lead countywide preparedness and education efforts for pandemic response.
5. During Pandemic Phases 4, 5 and 6 the **Bay County Health Department** will communicate with health system partners through the Health Care Coalition to coordinate and manage health care system resources and information.
6. **The Bay County Health Department** will assess the viability of community containment options and establish criteria for recommending their implementation to local elected officials.
7. Upon reaching Pandemic Phase 4 (if local area is not affected; Phase 3 if local area is affected)
 - a. **The Bay County Health Department** will provide regular briefings to the Board of County Commissioners, the Mayors, other local elected officials, 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. **Bay District Schools** will attend Bay County Health Department briefings and provide information to staff and students. Bay District Schools will take appropriate measures including social distancing 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 the schools and the County'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 Bay County Health Department, health system partners and Bay District 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 Bay County Health Department** Communicable Disease, Preparedness and Community Based Public Health Practice Sections 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 of **Bay District Schools**, the central administration will assess the needs of the schools.
 - i. Assess the information needs of the school community.
 - ii. 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 updates, social media postings, parent letters, or school newsletters, television and radio broadcasts. The school system may also opt to utilize its automated calling system to inform parents.
 - iii. **Bay District Schools** will identify hard-to-reach families and do everything possible to ensure communications are offered in the student's native language.

- iv. Coordinate with Bay County Health Department to develop common health messages and education materials in multiple languages. Coordinate with the Bay County Health Department to ensure that bilingual staff can serve as information conduits to vulnerable school families and build sustainable preparedness capabilities.

3. Communications During Phases 4, 5, 6

- a. The Bay County Health Department Public Information Officer (PIO) will evaluate the need to establish a Joint Information Center (JIC) in conjunction with appropriate health system and response partners. A JIC will be activated when the Bay County Health Department PIO deems it necessary based on specific characteristics of the pandemic. **If school closures are considered, the Bay District Schools Director of Communications will work with the JIC.**
- b. The Bay County Health Departments PIO will develop a communications strategy including identifying appropriate community partners for reaching and educating diverse communities such as limited English speaking and homeless students and their families. Bay District Schools will assist in translations for the school community.
- c. As the pandemic expands, the Bay County Health Department PIO will provide daily updates on the pandemic and will organize regular media briefings.
- d. The Bay County Health Department PIO 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. **Bay District Schools** Director of Communications will evaluate the need to establish a school information call center to respond to public inquiries. The Bay District Schools Office of Communications will disseminate web

alerts, social media updates, press releases and automated calls per JIC guidelines and as necessary.

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).

Bay District Schools pre-event mitigation activities include:

1. *Planning, exercising, evaluating and revising the Pandemic Influenza Response Plan.*
2. *Training and equipping Bay District Schools staff to assure competencies and capacities needed to respond to a pandemic outbreak.*
3. *Developing strategic partnerships with local community health care institutions and providers, and 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, county, and school infrastructure.*
6. *Stockpiling necessary equipment and supplies that will be needed to respond to an influenza pandemic.*
7. *Establish ventilation (HVAC) standards to be used during each phase of the pandemic.*

E. Surveillance

1. The Influenza Surveillance Program by the Bay County Health Department provides information on influenza activity in Bay County for health care providers and the public, because influenza is not a mandated notifiable disease under the Florida Statutes. The Bay County Health Department uses several methods to understand when influenza has arrived, is most active, and subsides in our community. One method is the sentinel reporting system. The Public Health Department has identified schools as sentinel reporters and monitors school absenteeism. All schools within the County are asked to report

absenteeism of 10% or more of the school population each week from approximately November through April on a voluntary basis. School absenteeism in the winter months generally correlates with the level of influenza in the 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.
3. Surveillance During Pandemic Phases 1, 2, 3
 - a. The Communicable Disease Section will maintain daily influenza tracking activities [reports regarding school absenteeism, pneumonia and influenza deaths submitted by Vital Statistics, nursing home reports and sentinel providers].
 - b. **As a sentinel reporter, each school will report attendance data when student absentee rates rise above 10% for one week during the months of November-April. The report should be sent to the Bay County Health Department per current standards and a secondary report sent to the School District Superintendent.**
4. Surveillance During Pandemic Phases 4, 5, 6
 - a. As a sentinel reporter, each school will closely monitor and report attendance and data trends when student absentee rates rise above 10%. During these phases, daily reports will be sent to the **Superintendent..**
 - b. **Bay District Schools Human Resources Department** will activate tracking of absenteeism for school and central staff and report trends to the Superintendent. This data will be used to identify staffing needs and inform school closure discussions.
 - a. **The Bay County Health Department will collaborate with Bay District Schools to identify essential personnel to be included in priority groups for vaccinations.**

F. Vaccine Management

- a. In consultation with State DOH, the Communicable Disease Section will finalize recommendations to the Local Health Officer

regarding priority groups to receive vaccination based on CDC guidelines.

- b. The Bay County Health Department will finalize mass vaccination plans with regional partners, including schools.

G. Social Distancing Strategies

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, flex scheduling and other options; and closing all public assemblies or after-school activities.

1. The Bay County Health Director will review social distancing strategies and current epidemiological data during each phase and recommend to key elected officials, including the Bay County Board of Commissioners, the Mayors, and the **Superintendent** of Bay District Schools social distancing actions that should be implemented to limit the spread of the disease.
2. Local Elected Officials will be the decision makers regarding implementation and enforcement of social distancing strategies in Bay County. The Bay County Health Department Director will work with the Board of County Commissioners, the Mayors, and **Superintendent of Bay District Schools** to coordinate the timing and consistency of social distancing decisions.
3. Social Distancing Strategies During Phases 1, 2, 3
 - a) The Bay County Health Department will:
 - i) educate elected officials, government leaders, school officials, response partners, businesses, the media and the public about influenza pandemics and their consequences.

- ii) coordinate with elected officials, government leaders, school officials, response partners, and businesses regarding the use of using social distancing strategies, the associated impacts they cause and the process for implementing these measures.
- iii) confirm the decision making process and criteria for recommending social distancing strategies with key public officials.

b) **BDS schools** will:

- i) increase respiratory hygiene education for staff, students and parents. Educational pieces will be sent home in school newsletters, via email and other electronic methods. The educational piece will be electronically sent to all employees in Bay District Schools. The educational piece will be placed on Bay District Schools website and social media outlets for staff, students, and parents, and will be continually updated.
- ii) increase symptom monitoring and attendance monitoring to ensure accurate reporting to the Bay County Health Department.

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

- a) The Bay County Health Department will
 - i) recommend social distancing strategies to elected officials that are commensurate with the severity of illness and societal impact of the pandemic.
 - ii) specific, county-wide strategies that may be recommended by the Bay County Health Department Director include:
 - 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.
 - Encourage the public to use public transit only for essential travel; therefore transportation to schools may be interrupted.

- Advise County residents to defer non-essential travel to areas of the world affected by pandemic influenza outbreaks.
- Suspend all public events where large numbers of people congregate including sporting events, concerts, and parades.
- Close all public and private schools and colleges.
- Suspend all government functions not dedicated to addressing the impacts of the pandemic or maintaining critical continuity functions.
- 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) Bay District Schools will

- i) Follow the Bay County Health Department guidelines as appropriate including following social distancing guidelines and emergency pandemic staffing plans.
 - Cancel extracurricular activities or close schools as directed by the Bay County Health Department.

H. Isolation and Quarantine

- 1. Isolation and Quarantine
 - a. The Bay County Health Department will
 - i) coordinate planning efforts for isolation and quarantine with State DOH, neighboring county health departments, community based organizations, Bay District Schools, and local law enforcement.
 - ii) follow CDC guidelines in developing isolation and quarantine procedures for individuals traveling from areas in which a novel influenza virus is present.

VI. MAINTENANCE OF ESSENTIAL SERVICES

1. One of the critical needs during a flu pandemic will be to maintain essential community services.
 - a. 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.
 - b. 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 SPS schools or the entire district may be adversely disrupted.
2. 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.
3. ***Bay District Schools will develop continuity of operations plans (See Appendix A) that address, at a minimum:***
 - a. *Line of Succession for the agency.*
 - b. *Approval of continuity of operations plans by the Superintendent.*
 - c. *Identification of mission essential services and priorities.*
 - d. *Procedures for the reassignment of employees to support mission essential services.*
4. Maintenance of Essential Services During Phases 1, 2, 3
 - a. Bay District Schools will work with the Bay County Health Department to develop plans for maintaining essential departmental services during a pandemic.
 - b. In conjunction with the Bay County Health Department, Bay District 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.
5. Maintenance of Essential Services During Phases 4, 5, 6

- a. Bay District Schools will update its essential services plans and will request that its schools update their plans.
- b. The Superintendent of Bay District Schools, in conjunction with the Bay County Health Department Director, will determine the appropriate time to implement the continuity of operations plans and protocols.

VII. RECOVERY

1. School recovery from an influenza pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities.
2. In consultation with the Bay County Health Department and **Bay District Schools** will recommend specific actions to be taken to return the school district to pre-event status.
3. **Bay District Schools** will assess the economic and educational impact of the pandemic.
4. Bay District Schools Safety and Security Department will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Pandemic Response Plan.

Appendix A: **Continuity of Operations Plan Considerations**

Pandemic Influenza planning issues to be reconsidered or added to existing all hazard plan:

Line of Succession:

1. Should be 4 deep for command staff for both schools and central Incident Command Assignments
2. Clarify School Board line of succession
3. Clarify how Board meetings will be held if LHO does not allow public meetings

At the School Level:

1. Identification of mission essential services and priorities for each school or department for Pandemic Level 5 or 6 (plan for 2 months):
2. Each school administration should work with Safety committee to implement school-based procedures as outlined in plan including identifying issues and needs:
 - If there is a 30% reduction in workforce
 - If schools are closed for 2 months
 - For education plan for isolated and quarantined students who are sick for 2 weeks
 - Related to resource needs such as soap, masks, gloves ,etc.
 - Increase symptom monitoring and attendance monitoring to ensure accurate reporting to the Bay County Health Department.

At the Central Office:

1. Identify critical functions and processes:
 - Life / health / safety
 - Essential to accomplishing the mission of the school district
 - Perform Business Impact Analysis
 - Critical “Daily” functions that need to be provided EVEN during an event although at a reduced level
 - Identify Standard Operating Procedures of critical functions/processes and clearly document so resources pulled from

non-essential functions can perform in an emergency and/or “surge” 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 & task 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 is not familiar with applications.
 - Data entry
 - Patient Referrals & appointments
 - Records management
4. Identify the department’s technology needs related to large-scale telecommuting and conference calling.
 - Laptops
 - Remote Access
 - Information “SECURITY”
5. Review human resource policies to determine whether staff can be prevented from remaining at work if symptomatic for influenza.
6. Determine whether critical functions could be performed through flex shifting.
 - Establish shifts, longer hours of operations, alternate work days, etc.
7. Review human resource and labor policies regarding the implementation of flex schedules.
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 Bay County Health Department.

BAY DISTRICT SCHOOLS PANDEMIC INFLUENZA PREPAREDNESS AND RESPONSE PLAN

